

2017-2018 Academic Catalog & Handbook

Introduction

President's Message



Clarkson College is rich in history, academic excellence and unmatched in preparing students to be the best in the field of health care. The heart of our success resides in our dedicated staff, committed student body and outstanding faculty members. As a student, you will have the opportunity to experience our proud, long-standing tradition of upholding our Mission of preparing students to professionally provide high quality, ethical and compassionate health care services.

For more than 125 years, we have learned a few things about preparing students to provide high quality health care services, and our results are showing it. While focusing on quality we have not forgotten about cost. Clarkson College is committed to responsible control of expenses for students and parents. This combination of quality and efficiency equates to value at a private college you can afford.

Clarkson College offers undergraduate degrees, graduate degrees, post-graduate certificates and doctoral degrees in health sciences and health care business. The College is devoted to ensuring high quality health care education in the classroom, online or on campus, and during clinical experiences.

Clarkson College Highlights and Key Facts:

- Nebraska's first health care education institution.
- More than 1,200 students learning on-campus and online.
- Learning focused on patient, caring, integrity and a commitment to excellence.
- A student to faculty ratio of 14:1.
- Pass rates on national board exams consistently above the state and national average.
- The Nursing program began more than 125 years ago.
- Clarkson College has the largest Radiologic Technology and Physical Therapist Assistant programs in the state of Nebraska.
- Clarkson College has the only PTA transfer program in the Midwest.
- Clarkson College has the only accredited Bachelor's degree in Health Information Management program in Nebraska and Iowa.
- Clarkson College is the second least expensive private college in Nebraska.
- Access for our graduates to the largest and best medical campus in the region, Nebraska Medicine.

Our faculty and staff are anxious to prepare you with the high quality education you are seeking. We are passionate about your success not only during your time at Clarkson College, but also long after you graduate.

Sincerely,
Dr. Tony Damewood
President

Mission & Values

Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Values

Learning: The lifelong process of education through both structured and unstructured experiences.

Caring: An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact, serve and lead.

Commitment: Dedication to the shared mission of Clarkson College.

Integrity: Adherence to moral and ethical standards in personal, professional and organizational actions.

Excellence: A level of performance in which all individuals strive for extraordinary quality.

Accreditation & Approvals

Clarkson College has maintained continuous accreditation with The Higher Learning Commission North Central Association of Colleges and Schools (NCA) from 1984 to present.

The **Bachelor of Science in Nursing**, the **Master of Science in Nursing** programs and the **Post-Master's Certificate in Nursing** program have accreditation from the Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 PH 404.975.5000 www.acenursing.org

The **Bachelor of Science in Nursing** program is also approved by the Nebraska State Board of Nursing. http://dhhs.ne.gov/publichealth/Pages/crl_nursing_nursingindex.aspx

The **Master of Science in Nursing with a specialization in Nurse Anesthesia** program is also accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). 222 S. Prospect Ave. Park Ridge, IL 60068 PH 847.655.1160

The **Doctor of Nursing Practice** is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 PH 404.975.5000 www.acenursing.org

The **Diploma in Practical Nursing** program has approval for operation from the Nebraska State Board of Nursing. http://dhhs.ne.gov/publichealth/Pages/crl_nursing_nursingindex.aspx

The **Associate of Science in Radiologic Technology** program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). As an accredited program, the Radiologic Technology program is required to meet standards which can be found at: jrcert.org/acc_standards.html

Complaints or concerns involving accreditation issues should be directed to the Faculty Committee (any faculty member) or the JRCERT. 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606 PH 312.704.5300 JRCERT@aol.com

Upon receipt of any allegations of non-compliance, the program director and the faculty involved will investigate the report within three weeks. If an incident of non-compliance is identified, the program director and faculty will take action within the following three weeks to remedy the situation. The results of such actions will be reviewed and discussed during the next Faculty Committee meeting.

The **Associate of Science in Physical Therapist Assistant** program has accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE).
1111 North Fairfax Street Alexandria, VA 22314 PH 703.706.3245
accreditation@apta.org capteonline.org

The **Post-Baccalaureate Certificate in Health Information Administration, Bachelor of Science in Health Care Business with major in Health Information Administration** and **Associate of Science in Health Information Technology** programs have accreditation from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
233 N. Michigan Ave, 21st Floor Chicago, IL 60601-5800 PH 312.233.1131 cahiim.org

Nursing Continuing Education

Clarkson College is an approved provider of continuing nursing education by the Nebraska Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Clarkson College is approved Iowa provider 345.

Physical Therapy Continuing Education

For Physical Therapy and Physical Therapist Assistant continuing education activities appropriate CEUs are sought through:

Nebraska Chapter American Physical Therapy Association
600 S. 42 St. Omaha, NE 68198-5450 PH 402.559.6415 apta.org

Health Information Management Continuing Education

For Health Information Management continuing education activities appropriate CEUs are sought through:

American Academy of Professional Coders
2480 South 3850 West, Suite B Salt Lake City, UT 84120 aapc.com

And/or

American Health Information Management Association
233 N. Michigan Avenue, 21st Floor Chicago, IL 60601-5809 ahima.org

The **Basic and Advanced Life Support** and **First Aid** courses are approved by:

American Heart Association
7272 Greenville Ave. Dallas, TX 75231 americanheart.org

The **Nurse Aide and Medication Aide** programs are approved by:

Nebraska Department of Health and Human Services
Regulation and Licensure; Credentialing Division
P.O. Box 94986 Lincoln, NE 68509-4986 PH 402.471.4376
http://dhhs.ne.gov/publichealth/Pages/crl_nursing_nursingindex.aspx

The **Nurse Refresher** program is approved by:

The Nebraska State Board of Nursing http://dhhs.ne.gov/publichealth/Pages/crl_nursing_nursingindex.aspx

***Note:** Details and updates concerning accreditation can be found by contacting the appropriate program director.*

Degrees Offered

Degree	Major	Professionally Accredited

Degree	Major	Professionally Accredited
Associate of Science	<u>Health Information Technology*</u> <u>Physical Therapist Assistant</u> <u>Radiologic Technology</u>	Yes Yes Yes
Bachelor of Science	<u>Health Care Business: Management major*</u> <u>Health Care Business: Health Information Administration major*</u> <u>Health Care Services*</u> <u>Medical Imaging*</u> <u>Nursing (BSN)**</u>	Yes Yes No No Yes
Master of	<u>Health Care Administration*</u>	Yes
Master of Science	<u>Nursing (MSN): Adult–Gerontology Primary Care Nurse Practitioner*</u> <u>Nursing (MSN): Family Nurse Practitioner*</u> <u>Nursing (MSN): Nursing Education*</u> <u>Nursing (MSN): Nursing Health Care Administration*</u> <u>Nursing (MSN): Nurse Anesthesia</u>	Yes Yes Yes Yes Yes
Doctorate	<u>Doctor in Health Care Education and Leadership</u> <u>Doctor of Nursing Practice</u>	Yes Yes

**These programs may be completed through Online Education. Some online programs require periodic campus visits for skills assessment. Contact the appropriate department for current details.*

***RN to BSN options may be completed by Online Education. See details in the RN to BSN sections of this catalog.*

Certificates Offered

[Gerontology](#)

[Health Care Informatics](#)

[Health Information Management](#)

[Human Services](#)

[Post-Baccalaureate in Health Information Administration](#)

[Imaging Informatics](#)

[Public Health](#)

[Post-Masters Health Care Administration](#)

[Post-Masters Nursing: Adult–Gerontology Primary Care Nurse Practitioner](#)

[Post-Masters Nursing: Family Nurse Practitioner](#)

[Post-Masters Nursing: Nursing Education](#)

[Post-Masters Nursing: Nursing Health Care Administration](#)

[Women's Health](#)

Doctor in Health Care Education & Leadership

**Dean of Nursing & Director of
Doctor in Health Care Education & Leadership**

Introduction

Graduates of the Doctor in Health Care Education and Leadership (Ed.D.) program will have expanded knowledge and expertise required to provide health care leadership in both academic and administrative roles. Graduates will demonstrate excellence in interdisciplinary communication, translational research and problem solving while providing quality health care education. The major coursework will supply a foundation in outcomes assessment, learner development, transformational leadership and brain-linked research, which strengthens the ability to implement innovative educational approaches. Graduates will have the skill set needed to assess, design, implement and evaluate a process or program utilizing change theory, conflict management and adult educational principles.

Part- and full-time study options are available.

Program Outcomes

Upon completion of the Doctor in Health Care Education and Leadership program requirements, the graduate will be able to:

1. Create educational leadership strategies to meet the needs of diverse learners.
2. Engage in interdisciplinary communication, analysis and problem solving that reflects evidence based practice.
3. Implement assessment and evaluation strategies using information technology to improve learning, productivity and professional practice.
4. Synthesizes knowledge of educational and leadership theory, management skills, leadership strategies and data to transform organizations and educational institutions.
5. Integrates ethical, legal and professional principles into decision making in the educational leadership setting.

Prerequisites

Students entering the Doctor in Health Care Education and Leadership program must have a minimum of three credit hours of graduate level statistics and three credit hours of graduate level research.

Program requires Health and Safety – [View Health and Safety Information](#)

Admission Criteria

The following are required for admission to the Doctor in Health Care Education and Leadership program:

- Master's degree or higher from an accredited institution
- One year minimum work experience, preferably in a health care field
- Health and safety
- GPA of 3.0 (cumulative Master's or higher)
- Official TOEFEL score (Minimum of 100 total score on the TOEFEL Internet-based test, minimum of 250 total score computer-based TOEFEL or minimum of 600 total score on the paper-based TOEFEL required)
- Transcripts from graduate coursework
- Curriculum vitae or resume
- Sample of formal scholarly paper (thesis, project or paper)
- Three letters of recommendation from faculty or professionals

- Essay (500 word statement of educational goals to include evidence of active involvement in health care with potential dissertation topic)
- Completed application and related fees
- Interview (face-to-face or via video conferencing)

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Doctor in Health Care Education and Leadership Program

[View course descriptions](#)

Core Requirement Courses (14 semester hours)		Semester Hours
EDD 910	Applied Research	3
EDD 915	Outcomes of Health Care in a Global Society	3
EDD 920	Doctoral Seminar I	1
EDD 936	Advanced Health Care Policy, Law and Ethics	3
EDD 931	Health Care Organizational Systems	2
EDD 921	Doctoral Seminar II	2
Total 14		
Major Courses (30 semester hours)		Semester Hours
EDD 962	Learning Theories	3
EDD 960	Trends and Issues in Health Care Education	3
EDD 964	Assessment of Health Care Educational Programs and Organizational Outcomes	3
EDD 966	Curriculum and Program Development	3
EDD 947	Health Economics, Finance and Entrepreneurship	3
EDD 968	Managing Organizational Conflict	3
EDD 970	Transformational Leadership	3
EDD 972	Assessment of Instructional Technology and Distance Education	3
EDD 922	Doctoral Seminar III	2
EDD 923	Doctoral Seminar IV	1
DNP 974	Dissertation I	1
◇		

Major Courses (30 semester hours)	Semester Hours
DNP 975 Dissertation II	1
DNP 976 Dissertation III	1
	Total 30

Total Semester Hours in Program 44

Curriculum plan of required courses for Doctor in Health Care Education and Leadership Program (Full time)

First Year

First Semester	Semester Hours
EDD 910 Applied Research	3
EDD 936 Advanced Health Care Policy, Law and Ethics	3
EDD 920 Doctoral Seminar I	1
	Total 7

Second Semester	Semester Hours
EDD 915 Outcomes of Health Care in a Global Society	3
EDD 947 Health Economics, Finance and Entrepreneurship	3
	Total 6

Third Semester	Semester Hours
EDD 960 Trends and Issues in Health Care Education	3
EDD 931 Health Care Organizational Systems	2
	Total 5

Second Year

First Semester	Semester Hours
EDD 962 Learning Theories	3
EDD 921 Doctoral Seminar II	2
	Total 5

Second Semester	Semester Hours
EDD 968 Managing Organizational Conflict	3
EDD 966 Curriculum and Program Development	3
	Total 6

Third Semester	Semester Hours
EDD 970 Transformational Leadership	3

Third Semester		Semester Hours
EDD 964	Assessment of Healthcare Educational Programs and Organizational Outcomes	3
EDD 974 ◇	Dissertation I	1
		Total 7

Third Year

First Semester		Semester Hours
EDD 972	Assessment of Instructional Technology and Distance Education	3
EDD 922	Doctoral Seminar III	2
EDD 975	Dissertation II	1
		Total 6
Second Semester		Semester Hours
EDD 923	Doctoral Seminar IV	1
EDD 976	Dissertation III	1
		Total 2

Total Semester Hours in Program 44

Curriculum plan of required courses for Doctor in Health Care Education and Leadership Program (Part time)

First Year

First Semester		Semester Hours
EDD 910	Applied Research	3
EDD 920	Doctoral Seminar I	1
		Total 4
Second Semester		Semester Hours
EDD 915	Outcomes of Health Care in a Global Society	3
		Total 3
Third Semester		Semester Hours
EDD 931	Health Care Organizational Systems	2
		Total 2

Second Year

First Semester	Semester Hours
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First Semester		Semester Hours
EDD 936	Advanced Health Care Policy/Law and Ethics	3
EDD 921	Doctoral Seminar II	2
		Total 5
Second Semester		Semester Hours
EDD 947	Health Economics, Finance and Entrepreneurship	3
		Total 3
Third Semester		Semester Hours
EDD 960	Trends and Issues in Health Care Education	3
		Total 3
Third Year		
First Semester		Semester Hours
EDD 962	Learning Theories	3
		Total 3
Second Semester		Semester Hours
EDD 966	Curriculum and Program Development	3
		Total 3
Third Semester		Semester Hours
EDD 964	Assessment of Healthcare Educational Programs and Organizational Outcomes	3
		Total 3
Fourth Year		
First Semester		Semester Hours
EDD 972	Assessment of Instructional Technology and Distance Education	3
EDD 922	Doctoral Seminar III	2
		Total 5
Second Semester		Semester Hours
EDD 968	Managing Organizational Conflict	3
		Total 3
Third Semester		Semester Hours
EDD 970	Transformational Leadership	3
EDD 974	Dissertation I	1
◇		
		Total 4

Fifth Year

First Semester

EDD 975 Dissertation II

Semester Hours

1

Total 1

Second Semester

EDD 923 Doctoral Seminar IV

1

EDD 976 Dissertation III

1

Total 2

Total Semester Hours in Program 44

Doctor in Health Care Education & Leadership Course Descriptions

DNP 910/EDD 910 Applied Research

Three semester hours

This course in advanced research provides students with knowledge and skills for understanding, analyzing and designing research at the doctorate-level. Students explore the application of research to the practice setting. Quantitative, qualitative and mixed-method research designs and methods are analyzed. Ethical and social change implications of conducting research, producing knowledge and engaging in scholarship are emphasized. Students will synthesize and apply their knowledge and skills of applied research.

***Prerequisites:** May take concurrently with DNP/EDD 920.*

DNP 936/EDD 936 Advanced Health Care Policy, Law and Ethics

Three semester hours

This course will prepare the student to design, influence, and implement health care policies that frame ethical health care practice/education through financing, regulation, access, safety, quality, and advocacy. The student will investigate health care policies that address issues of social justice and equity in health care. The student will apply two additional skill sets: the ability to analyze the policy process and the ability to engage in politically competent action. The student will engage proactively in the development and implementation of health policy at various levels, including institutional, local, state, regional, federal, and international levels. Students will demonstrate the essential competencies to assume a leadership role in the development of ethical health policy by contrasting the major contextual factors and policy triggers that influence health policy-making at the various levels.

***Prerequisites:** None*

DNP 920/EDD 920 Doctoral Seminar I

One semester hour

This course focuses on the dissertation process and a review of the literature surrounding the student's proposed topic. The students' committee chair and members will be identified. The roles of the committee chair and committee members are discussed, as well as College resources.

***Prerequisites:** May take concurrently with DNP/EDD 910.*

DNP 915/EDD 915 Outcomes of Health Care in a Global Society

Three semester hours

This course examines the behavioral, cultural and social contexts of health disparities and its consequences as well as implications for the health of minority populations from a health care perspective. The history of health disparities, inequity and inequality while highlighting their differences are discussed. Emphasis is placed on the roles of health care practitioners and health care facilities in providing health care equity.

Prerequisites: None

DNP 931/EDD 931 Health Care Organizational Systems

Two semester hours

This course will review healthcare delivery/educational systems in the United States. This course will focus on the effects of the U.S. healthcare system on the structure, culture and behavior of healthcare delivery and educational organizations. This course addresses organizational behavior, conflict resolution, and change management.

Prerequisites: None

DNP 921/EDD 921 Doctoral Seminar II

Two semester hours

This course, focusing on scientific inquiry, emphasizes the formulation and the writing of a dissertation/proposal and the process for IRB. Methodology and content for each of the proposed chapters are defined.

Prerequisites: DNP/EDD 910 and DNP/EDD 920.

Portfolio Assessment of Core Competencies

(EdD/DNP) Note: The Portfolio Assessment of Core Competencies is not a credit course. The portfolio will be reviewed and approved by the doctoral student's Committee. However, it must be completed with passing mark before enrolling in Doctoral Seminar III.

The purpose of the Portfolio Assessment of Core Competencies is to provide evidence of growth and development as a result of knowledge gained through core coursework and to provide an opportunity for self-assessment as a reflective practitioner. A portfolio approach will be used to assess student mastery of core learning outcomes. The portfolio presentation will reflect synthesis of knowledge gained through the core coursework. This reflection will provide evidence of change/growth in personal and professional goals/objectives identified at the time of admission.

DNP 922/EDD 922 Doctoral Seminar III

Two semester hours

This course focuses on the data collection, data analysis and formulation of dissertation outcome chapter(s) following IRB approval. A thorough discussion of the review of literature refuting or supporting the dissertation results is highlighted. Completion of the Portfolio Assessment of Core Competencies is part of this course.

Prerequisites: Successful completion of Comps, DNP/EDD 921.

DNP 923/EDD 923 Doctoral Seminar IV

One semester hour

This course focuses on the completion of the dissertation. Content, format issues and recommendations for

further research are discussed. Dissemination of the dissertation outcome and possible outlets for publication are covered.

Prerequisites: EDD 922.

EDD 947 Health Economics, Finance and Entrepreneurship

Three semester hours

This course will enable learners to apply the tools of economics, finance and strategy to address challenges faced by health care providers. Strategies for payers, manufacturers and providers will be examined. Topics will include role of economics, cost effectiveness, market analysis and financial projecting. Case studies and current events will be integrated throughout to encourage discussions about health care economics and finance. The culminating project for the class will be to develop a business plan for a new health care educational program/initiative.

Prerequisites: None

EDD 960 Trends and Issues in Health Care Education

Three semester hours

This course provides a study of the current trends and issues, such as social, economic, political, ethical and/or cultural affecting health care education. Emphasis is placed on critical review of educational and leadership issues.

Prerequisites: None

EDD 962 Learning Theories

Three semester hours

This course examines current and foundational research of the mind, brain and learning that impacts the learner's ability to effect transformational changes in personal and professional behaviors. Recent and classical theories are explored to enable learners to identify and enhance learning.

Prerequisites: None

EDD 966 Curriculum and Program Development

Three semester hours

This course focuses on curriculum development and implementation for educational programs based upon research, societal trends and organizational needs. Curriculum planning and design in relationship to program mission, objectives and outcomes will be discussed. Learners will explore the influence of regulatory bodies on program development.

Prerequisites: EDD 962.

EDD 968 Managing Organizational Conflict

Three semester hours

This course is designed to present a variety of theories used to mediate conflict at various social and psychological levels. The causes, manifestations of organizational conflict and intervention techniques will be presented. Learners will apply mediation and conflict resolution techniques and theories at the organizational level as facilitative leaders.

Prerequisites: DNP/EDD 931.

EDD 970 Transformational Leadership

Three semester hours

This course focuses on strategic leadership and its influence for organizational effectiveness, which occurs in the context of modern society by initiating and reacting to change. The course is designed to provide students the framework to further develop the knowledge, skills and attitudes required of future educational leaders. Special emphasis is given to the impact of the interaction among organizational culture, leadership styles and change and the effects on the learning community.

Prerequisites: EDD 968.

EDD 972 Assessment of Instructional Technology and Distance Education**Three semester hours**

This course examines the current state of distance education and the use of technology to effectively achieve measurable student outcomes. Learners will critically evaluate the relationship between instructional design and technology. Learners will explore the principles, philosophies, practices and current delivery models used by practitioners in the distance education arena. Learners will also explore assessment tools and methodologies to develop evaluation strategies monitoring both synchronous and asynchronous delivery systems.

Prerequisites: EDD 966.

EDD 974 Dissertation I**One semester hour**

This course is the **first** of **three** courses that culminates in the final dissertation as demonstrated through research that reflects the breadth of the student's education, synthesis of the knowledge gained and the translation of evidence to improve practice. The dissertation will be defended in an open forum to an inter-professional committee.

Prerequisites: EDD 921.

Course Grade: Pass/Fail.

EDD 975 Dissertation II**One semester hour**

This course is the **second** of **three** courses that culminates in the final dissertation as demonstrated through research that reflects the breadth of the student's education, synthesis of the knowledge gained and the translation of evidence to improve practice. The dissertation will be defended in an open forum to an inter-professional committee.

Prerequisites: EDD 921.

Course Grade: Pass/Fail.

EDD 976 Dissertation III**One semester hour**

This course is the **third** of **three** courses that culminates in the final dissertation as demonstrated through research that reflects the breadth of the student's education, synthesis of the knowledge gained and the translation of evidence to improve practice. The dissertation will be defended in an open forum to an inter-professional committee.

Prerequisites: EDD 921.

Course Grade: Pass/Fail.

Nursing Programs

Dean of Nursing & Director of Doctor in Health Care Education & Leadership

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Introduction

Clarkson College offers a variety of nursing programs including Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), Post-Master's Certificates and Doctor of Nursing Practice.

The Bachelor of Science in Nursing (BSN) program can be completed as a traditional student (four-year traditional college schedule), LPN to BSN student (for individuals who are currently licensed as a Licensed Practical Nurse) or as a RN to BSN student (for individuals who are currently licensed as a Registered Nurse and have either an associate's degree in nursing or a three-year nursing diploma). Completion of the BSN program will lead to a degree in nursing and eligibility to write the registered nursing licensure exam (NCLEX-RN).

The Master of Science in Nursing (MSN) program provides five options for graduate students including: Family Nurse Practitioner, Adult–Gerontology Primary Care Nurse Practitioner, Nurse Education, Nursing Health Care Administration or Nurse Anesthesia. For those nursing professionals who already have earned a Master of Science degree in Nursing, each of these graduate options—except Nurse Anesthesia—may be completed as a post-master's certificate. The RN to MSN program is designed for individuals who are currently licensed as a registered nurse (RN) and have either an associate's degree in nursing or a three-year nursing diploma.

The Doctor of Nursing Practice (DNP) program provides advanced practice Nurse Practitioners (APRN) with expanded knowledge and expertise to provide leadership in an evidence-based practice environment. The program is designed for the Master's degree-prepared currently licensed and certified nurse practitioner,

midwife, clinical nurse specialist and/or nurse anesthetist and builds on the foundations of the advanced practice role.

Mission

Preparing nurses to provide high quality, ethical and compassionate health care services to individuals, families, communities and populations.

Philosophy

We, the nursing faculty of Clarkson College, believe we possess the knowledge, skill and attitude to educate individuals for the professional practice of nursing. We are committed to scholarship through lifelong learning and the pursuit of knowledge. Consistent with the Clarkson College Values, the Nursing faculty value Learning, Caring, Commitment, Integrity and Excellence in our professional relationships. We are dedicated to the dignity, health and spiritual needs of people. We are committed professional nurse educators who foster nursing education in a caring environment.

We believe the study of nursing is consistent with and fosters the Mission and Values of Clarkson College. Our beliefs regarding human beings, environments, health, education, nursing education and nursing are contained within the Nursing program's philosophy. A human being is an individual who consists of a mind, body and soul developed through interpersonal relationships and influenced by environment, culture and health. Environment is a set of dynamic physical, cultural, political and economic conditions that influence the lives of individuals, families, communities and populations. The individual is in constant interaction with an ever-changing global environment. Nursing recognizes the impact a person's environment has upon health. Health is an individually perceived dynamic state of well-being. Nursing is a humanistic and scientific care discipline and profession.

We profess that education is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized learning experiences and evaluating subsequent outcomes. We ground nursing education in the totality of the human experience through the study of the humanities, arts and sciences within the scope of nursing practice. We believe students are partners in the educational process and encourage learning by discovery, curiosity, clinical decision making, experience, reflection, modeling, collaboration and interactive participation. We model service to the College and community, and celebrate the diversity of human beings.

We believe there are various educational levels within nursing. The baccalaureate and graduate nursing programs within Clarkson College represent these levels. The baccalaureate in nursing is the entry level for professional practice. Graduate nursing education prepares the professional baccalaureate nurse for advanced practice and expanded roles within the discipline. Our programs allow for articulation from one level of nursing education to the next and flows from simple to complex.

We believe caring is the foundational core of the nursing profession, and it is the energy present in empowering relationships. Caring for clients includes the ability to teach, lead and inspire individuals and groups toward optimal health and wellness. We, the Nursing faculty at Clarkson College, believe that caring is the essence of nursing and the most central and unifying focus for nursing practice. Our students are educated in the concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics and professionalism.

Doctoral Degree:

- Nursing Practice (DNP)

Post-Master's Certificates:

- Adult–Gerontology Primary Care Nurse Practitioner
- Family Nurse Practitioner
- Nursing Education
- Nursing Health Care Administration

Master of Science Degrees

- Adult–Gerontology Primary Care Nurse Practitioner
- Family Nurse Practitioner
- Nurse Anesthesia
- Nursing Education
- Nursing Health Care Administration
- RN to MSN

Bachelor of Science Degrees:

- BSN
- RN to BSN
- LPN to BSN

Doctor of Nursing Practice

Dean of Nursing & Director of Doctor in Health Care Education & Leadership

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Director of Graduate Nursing & Doctor of Nursing Practice

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Introduction

Graduates of the Doctor of Nursing Practice (*DNP in candidacy status with ACEN*) program will have expanded knowledge and expertise required of advance practice nurses to provide leadership through collaborative and innovative decision-making in an evidence-based practice environment. Graduates will demonstrate excellence in interdisciplinary, client-centered communication, translation of research, and implementation of evidence-based change to promote quality health care outcomes. Graduates will have a working knowledge of the processes involved in the development of state, national and professional policies governing health care.

Part- and full-time study options are available.

Program Outcomes

Upon completion of the Doctor of Nursing Practice program requirements, the graduate will be able to demonstrate:

1. Integrate advanced communication skills/processes that lead to caring practices improving the health care delivery for systems, diverse organizational cultures and populations including clients and providers.
2. Formulate client-centered care approaches that meet current and future needs of populations based on scientific findings in nursing, other clinical sciences and organizational, political and economic sciences.
3. Implement change in health care delivery systems through consultative and leadership skills with intra-professional teams, consumers and other stakeholders.
4. Create health care delivery models using evidence-based nursing science, and knowledge from law and ethics, the biophysical, psychosocial, analytical, and organization sciences.
5. Synthesize principles of business, finance, economics, health policy and quality improvement methodologies to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality of care delivery.
6. Measure and improve accountability for quality health care and safety for populations and other professionals.
7. Provide leadership in evaluating the use of information, information technology, communication networks, and client care technology.
8. Mentor other nurses and healthcare professionals to achieve excellence in health care delivery.
9. Influence healthcare policy and practice to achieve excellence in health care.

Prerequisites

Students entering the Doctor of Nursing Practice program must have a minimum of three graduate statistics credit hours and three graduate research credit hours. Students must also have a minimum of 500 clinical hours from a master's degree.

Program requires Health and Safety – [View Health and Safety Information](#)

Admission Criteria

The following are required for admission to the Doctor of Nursing Practice program:

- M.S.N., M.S. or higher from an accredited institution
- Unencumbered A.P.R.N. license
- Current certification in area of practice
- One year experience as an A.P.R.N.
- Health and safety
- GPA of 3.0 (cumulative Master's or higher)
- Official TOEFEL score (Minimum of 100 total score on the TOEFEL Internet-based test, minimum of 250 total score computer-based TOEFEL or minimum of 600 total score on the paper-based TOEFEL required)
- Transcripts from **graduate** coursework
- Curriculum vitae or resume
- Sample of formal scholarly paper (thesis, project or paper)
- Three letters of recommendation from faculty or professionals
- Essay (500 word statement of educational goals to include evidence of potential dissertation/residence project)
- Completed application and related fees
- Interview (face-to-face or via video conferencing)

Required courses for Doctor of Nursing Practice Program

[View course descriptions](#)

Core Requirement Courses (14 semester hours)		Semester Hours
DNP 910	Applied Research	3
DNP 915	Outcomes of Health Care in a Global Society	3
DNP 920	Doctoral Seminar I	1
DNP 936	Advanced Health Care Policy, Law and Ethics	3
DNP 931	Health Care Organizational Systems	2
DNP 921	Doctoral Seminar II	2
		Total 14

Major Courses (17 semester hours)		Semester Hours
DNP 944	Biostatistics/Epidemiology	2
DNP 942	Designing Theory for Advanced Nursing Practice	3
DNP 947	Health Economics, Finance and Entrepreneurship	3
DNP 922	Doctoral Seminar III	2
DNP 923	Doctoral Seminar IV	1
DNP 948	Evidence-Based Practice	3
DNP 950	DNP Scholarly Project/Residency I	1
DNP 951	DNP Scholarly Project/Residency II	1
DNP 952	DNP Scholarly Project/Residency III	1
		Total 17

Total Semester Hours in Program 31

Curriculum plan of required courses for Doctor of Nursing Practice Program (Part time)

First Year

First Semester		Semester Hours
DNP 910	Applied Research	3
DNP 920	Doctoral Seminar I	1
		Total 4

Second Semester		Semester Hours
DNP 915	Outcomes of Health Care in a Global Society	3
DNP 944	Biostatistics/Epidemiology	2
		Total 5

Third Semester		Semester Hours
DNP 931	Health Care Organizational Systems	2

Third Semester		Semester Hours
DNP 948	Evidence-Based Practice	3
		Total 5
Second Year		
First Semester		Semester Hours
DNP 936	Advanced Health Care Policy, Law and Ethics	3
DNP 921	Doctoral Seminar II	2
		Total 5
Second Semester		Semester Hours
DNP 947	Health Economics, Finance and Entrepreneurship	3
DNP 942	Designing Theory for Advanced Nursing Practice	3
		Total 6
Third Semester		Semester Hours
DNP 950	DNP Scholarly Project/Residency I	1
		Total 1
Third Year		
First Semester		Semester Hours
DNP 922	Doctoral Seminar III	2
DNP 951	DNP Scholarly Project/Residency II	1
		Total 3
Second Semester		Semester Hours
DNP 952	DNP Scholarly Project/Residency III	1
DNP 923	Doctoral Seminar IV	1
		Total 2

Post-Master's Certificate in Nursing Programs

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Post-Master's Certificate Programs

The purpose of the Post-MSN certificate programs is to provide opportunities for students who already have a MSN degree to gain knowledge within a specialty at Clarkson College. The Post-MSN certificate represents the student's successful completion of the required courses in the chosen nursing option. No current graduate-level courses can be transferred into a post-MSN certificate without the approval of the Director of Graduate Nursing. No transfer credit hours will be given for those seeking a Family Nurse Practitioner or an Adult–Gerontology Primary Care Nurse Practitioner certificate.

Program requires Health and Safety – [View Health and Safety Information](#)

Family Nurse Practitioner

The focus of this Post-MSN certificate is to educate nurses who desire preparation in advanced practice nursing, specifically in the family nurse practitioner role. The purpose of a master's prepared family nurse practitioner is to promote the health of citizens in family practice settings. The family nurse practitioner will be able to develop a practice incorporating concepts, theories, and recognized care standards into the delivery of health services in a family practice setting. The family nurse practitioner functions as an educator, counselor, referral agent and advocate dealing with families. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

Adult–Gerontology Primary Care Nurse Practitioner

The focus of this Post-MSN certificate is to educate nurses who desire preparation in advanced practice nursing, specifically in the Adult–Gerontology Primary Care Nurse Practitioner role. The purpose of a Master's prepared Adult–Gerontology Primary Care Nurse Practitioner is to promote the health of citizens in adult practice setting through emphasis on health promotion, disease prevention, and the diagnosis and management of acute and chronic diseases. Adult–Gerontology Primary Care Nurse Practitioners assess and manage a client base that includes adolescents, young, middle and older adults. The Adult–Gerontology Primary Care Nurse Practitioner will be able to incorporate concepts, theories and recognized care standards into the delivery of health services in an adult practice setting. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

Nursing Education

The focus of this Post-MSN certificate is to prepare nurses who desire advanced preparation in nursing education. The curriculum focuses on theoretical concepts that guide the instructional process and teaching strategies. Methods to develop, administer and evaluate nursing educational programs will be discussed. Technologies are implemented that support quality instruction and evaluation of learning outcomes in health-related settings.

Nursing Health Care Administration

The focus of this Post-MSN certificate is to prepare nurses who desire advanced preparation in nursing health care administration and systems. The curriculum focuses on theoretical concepts relevant to the practice of nursing health care administration and leadership in a broad context of current health care delivery settings. Strategies to develop, administer and evaluate systems within contemporary health care contexts will be discussed along with application of decision-making processes to improve outcomes in health care organizations.

Required courses for Post-Master's Nursing Certificate Programs

Family Nurse Practitioner Courses (29 semester hours)*		Semester Hours
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 843	Behavioral Health Care for Practitioners	2
NS 830	Advanced Physical Assessment*	3
NS 832	Primary Health Care I*	3
NS 834	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 840	Primary Care of Children and Adolescents	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II*	3
		Total 29

The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are **required to attend on-campus weekends for specified clinical courses. Only one clinical course may be taken at a time.*

Adult–Gerontology Primary Care Nurse Practitioner Courses (29 semester hours)**		Semester Hours
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 843	Behavioral Health Care for Practitioners	2
NS 830	Advanced Physical Assessment**	3
NS 831	Primary Care of the Adult-Gerontology Client	3
NS 832	Primary Health Care I**	3
NS 834	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II**	3
		Total 29

***The Adult–Gerontology Primary Care Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are **required** to attend on-campus weekends for specified clinical courses. Only one clinical course may be taken at a time.*

Nursing Education Courses (21 semester hours)	Semester Hours
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Nursing Education Courses (21 semester hours)		Semester Hours
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 806	Theories of Learning for the Nurse Educator	3
NS 822	Curriculum Development for the Nurse Educator	3
NS 823	Evaluation Strategies for the Nurse Educator	3
NS 826	Pharmacology, Pathophysiology and Health Assessment Overview for Nurse Educators	3
NS 827	Teaching and Learning Strategies for the Nurse Educator	3
NS 894	Nursing Education Practicum	3
Total 21		
Nursing Health Care Administration Courses (24 semester hours)**		Semester Hours
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
MB 808	Health Care Leadership	3
MB 810	Human Resources and Organizational Behavior	3
MB 851	Health Care Economics	3
MB 823 OR MB 810	Health Care Strategic Planning and Marketing OR Informatics and Analytics for Healthcare Professionals	3
MB 827	Finance for Health Care Leaders	3
MB 836	Health Care Project Management	3
NS 898	Nursing Health Care Leadership Practicum	3
Total 24		

***Each of the MB courses is offered in a six-week format, allowing Post-MSN Certificate students to interact with the graduate students in the Health Care Administration program.*

Master of Science in Nursing

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Introduction

Clarkson College offers an online Master of Science in Nursing (MSN) degree that provides five options to meet specific professional goals of graduate students. Four online options include: Nursing Health Care Administration, Nursing Education, Adult–Gerontology Primary Care Nurse Practitioner and Family Nurse Practitioner. The fifth option, Nurse Anesthesia, is a hybrid program combining traditional and distance education.

In order to complete a MSN at Clarkson College, students must successfully complete 38 to 75 graduate semester hours. Each of the options has a different set of credit hour requirements; however, they all require coursework to be taken from nursing core, option and evidence-based practice research project areas. Up to nine semester hours of current graduate-level courses may be transferred from another accredited institution with the approval of the Director of the Graduate Nursing program. No credit hours may be transferred into the NP Certificate option.

Program Outcomes

Upon completion of the MSN requirements for Nursing Health Care Administration, Nursing Education, Adult–Gerontology Primary Care Nurse Practitioner and Family Nurse Practitioner, the graduate will be able to demonstrate:

1. Design educational strategies to improve culturally appropriate caring practices for clients, families, communities, and populations.
2. Synthesize complex knowledge of nursing to advocate for holistic client centered care for individuals, families, communities and populations.
3. Generate policies through teamwork and collaboration in the complex roles of educator, administrator or advanced clinician.
4. Construct health care strategies using evidence-based theoretical, scientific and contemporary knowledge.
5. Demonstrate leadership skill to improve client health outcomes, facilitate change in health care systems and appraise ethical-legal dilemmas.
6. Create systems to promote safety and minimize risks of harm to clients and providers.
7. Use information technology to interpret data, communicate and evaluate decision making.
8. Advocate for professional behaviors that advance the profession and improve health care.

Curriculum Requirements

The Clarkson College MSN program requires completion of:

- Core Requirement Courses = 21 semester hours
- Specialty Option Courses (selecting one of the concentrations) = 18 to 57 semester hours
- Evidence-Based Practice Research Project = four semester hours

Program requires Health and Safety – [View Health and Safety Information](#)

Specialty Option Courses

Each of the five specialty options has a set of courses required for completion of the MSN. All courses identified for each of the options must be completed.

Required courses for Master of Science in Nursing

[View course descriptions](#)

**Core Requirement Courses for Nursing Health Care Administration,
Nursing Education, Adult–Gerontology Primary Care Nurse Practitioner and Family Nurse Practitioner (21 semester hours)**

GR 798	Essentials of Scholarly Writing	1
NS 799	Role Transition	1
NS 847	Applied Statistics	3
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 803 ◇	Health Care Delivery Systems and Managed Care	2
NS 805	Application and Evaluation of Theory in Nursing	2
NS 808 ◇	Nursing Law and Ethics	3
NS 812	Research Design and Methods I	3
NS 910	Evidence-Based Practice Research Project I	1
NS 911	Evidence-Based Practice Research Project II	2
NS 912	Evidence-Based Practice Research Project III	1
		Total 21

Specialty Option Courses in Nursing Health Care Administration (42 total hours = 17 hours core + four hours evidence-based practice research project + 21 hours option)

MB 808 ◇	Health Care Leadership	3
MB 851	Health Care Economics	3
MB 836	Health Care Project Management	3
MB 827	Finance for Health Care Leaders	3
MB 823 OR MB 815	Health Care Strategic Planning & Marketing OR Informatics and Analytics for Healthcare Professionals	3
MB 810	Human Resources and Organizational Behavior	3
NS 898	Nursing Health Care Leadership Practicum	3
		Total 21

Specialty Option Courses in Nursing Education

(39 total hours = 17 hours core + four hours evidence-based practice research project + 18 hours option)

NS 806	Theories of Learning for the Nurse Educator	3
NS 822 ◇	Curriculum Development for the Nurse Educator	3
NS 823	Evaluation Strategies for the Nurse Educator	3
NS 826	Pharmacology, Pathophysiology and Health Assessment Overview for Nurse Educators	3
NS 827	Teaching and Learning Strategies for the Nurse Educator	3

Specialty Option Courses in Nursing Education

(39 total hours = 17 hours core + four hours evidence-based practice research project + 18 hours option)

NS 894	Nursing Education Practicum	3
		Total 18

Specialty Option Courses in Family Nurse Practitioner**

(47 total hours = 17 hours core + four hours evidence-based practice research project + 26 hours option)

NS 843	Behavioral Health Care for Practitioners	2
NS 830	Advanced Physical Assessment**	3
NS 832	Primary Health Care I**	3
NS 834	◇ Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 840	Primary Care of Children and Adolescent	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II**	3
		Total 26

***The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are **required** to attend on-campus weekends for specified clinical courses. Only one clinical course may be taken at a time.

Specialty Option Courses in Adult–Gerontology Primary Care Nurse Practitioner*** (47 total hours = 17 hours core + four hours evidence-based practice research project + 26 hours option)

NS 831	Primary Care of the Adult-Gerontology Client	3
NS 830	Advanced Physical Assessment***	3
NS 832	Primary Health Care I***	3
NS 834	◇ Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 843	Behavioral Health Care for Practitioners	2
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II	3
		Total 26

***The Adult–Gerontology Primary Care Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are **required** to attend on-campus weekends for specified clinical courses. Only one clinical course may be taken at a time.

Master of Science in Nursing: Nurse Anesthesia

Nurse Anesthesia Program Administrator

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Program Outcomes

Upon completion of the MSN requirements for Nurse Anesthesia, the graduate will be able to:

1. Support patient safety through vigilance and protection from complications. (Critical thinking; Technology)
2. Demonstrate competence in the perianesthesia management of patients by delivering individualized, culturally competent care across the life span. (Diversity; Technology)
3. Demonstrate critical thinking, responsibility and accountability by applying evidenced-based concepts to decision-making and problem solving when assessing, diagnosing, managing, and evaluating perianesthesia care. (Critical Thinking; Technology)
4. Develop interpersonal communication skills promoting the effective exchange of information and collaboration while respecting patient privacy and maintaining confidentiality. (Communication; Technology)
5. Develop a leadership style integrating critical thinking and facilitating professional collaboration. (Professionalism; Critical Thinking)
6. Demonstrate professionalism, including a commitment to academic and personal integrity. (Professionalism)

Service Learning

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College values of Learning, Caring, Commitment, Integrity and Excellence. All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service course identified by the symbol ◇.

Program requires Health and Safety – [View Health and Safety Information](#)

[View course descriptions](#)

Core Requirement Courses for Nurse Anesthesia (19 semester hours)		Semester Hours
GR 798	Essentials of Scholarly Writing	1
NS 799	Role Transition	1
AN 859	Professional Aspects of Nurse Anesthesia	3
AN 901	Clinical Correlation Conference Seminar I	2
AN 902	Clinical Correlation Conference Seminar II	2
AN 903	Clinical Correlation Conference Seminar III	2
AN 904	Clinical Correlation Conference Seminar IV	2

Core Requirement Courses for Nurse Anesthesia (19 semester hours)		Semester Hours
NS 812	Research Design and Methods I	3
AN 931	Senior Project I	1
AN 932	Senior Project II	1
AN 933	Senior Project III	1
		Total 19
Specialty Option Courses in Nurse Anesthesia (75 total hours = 19 hours core + 56 hours specialty courses)		Semester Hours
AN 851	Advanced Anatomy, Physiology, Pathophysiology I	6
AN 852	Advanced Anatomy, Physiology, Pathophysiology II	6
AN 853	Advanced Anatomy, Physiology, Pathophysiology III	2
AN 806	Cadaver Applications in Anatomy	2
AN 806L	Cadaver Applications in Anatomy Lab	2
AN 876	Advanced Pharmacology I	3
AN 877	Advanced Pharmacology II	3
AN 878	Advanced Pharmacology III	2
AN 872◇	Principles of Anesthesia I	4
AN 872L	Principles of Anesthesia I Lab	1
AN 873	Principles of Anesthesia II	4
AN 873L	Principles Anesthesia II Lab	1
AN 830	Advanced Physical Assessment for Nurse Anesthesia	3
AN 858	Scientific Foundations	3
AN 951	Clinical Anesthesia Practicum I	3
AN 952	Clinical Anesthesia Practicum II	3
AN 953	Clinical Anesthesia Practicum III	3
AN 954	Clinical Anesthesia Practicum IV	3
AN 955	Clinical Anesthesia Practicum V	3
		Total 57

Master of Science in Nursing: RN to MSN Option

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Curriculum Requirements

The RN to MSN program at Clarkson College is designed to meet the needs of Registered Nurses (RNs) who wish to complete accelerated bachelor of science and master's degrees in nursing. Students who are admitted into the RN to MSN program are initially listed as RN to BSN students; however, upon completion of the BSN requirements and RN to MSN progression requirements, students will automatically transition into the MSN program. Health Care Science Update courses can be taken to validate knowledge in selected basic undergraduate science classes. Students with 2 years experience (Public Health, Community Health, Nursing Leadership, or Research) may also elect to challenge pre-selected fourth-year BSN nursing theory courses, and can enroll in up to eight credit hours of graduate level nursing courses while completing requirements for their BSN. Exiting at the BSN level upon completion of all requirements is an option for students deciding not to pursue the MSN at that time.

Prerequisites

RN to BSN requirements must be met prior to admission to the MSN program. The RN to BSN curriculum combines theory in general education, support courses and major courses. Forty-three semester hours are obtained through either completion of direct coursework or by validation credit (credit is granted after demonstration of equivalent knowledge). Nursing and General Education courses completed in associate's and bachelor's degree programs will be transferred when the coursework is considered comparable. All RN students are required to complete the Clarkson College Health Care Core curriculum courses as listed in their specific degree plan. Credit by examination is also available for specific General Education courses. In order to complete a BSN degree at Clarkson College, students must successfully complete a total of 130 semester hours.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Core and designated service courses are identified using the following symbol: ◇

Program requires Health and Safety – [View Health and Safety Information](#)

Admission Criteria

The following are required for admission to the RN to MSN program:

- Completion of all General Education and support course BSN requirements, with the exception of the courses that can be validated with the health care update classes (i.e. HC 200, HC 205, HC 210).
- GPA of 3.0 on a 4.0 scale.
- Current unencumbered United States registered nurse license appropriate to the state where practicing and where clinical experience will occur.
- Completion of Clarkson College application for admission to the RN to MSN program.
- Essay outlining professional goals.

- Two professional reference letters (e.g. from teachers, supervisors or managers who have knowledge of your ability; do not provide references from co-workers and friends).
- Current resume.
- Must have equivalent to one year of professional nursing work experience prior to enrollment in any MSN option course, two years for NP option course; however, may take core courses while obtaining experience.

Curriculum plan of required courses for RN to MSN option

General Education Courses (40 semester hours)		Semester Hours
BI 122	Nutrition Science	3
EN 101	English Composition I	3
EN 102	English Composition II	3
◇ Intercultural Communication	IC 200 Developing Cultural Competence or IC 250 Advancing Cultural Competence	3
Health Care Core		
Humanities	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Health Care Core		
Ethics, Empathy, and Advocacy	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology OR NS 808 Nursing Law and Ethics (graduate level)	3
Health Care Core or NS 808		
PY 101	Introduction to Psychology	3
PY 200	Human Development	3
SO 101	Introduction to Sociology	3
ST 310	Statistics	3
OR	OR	
NS 847	Applied Statistics (graduate level)	3
AND	AND	
NS 800	Concepts and Theories of Advance Practice Nursing	2
	Electives	14
		Total 46
Undergraduate Support Courses		Semester Hours
BI 210	Microbiology***	4
BI 211	Anatomy*	4
BI 213	Physiology*	4

Undergraduate Support Courses		Semester Hours
HC 205	Health Care Update II (Pharmacology and Pathophysiology)**	3 and 3
CH 110	General Chemistry I***	4
HC 220	Gerontology	2
HC 200	Health Care Science Update I and Validation Credit*	3 and 5
HC 210	Health Care Science Update III and Validation Credit***	3 and 5

***Note:** HC 200 Health Care Science Update I (three semester hours) may be taken in place of BI 211 Anatomy (four semester hours) and BI 213 Physiology (four semester hours). Upon successful completion of HC 200 Health Care Science Update I, the student will receive three semester hours of earned coursework and five semester hours of validation credit.

****Note:** Upon successful completion of HC 205 Health Care Science Update II, the student will receive three hours of earned semester hours and three hours of validation credit.

*****Note:** HC 210 Health Care Science Update III (three semester hours) may be taken in place of BI 210 Microbiology (four semester hours) and CH 110 General Chemistry I (four semester hours). Upon successful completion of HC 210 Health Care Science III, the student will receive three semester hours of earned coursework and five semester hours of validation coursework.

Major Courses (70 semester hours)

A direct transfer package of 43 semester hours of nursing courses will be granted to students. Students are required to take a minimum of 27 semester hours of classes at Clarkson College. Other courses may be transferred or challenged according to individual course policies.

Transition Courses (seven semester hours)		Semester Hours
NS 349	Pathways for Success	1
NS 356	Concepts of Professional Practice for the RN-BSN/MSN	3
NS 357	Physical Assessment	3
		Total 7

Upon successful completion of the transition courses, the student is eligible to take the remaining undergraduate nursing courses.

Required undergraduate nursing courses to be taken prior to entering MSN program (16–20 semester hours)

RN to MSN students with two or more years of work experience and expertise in leadership and management, home health or public health nursing may test for validation credit in one 400-level nursing theory and clinical course. If the challenge is successful, the student may seek validation of the corresponding clinical nursing course.

		Semester Hours
NS 346	Evidence-Based Inquiry in Health Care	2
NS 800	Concepts and Theories of Advance Practice Nursing(graduate level)	2
NS 808 ◇	Nursing Law and Ethics (graduate level)	3

		Semester Hours
NS 475	Principles of Nursing Leadership and Management: Theory	3
NS 481 ◇	Population Health for the RN-BSN/MSN: Theory	3
NS 482	Capstone/Practicum for the RN to BSN/MSN	3
	Total 16–20	

Total Semester Hours Required Prior to Transitioning into the MSN Program: 130-131

Nursing courses are offered on campus or through online education for the undergraduate courses. Graduate level courses are only offered in the online format. Clinical applications for the undergraduate courses may be completed at the student's workplace with faculty approval and if clinical competencies can be met. Graduate level clinical placement must be discussed with and approved by the MSN program director or designee.

MSN Core Requirement Courses (eight to 16 semester hours)		Semester Hours
GR 798	Essentials of Scholarly Writing	1
NS 847	Applied Statistics (<i>only if not taken in place of ST 310</i>)	3
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 803 ◇	Health Care Delivery Systems and Managed Care	2
NS 805	Application and Evaluation of Theory in Nursing (<i>must be taken before NS 812</i>)	2
NS 808 ◇	Nursing Law and Ethics (<i>only if not taken in place of HC 304</i>)	3
NS 812	Research Design and Methods I	3
	Total 8-16	

Specialty option courses

Nursing Health Care Administration

(32-43 total hours = eight to 17 hours core + four hours evidence-based practice research project + 21 hours option)

MB 808	Health Care Leadership	3
MB 851	Health Care Economics	3
MB 836	Health Care Project Management	3
MB 827	Finance for Health Care Leaders	3
MB 823	Health Care Strategic Planning & Marketing	3
MB 810	Human Resources and Organizational Behavior	3
NS 898	Nursing Health Care Leadership Practicum	3
	Total 21	

Nursing Education (29-40 total hours = eight to 17 hours core + four hours evidence-based practice research project + 18 hours option)

NS 806	Theories of Learning for the Nurse Educator	3
NS 822	◇ Curriculum Development for the Nurse Educator	3
NS 823	Evaluation Strategies for the Nurse Educator	3
NS 826	Pharmacology, Pathophysiology and Health Assessment Overview for Nurse Educators	3
NS 827	Teaching and Learning Strategies for the Nurse Educator	3
NS 894	Nursing Education Practicum	3
		Total 18

Family Nurse Practitioner*

(35-46 total hours = eight to 17 hours core + four hours evidence-based practice research project + 26 hours option)

NS 843	Behavioral Health Care for Practitioners	2
NS 830	Advanced Physical Assessment*	3
NS 832	Primary Health Care I*	3
NS 834	Advanced Nutrition	3
◇		
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 840	Primary Care of Children and Adolescents	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II*	3
		Total 26

The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are **required to attend on-campus weekends for specified clinical courses. Only one clinical course may be taken at a time.*

Adult–Gerontology Primary Care Nurse Practitioner** (35-46 total hours = eight to 17 hours core + four hours evidence-based practice research project + 26 hours option)

NS 831	Primary Care of the Adult-Gerontology Client	3	Semester Hours
NS 830	Advanced Physical Assessment**	3	
NS 832	Primary Health Care I**	3	
NS 834	Advanced Nutrition	3	
◇			
NS 836	Pharmacology for Practitioners	3	
NS 838	Advanced Pathophysiology	3	

Adult–Gerontology Primary Care Nurse Practitioner** (35-46 total hours = eight to 17 hours core + four hours evidence-based practice research project + 26 hours option)		Semester Hours
NS 843	Behavioral Health Care for Practitioners	2
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II**	3
		Total 26

***The Adult–Gerontology Primary Care Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are **required** to attend on-campus weekends for specified clinical courses. Only one clinical course may be taken at a time.*

Evidence-Based Practice Research Project (three semester hours)		Semester Hours
NS 910	Evidence-Based Practice Research Project I	1
NS 911	Evidence-Based Practice Research Project II	2
NS 912	Evidence-Based Practice Research Project III	1
		Total 4

Total Semester Hours in the MSN Program 39-46

Bachelor of Science in Nursing

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Program Objectives

Upon completion of this program, all BSN graduates will demonstrate the ability to operationalize nursing as the human science of caring. In addition, graduates will be able to do the following:

- Evaluate caring relationships and behaviors that contribute to positive outcomes for clients, families, communities and populations, as well as health care providers and health care systems.
- Analyze client-centered care with respect to health, environment and cultural preferences across the lifespan while respecting the client as the source of control.
- Function effectively within nursing and interdisciplinary teams, fostering teamwork and collaboration with the client, family, community and populations.
- Utilize best current evidence considering clinical expertise along with client and family preferences for the delivery of optimal health care.
- Participate in data evaluation to monitor client outcomes to continuously improve the quality of health care.

- Evaluate standardized practices and technologies to minimize the risk of harm to clients and health care providers through both system effectiveness and individual performance.
- Analyze information and technology resources to build knowledge, select the mode of communication, to decrease error and support decision making.
- Analyze behaviors consistent with the ANA Code of Ethics, Nursing's Social policy Statement and Standards of Practice into the role of the professional nurse.

Upon graduation, students are prepared to practice in a variety of settings, both independently and collaboratively, with colleagues in other disciplines. Graduates from the baccalaureate nursing program have a solid preparation for graduate studies in nursing and are encouraged to pursue advanced education as one means of lifelong learning.

BSN graduates are eligible to take the National Council Licensure Examination (NCLEX) for Registered Nurses.

Comprehensive Student Assessment

Baccalaureate nursing students are enrolled in the Assessment Technology Incorporated (ATI) program. This comprehensive program prepares individuals for the NCLEX-RN. Individual ATI tests are administered upon completion of each area of study. Areas of student weakness are addressed and remediation is provided to those students. At the completion of the nursing program, the Comprehensive Predictor examination is administered to further identify strengths and weaknesses.

Curriculum Requirements

In order to complete a Bachelor of Science in Nursing (BSN) degree at Clarkson College, students must successfully complete a total of 130 semester hours. These hours must be distributed as follows:

- **General Education = 41 semester hours** (which must include nine semester hours of the Clarkson College Core Curriculum).
- **Support Courses = 21 semester hours** (at least eight semester hours of Anatomy and Physiology, four semester hours of Microbiology, four semester hours of General Chemistry I, three semester hours of Pathophysiology and two semester hours of Gerontology).
- **Major Courses = 68 semester hours** (includes 43 semester hours of nursing theory and 25 semester hours of clinical nursing courses).

Program requires Health and Safety – [View Health and Safety Information](#)

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Curriculum plan of required courses for BSN: Traditional Option

View course descriptions for [Nursing Program](#) or [General Education](#)

First Year

First Semester		Semester Hours
BI 211	Anatomy	4
CH 110	General Chemistry	4
EN 101	English Composition I	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
MA 101	Introduction to Algebra	3
		Total 17

Second Semester		Semester Hours
BI 210	Microbiology	4
BI 213	Physiology	4
NS 115	Introduction to Concepts through Quality and Safety	2
NS 125	Foundational Skills and Assessment: Theory	3
NS 126	Foundational Skills and Assessment: Clinical Application	2
NS 128	Populations Health I	1
		Total 16

Second Year

First Semester		Semester Hours
BI 122	Nutrition Science	3
BI 227	Pathophysiology	3
NS 233	Assessment and Care of the Adult with Abnormal Findings: Theory	2
NS 234	Assessment and Care of the Adult with Abnormal Findings: Clinical	2
NS 235	Pharmacology I	2
NS 257	Population Health II	1
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
		Total 16

Second Semester		Semester Hours
PY 101	Introduction to Psychology	3
NS 254	Managing the Nursing Care of the Adult: Theory	4
NS 255	Managing the Nursing Care of the Adult: Clinical Application	4
NS 256	Pharmacology II	2

Second Semester		Semester Hours
PY 200	Human Development	3
EN 102	English Composition II	3
		Total 19

Third Year

First Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
NS 340	Behavioral Health: Theory	3
NS 341	Behavioral Health: Clinical	3
ST 310	Statistics	3
HC 220	Gerontology	2
	Electives	3
		Total 17

Second Semester		Semester Hours
NS 342	Nursing Care of Women and Child-Bearing Families: Theory	3
NS 343	Nursing Care of Women and Child-Bearing Families: Clinical	2
NS 344	Family-Centered Nursing Care of Children: Theory	3
NS 345	Family-Centered Nursing Care of Children: Clinical	2
NS 347	Population Health III	1
NS 346	Evidence-Based Inquiry in Health Care	2
SO 101	Introduction to Sociology	3
		Total 16

Fourth Year

First Semester		Semester Hours
NS 468	Concepts of Complex Multisystem Clients I: Theory	4
NS 469	Concepts of Complex Multisystem Clients I: Clinical Application	4
NS 476 ◇	Population Health IV: Theory	2
NS 477	Population Health IV: Clinical	2
	Electives	3
		Total 15
Second Semester		Semester Hours
NS 467	Transition into Practice	1

Second Semester		Semester Hours
NS 470	Concepts of Complex Multisystem Clients II: Theory	3
NS 472	Principles of Nursing Leadership and Management: Theory	3
NS 473	Preceptorship: Clinical Capstone	4
NS 474	Pharmacology III	1
	Electives	2
		Total 14

Total Semester Hours in Program 130

Bachelor of Science in Nursing: RN to BSN Option

Director of Undergraduate Nursing

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Curriculum Requirements

The RN to BSN curriculum combines theory in general education, support courses and major courses. Forty-three semester hours are obtained through either completion of direct coursework or by validation credit (credit is granted after demonstration of equivalent knowledge). Validation credit may be granted upon successful completion of the Health Care Science Update courses, or portfolio. Validation credit is only available for classes as identified.

Nursing and general education courses completed in the associate's and baccalaureate degree programs will be transferred when the coursework is considered comparable. All RN students are required to complete the Clarkson College Health Care Core curriculum courses as listed in their specific degree plan.

Credit by examination is also available for specific general education courses. In order to complete a BSN degree at Clarkson College, students must successfully complete a total of 130 semester hours.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Curriculum plan of required courses for RN to BSN option

View course descriptions for [Nursing Program](#) or [General Education](#)

General Education Courses (40 semester hours)		Semester Hours
BI 122	Nutrition Science	3
EN 101	English Composition I	3
EN 102	English Composition II	3
◇Intercultural Communication Health Care Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
PY 101	Introduction to Psychology	3
PY 200	Human Development	3
SO 101	Introduction to Sociology	3
ST 310	Statistics	3
	Electives	14
		Total 44
Support Courses (24 semester hours)		Semester Hours
BI 210	Microbiology**	4
BI 211	Anatomy*	4
BI 213	Physiology*	4
HC 205	Health Care Update II (Pharmacology and Pathophysiology)	3 and 3
CH 110	General Chemistry***	4
HC 220	Gerontology	2
		Total 24
OR		
HC 200	Health Care Science Update I and Validation Credit*	3 and 5
HC 210	Health Care Science Update III and Validation Credit***	3 and 5
		Total 24

***Note:** HC 200 Health Care Science Update I (three semester hours) may be taken in place of BI 211 Anatomy (four semester hours) and BI 213 Physiology (four semester hours). Upon successful completion of HC 200 Health Care Science Update I, the student will receive three semester hours of earned coursework and five semester hours of validation credit.

****Note:** Upon successful completion of HC 205 Health Care Science Update II, the student will receive three hours of earned semester hours and three hours of validation credit.

*****Note:** HC 210 Health Care Science Update III (three semester hours) may be taken in place of BI 210 Microbiology (four semester hours) and CH 110 General Chemistry (four semester hours). Upon successful completion of HC 210 Health Care Science Update III, the student will receive three semester hours of earned coursework and five semester hours of validation coursework.

Major Courses (70 semester hours)

A direct transfer package of 43 semester hours of nursing courses will be granted to students. Students are required to take a minimum of 27 semester hours of classes at Clarkson College. Other courses may be transferred or challenged according to individual course policies.

BSN Transition Courses (seven semester hours)		Semester Hours
NS 349	Pathways to Success	1
NS 356	Concepts of Professional Practice for the RN-BSN/MSN	3
NS 357	Physical Assessment	3
		Total 7

Note: Upon successful completion of the BSN transition course and HC 205 Health Care Science Update II, the student is eligible to take the remaining BSN courses.

Required BSN Courses (12 semester hours)

RN to BSN students with two or more years of work experience and expertise in leadership, population health, or evidence-based nursing may portfolio for validation credit in one 400-level nursing course.

		Semester Hours
NS 346	Evidence-Based Inquiry in Health Care	2
NS 475	Principles of Nursing Leadership and Management for the RN to BSN/MSN: Theory	3
NS 481 ◇	Population Health for the RN-BSN/MSN: Theory	3
NS 482	Capstone/Practicum for the RN to BSN/MSN	4
		Total 12

Total Semester Hours in Program 130

Note: HC 205 Health Care Science Update II (three semester hours) must be taken prior to taking 400 level nursing theory and clinical courses.

Nursing courses are offered on campus or through online education. Clinical applications may be completed at the student's workplace with faculty approval and if clinical competencies can be met.

Bachelor of Science in Nursing: LPN to BSN Option

Director of Undergraduate Nursing

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Prerequisite

Current, unencumbered LPN license from Nebraska or another state within the U.S.

Curriculum Requirements

The LPN to BSN program combines theory in general education, support and major courses. The advanced placement LPN to BSN student enters the third-level nursing courses after successfully completing the first- and second-year general education and support courses, NS 128 Population Health I, NS 235 Pharmacology I, NS 256 Pharmacology II, NS 257 Population Health II and the LPN to BSN transition courses.

Upon graduation, LPN to BSN students are prepared to practice in a variety of settings, both independently and collaboratively with other disciplines. LPN to BSN graduates have a solid preparation for graduate nursing studies and are encouraged to pursue graduate education as one means of lifelong learning. BSN degree graduates are eligible to take the National Council Licensure Examination (NCLEX) for Registered Nurses.

In order to complete a Bachelor of Science in Nursing degree at Clarkson College, students must successfully complete a total of 130 semester hours. These hours must be distributed as follows:

- **General Education = 40 semester hours** (which must include nine semester hours of the Clarkson College Health Care Core curriculum).
- **Support Courses = 21 semester hours** (at least eight semester hours of Anatomy and Physiology, four semester hours of Microbiology, four semester hours of General Chemistry I, three semester hours of Pathophysiology and two semester hours of Gerontology).
- **Major Courses = 69 semester hours** (includes 52 semester hours of nursing theory and 17 semester hours of clinical nursing courses).

Program requires Health and Safety – [View Health and Safety Information](#)

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Curriculum plan of required courses for LPN to BSN option

View course descriptions for [Nursing Program](#) or [General Education](#)

General Education Courses (40 semester hours)		Semester Hours
BI 122	Nutrition Science	3
EN 101	English Composition I	3
EN 102	English Composition II	3
◇Intercultural Communication Health Care Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
MA 101	Introduction to Algebra	3
PY 101	Introduction to Psychology	3
PY 200	Human Development	3
SO 101	Introduction to Sociology	3
ST 310	Statistics	3
	Electives	7
Total 40		
Support Courses (21 semester hours)		Semester Hours
BI 210	Microbiology	4
BI 211	Anatomy	4
BI 213	Physiology	4
BI 227	Pathophysiology	3
CH 110	General Chemistry I	4
HC 220	Gerontology	2
Total 21		

Total General Education Semester Hours 61

***Note:** It is possible to transfer in all non-core general education and support courses.*

Major Courses (69 semester hours)

The LPN Advanced Placement student will receive validation credit for **13 semester hours**, after successful completion of NS 349, NS 355 and NS 357.

BSN Transition Courses (seven semester hours)		Semester Hours
NS 349	Pathways for Success	1
NS 355	Concepts of Professional Practice for the LPN-BSN	3
NS 358	Transitional Medical Surgical Nursing for Adult Client Theory	1
NS 359	Transitional Medical Surgical Nursing for Adult Client Clinical	2

Total 7

Required BSN Courses (49 semester hours)		Semester Hours
NS 128	Population Health I	1
NS 235	Pharmacology I	2
NS 256	Pharmacology II	2
NS 257	Population Health II	1
NS 340	Behavioral Health: Theory	3
NS 341	Behavioral Health: Clinical Application	3
NS 342	Nursing Care of Women and Child-Bearing Families: Theory	3
NS 343	Nursing Care of Women and Child-Bearing Families: Clinical Application	2
NS 344	Family-Centered Nursing Care of Children: Theory	3
NS 345	Family-Centered Nursing Care of Children: Clinical Application	2
NS 346	Evidence-Based Inquiry in Health Care	2
NS 347	Population Health III	1
NS 467	Transition into Practice	1
NS 468	Concepts of Complex Multisystem Clients I: Theory	4
NS 469	Concepts of Complex Multisystem Clients I: Clinical Application	3
NS 470	Concepts of Complex Multisystem Clients II: Theory	3
NS 472	Principles of Nursing Leadership and Management: Theory	3
NS 473	Preceptorship: Clinical Capstone	4
NS 474	Pharmacology III	1
NS 476 ◇	Population Health IV: Theory	2
NS 477	Population Health IV: Clinical	2

Total 49

Nursing Course Descriptions

Doctor of Nursing Practice Course Descriptions

DNP 910/EDD 910 Applied Research

Three semester hours

This course in advanced research provides students with knowledge and skills for understanding, analyzing and designing research at the doctorate-level. Students explore the application of research to the practice setting. Quantitative, qualitative and mixed-method research designs and methods are analyzed. Ethical and social change implications of conducting research, producing knowledge and engaging in scholarship are emphasized. Students will synthesize and apply their knowledge and skills of applied research.

Prerequisites: None

DNP 936/EDD 936 Advanced Health Care Policy, Law and Ethics

Three semester hours

This course will prepare the student to design, influence, and implement health care policies that frame ethical health care practice/education through financing, regulation, access, safety, quality, and advocacy. The student will investigate health care policies that address issues of social justice and equity in health care. The student will apply two additional skill sets: the ability to analyze the policy process and the ability to engage in politically competent action. The student will engage proactively in the development and implementation of health policy at various levels, including institutional, local, state, regional, federal, and international levels. Students will demonstrate the essential competencies to assume a leadership role in the development of ethical health policy by contrasting the major contextual factors and policy triggers that influence health policy-making at the various levels.

Prerequisite: None

DNP 920/EDD 920 Doctoral Seminar I

One semester hour

This course focuses on the dissertation process and a review of the literature surrounding the student's proposed topic. The students' committee chair and members will be identified. The roles of the committee chair and committee members are discussed, as well as College resources.

Prerequisites: May take concurrently with DNP/EDD 910

DNP 915/EDD 915 Outcomes of Health Care in a Global Society

Three semester hours

This course examines the behavioral, cultural and social contexts of health disparities and its consequences as well as implications for the health of minority populations from a health care perspective. The history of health disparities, inequity and inequality while highlighting their differences are discussed. Emphasis is placed on the roles of health care practitioners and health care facilities in providing health care equity.

Prerequisites: None

DNP 931/EDD 931 Health Care Organizational Systems

Two semester hours, 45 clinical hours

This course will review healthcare delivery/educational systems in the United States. This course will focus on the effects of the U.S. healthcare system on the structure, culture and behavior of healthcare delivery and

educational organizations. This course addresses organizational behavior, conflict resolution, and change management.

Prerequisites: None

DNP 921/EDD 921 Doctoral Seminar II

Two semester hours

This course, focusing on scientific inquiry, emphasizes the formulation and the writing of a dissertation/proposal and the process for IRB. Methodology and content for each of the proposed chapters are defined.

Prerequisites: DNP/EDD 910, DNP/EDD 935, DNP/EDD 920, DNP/EDD 915, DNP/EDD 930

Portfolio Assessment of Core Competencies

(EdD/DNP) Note: The Portfolio Assessment of Core Competencies is not a credit course. The portfolio will be reviewed and approved by the doctoral student's Committee. However, it must be completed with passing mark before enrolling in Doctoral Seminar III.

The purpose of the Portfolio Assessment of Core Competencies is to provide evidence of growth and development as a result of knowledge gained through core coursework and to provide an opportunity for self-assessment as a reflective practitioner. A portfolio approach will be used to assess student mastery of core learning outcomes. The portfolio presentation will reflect synthesis of knowledge gained through the core coursework. This reflection will provide evidence of change/growth in personal and professional goals/objectives identified at the time of admission.

DNP 922/EDD 922 Doctoral Seminar III

Two semester hours

This course focuses on the data collection, data analysis and formulation of dissertation outcome chapter(s) following IRB approval. A thorough discussion of the review of literature refuting or supporting the dissertation results is highlighted. Completion of the Portfolio Assessment of Core Competencies is part of this course.

Prerequisites: Successful completion of Portfolio Assessment, DNP/EDD 920, DNP/EDD 921

DNP 923/EDD 923 Doctoral Seminar IV

One semester hour

This course focuses on the completion of the dissertation. Content, format issues and recommendations for further research are discussed. Dissemination of the dissertation outcome and possible outlets for publication are covered.

Prerequisites: DNP/EDD 920, DNP/EDD 921, DNP/EDD 922

DNP 942 Designing Theory for Advanced Nursing Practice

Three semester hours

This course in advanced research provides students with knowledge and skills for understanding, analyzing and designing research at the doctorate-level. Students explore the application of research to the practice setting. Quantitative, qualitative and mixed-method research designs and methods are analyzed. Ethical and social change implications of conducting research, producing knowledge and engaging in scholarship are emphasized. Students will synthesize and apply their knowledge and skills of applied research.

Prerequisites: DNP/EDD 910, DNP/EDD 920

DNP 947 Health Economics, Finance and Entrepreneurship

Three semester hours, 45 clinical hours

This course will enable learners to apply the tools of economics, finance and strategy to address challenges faced by health care providers. Strategies for payers, manufacturers and providers will be examined. Topics will include role of economics, cost effectiveness, market analysis and financial projecting. Case studies and current events will be integrated throughout to encourage discussions about health care economics and finance. The culminating project for the class will be to develop a business plan for a new health care educational program/initiative.

Prerequisites: DNP/EDD 910, DNP/EDD 920

DNP 953 Grant Writing**One semester hour, Elective**

This course will discuss the ideologies and techniques of effective grant writing, culminating in the creation of a competitive grant proposal.

Prerequisites: DNP/EDD 910, DNP/EDD 920

DNP 954/EDD 954 Manuscript Writing**One semester hour, Elective**

This course guides students through the preparation of a manuscript using a previously designed or equivalent writing project. Students will develop essential parts of the manuscript during the course and prepare it for publication.

Prerequisites: DNP/EDD 910, DNP/EDD 920

DNP 944 Biostatistics/Epidemiology**Two semester hours, 45 clinical hours**

This course provides an overview of the rationale for appropriate statistical techniques commonly reported in healthcare research. Additionally, this course prepares the student to use epidemiological strategies to examine patterns of illness or injury in groups of people. Concepts of health, risk, and disease causality are also examined. Implications for development of data-based programs for disease/injury prevention and control as well as policy implications will be discussed.

Prerequisites: DNP/EDD 910, DNP/EDD 920, DNP 940, DNP 921

DNP 948 Evidence-Based Practice**Three semester hours**

This course expands on the concept of evidence-based practice and its relationship to improved patient outcomes. Students gain competence through activities aimed at improving the healthcare practice and systems, outcome evaluations, translation of research into practice and outcomes, participation in interdisciplinary and collaborative research, and dissemination of results. Clinical sites may include collaboration with experts in local, state, national, and international healthcare agencies.

Prerequisites: DNP/EDD 910, DNP/EDD 920, DNP 940, DNP 921, DNP/EDD 944

DNP 950 DNP Scholarly Project/Residency I**One semester hour, 75 clinical hours**

This first course of three DNP Scholarly Project/residency courses taken concurrently with DNP 921 Doctoral Seminar II applies knowledge and skill to improve health care outcomes while providing students with the opportunity to participate in a residency in their area of specialization. Students gain competence analyzing organizational systems and facilitating change in health care delivery. Students will have opportunities to evaluate current practice, translate research into practice and participate in activities aimed at improving the

access, efficiency and quality of health care systems. Residency activities provide the students with opportunities to participate in professional service activities to expand their area of research or clinical interest and/or develop significant scholarly pursuits. The focus is on creating change in the health care system through analysis, synthesis, critique and application of evidence-based practice to support accessible high quality, safe, efficient and effective health care. Clinical sites for the DNP residency may include collaboration with experts in community, local, state and national health care agencies. Residency activities are selected by the student under the guidance of the faculty advisor and preceptor.

Prerequisites: DNP/EDD 910, DNP/EDD 935, DNP/EDD 920, DNP/EDD 915, DNP 940, DNP/EDD 930, DNP 942, DNP 946 and/or DNP 952–May take concurrently with DNP 944 and DNP 921.

DNP 951 DNP Scholarly Project/Residency II

One semester hour, 75 clinical hours

This second course of three DNP Scholarly Project/Residency courses taken concurrently with DNP 922 Doctoral Seminar III applies knowledge and skill to improve health care outcomes while providing students with the opportunity to participate in a residency in their area of specialization. Students gain competence analyzing organizational systems and facilitating change in health care delivery. Students will have opportunities to evaluate current practice, translate research into practice and participate in activities aimed at improving the access, efficiency and quality of health care systems. Residency activities provide the students with opportunities to participate in professional service activities to expand their area of research or clinical interest and/or develop significant scholarly pursuits. The focus is on creating change in the health care system through analysis, synthesis, critique and application of evidence-based practice to support accessible high quality, safe, efficient and effective health care. Clinical sites for the DNP residency may include collaboration with experts in community, local, state and national health care agencies. Residency activities are selected by the student under the guidance of the faculty advisor and preceptor.

Prerequisites: DNP/EDD 910, DNP/EDD 935, DNP/EDD 920, DNP/EDD 915, DNP 940, DNP/EDD 930, DNP 942, DNP 946 and/or DNP 952, DNP 950 and DNP 921. May take concurrently with DNP 922 and DNP 948.

DNP 952 DNP Scholarly Project//Residency III

One semester hour, 75 clinical hours

This third course of three DNP Scholarly Project/Residency courses taken concurrently with DNP 923 Doctoral Seminar IV applies knowledge and skill to improve health care outcomes while providing students with the opportunity to participate in a residency in their area of specialization. Students gain competence analyzing organizational systems and facilitating change in health care delivery. Students will have opportunities to evaluate current practice, translate research into practice and participate in activities aimed at improving the access, efficiency and quality of health care systems. Residency activities provide the students with opportunities to participate in professional service activities to expand their area of research or clinical interest and/or develop significant scholarly pursuits.

Prerequisites: May take concurrently with NS 949 and DNP 923.

DNP 999/EDD 999 Dissertation Completion

One to eight semester hours

The course includes guided study in dissertation completion under the supervision of committee chair. Completion of an Independent Study form is required before registration.

Prerequisites: Approval of committee chair, director or dean required.

Graduate Nursing Course Descriptions

Note: All courses require admission to the program or a petition with approval by the MSN program director.

BI 805 Cadaver Applications in Anatomy

Three semester hours

The focus of this graduate elective course centers on expansion of the graduate student's foundational anatomy knowledge, brought from their undergraduate and clinical experiences through detailed cadaver dissection and lecture. Correlation of pertinent regional anatomy to clinical cases and/or areas of graduate study will be emphasized when relevant. Lecture and lab will be held at the University of Nebraska Medical Center Cadaver Lab. Course is set up as one lecture hour and two lab hours.

Prerequisite: BI 211 or equivalent.

GR 798 Essentials of Scholarly Writing

One semester hour

This course offers one hour of credit for developing skills needed to compose an evidence review of primary studies to address a focused question aimed at improving health care and/or health education. A review of methods to organize the document will be emphasized as well as sharpening basic writing skills, grammar, punctuation, and improving style requirements needed for the scholarly document appropriate for the academic community and professional healthcare arena.

Prerequisite: Admission to Master of Science in Nursing (MSN) program.

NS 799 Role Transition

One semester hour

This course provides a framework for the transition to graduate education and serves as a foundation for the graduate program at Clarkson College. Students will learn how to effectively write scholarly papers, both in terms of format and APA style, and discuss the graduate student role as well as personal challenges to graduate education. This course provides an overview of the Clarkson College online course management platform. It includes a preview of the instructional methods and format of the courses, as well as special features within the course management platform. (NS 371 Role Transition is a comparable course to NS 799, when taken in the RN-MSN Program)

Prerequisite: Admission to Master of Science in Nursing (MSN) program.

NS 800 Theories and Concepts of Advanced Practice Roles

Two semester hours

This course provides an overview of the roles of the master's prepared nurse. The history, growth, and challenges of advanced practice will be explored. Educational requirements, licensure, credentialing, roles, scope of practice, and practice environments to include cultural aspects, ethical, and legal issues for master's prepared nurses will be reviewed. Various health policies will be discussed in relationship to the role of the master's prepared nurse.

Prerequisites: GR 798; NS 799.

NS 803 Health Care Delivery Systems and Managed Care◊

Two semester hours

This course is an overview of the United States health care system as compared to health systems in other countries. It includes the study of the evolution and current state of health care services and insurance, health professionals, quality, health policy, and health services financing. HMOs, PPOs, and POS plans will be reviewed. Additionally, managed care objectives, functions and contracting will be discussed. ***This course***

emphasizes student engagement using a required service experience.

Prerequisites: GR 798; NS 799, NS 800

NS 805 Application and Evaluation of Theory in Nursing

Two semester hours

This course provides a general introduction to the philosophy of science as it applies to social and human phenomena. The history and process of theory development is discussed and various theories of nursing are analyzed and critiqued. Emphasis is placed on the application of nursing theories related to QSEN, IOM, Healthy People 2020, and evidence-based practice in a variety of settings. Through integrating theory and practice, students are given the opportunity to formulate their own personal application of theory in professional, education, research and service activities.

Prerequisites: GR 798; NS 799, NS 800

NS 806 Theories of Learning for the Nurse Educator

Three semester hours

Selected theories of learning, development and cognition are examined in relation to their philosophical underpinnings and basic assumptions. Theory application to program/course design, students/faculty interactions, and evaluation process are explored. Attention to learner needs, different learning environments, and strategies to enhance professional role development will be explored. The impact caring, evidence-based practice, technology, and collaboration have on learning will be examined.

Prerequisites: GR 798; NS 799, NS 800, NS 803 and NS 805

NS 808 Nursing Law and Ethics◊

Three semester hours

This course provides various ethical frameworks and an overview of the U.S. legal system, as a basis for analyzing health care issues affecting health care institutions, individual patients throughout their life spans, and health care providers. Students will locate and identify primary legal resources related to nursing in order to answer specific legal questions related to their individuals nursing practices. Overall legal-ethical issues common to health care administration, expanded practice nursing, and health care education are reviewed. Selected complex health care ethical dilemmas, such as right to life, right to die, and health care allocation are examined. *This course emphasizes student engagement using a required service experience.*

Prerequisites: GR 798; NS 799 and NS 800.

NS 812 Research Design and Methods

Three semester hours

This course will examine the relationships among nursing theory, research and practice. An emphasis is placed on research competencies for the master's prepared professional nurse. The student will demonstrate knowledge of the research process, development of a researchable question, basic research designs, and research methodologies for the development of a research proposal applicable to nursing practice.

Prerequisites: GR 798; NS 799, NS 847, NS 800, NS 805, NS 830 and NS 847; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

NS 822 Curriculum Development for the Nurse Educator◊

Three semester hours

The focus of this course is curriculum development for the nurse educator in higher education, patient education or staff development. Emphasis is placed on the historical background of higher education, philosophical foundations of curriculum, curriculum development, and curriculum designs/models. The

impact technological advances along with global issues, regulation, accreditation, and program accountability has on curriculum development are explored. ***This course emphasizes student engagement using a required service experience.***

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805 and preferably NS 806.

NS 823 Evaluation Strategies for the Nurse Educator

Three semester hours

This course focuses on the process and current issues related to evaluation in nursing education. Evaluation models and concepts related to the measurement of program outcomes and levels, along with course and classroom competencies are explored. Additionally, the theories of testing and measurement and a variety of evaluation and assessment instruments are reviewed or developed. Legal and ethical issues related to student admission, progression, and evaluation in nursing programs are discussed.

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805 and preferably NS 806. NS 822 may be taken concurrently.

NS 826 Pharmacology, Pathophysiology and Health Assessment Overview for Nurse Educators

Three semester hours

This course will provide the application of comprehensive health assessment techniques, pathophysiological changes and pharmacological needs of clients across the lifespan using a case study approach. Application of evidence-based studies related to safe, client-centered care will be explored. Application of teaching strategies to concepts presented will be discussed.

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805 and preferably NS 806, NS 822 and NS 823.

NS 827 Teaching and Learning Strategies for the Nurse Educator

Three semester hours

This course focuses on the development and implementation of teaching-learning strategies that engage students in the classroom, clinical and skills lab. The theoretical foundations of teaching and learning, methods for instructional planning, sequencing and organizing instruction, and utilization of evolving technological strategies are emphasized. Evidence-based teaching strategies for educators are examined that promote student engagement to provide safe, client-centered care.

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805 and preferably NS 806, NS 822 and NS 823.

NS 830 Advanced Physical Assessment

Three semester hours

This course examines competencies in history taking and performing comprehensive health assessments and advanced physical examinations of individuals and families of all ages in primary care. The concept of the differential diagnosis is explored, as well as beginning to incorporate that in clinical decision-making utilizing evidence-based practice. Utilization of diagnostic reasoning strategies will be learned as well as the principles of teaching/learning, family assessment to include the geriatric patient, cost analysis, and cultural and spiritual beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring will integrate advocating professional behavior that advances the profession and improves health outcomes. and how it plays a part in evidence-based practice will be woven throughout the course. The course will also examine the use of informatics, how it relates to learning, and how it is used to manage and negotiate healthcare delivery systems when part of the interdisciplinary team. The course will integrate the principles of learning how to advocate for professional behavior that advances the profession and improves health outcomes.

Prerequisites: GR 798; NS 799, NS 800, NS 803 and NS 805. NS 838 (Advanced Pathophysiology) should be taken prior to NS 830 or concurrently.

Note: Requires preceptor and clinical site approval prior to registration. A Graduate Weekend is associated with this course.

Clinical hours: 50.

NS 831 Primary Care of the Adult-Gerontology Client

Three semester hours

This course provides the student with a framework for adult-gerontology primary care nursing practice. The dynamic of aging and its effects on older adults and their health will be presented. Content focuses on the geriatric assessment, differential diagnoses, and data analysis of acute and chronic conditions. Common clinical issues experienced by geriatric clients and the effect on their well-being will be explored. Advanced planning for end of life issues will be discussed. Current practices, teaching-learning strategies and evidenced-based finding will support the implementation of interdisciplinary healthcare management of the adult-gerontology client

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805 and NS 830.

Note: Requires preceptor and clinical site approval prior to registration

Clinical hours: 160

NS 832 Primary Health Care I

Three semester hours

This course examines management of common health problems for adults in primary care. A conceptual framework for the primary care nurse practitioner's clinical practice is explored. The course addresses the concepts of primary care health promotion and maintenance, illness prevention, differentiation of clinical patterns, and clinical decision-making. Refinement of diagnostic reasoning strategies will be a focus. Principles of teaching/learning, family assessment to include the geriatric client, cost analysis, and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and its role in evidence-based practice will be woven throughout the course. The course will examine the use of informatics in relation to negotiating and managing healthcare delivery systems as members of an interdisciplinary team. The course will integrate advocating professional behavior that advances the profession and improves health outcomes.

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805, NS 830 and NS 838. NS 836 (Pharmacology for Practitioners) should be taken prior to NS 832 or concurrently.

Note: Requires preceptor and clinical site approval prior to registration. A Graduate Weekend is associated with this course.

Clinical hours: 120.

NS 834 Advanced Nutrition◇

Three semester hours

A course which emphasizes the essential components of nutrition including nutrition's role in disease treatment and prevention, nutrition in the clinical setting, including the nurse practitioner's role in nutrition and general nutrition for healthy living. This course emphasizes student engagement using a required service experience.

Prerequisites: GR 798; NS 799. Recommended concurrent enrollment in NS 840.

NS 836 Pharmacology for Practitioners

Three semester hours

This course will build upon information learned during undergraduate nursing pharmacology courses and refined in practice. Students will review where, why, and how various classes of drugs exert their therapeutic effects (pharmacodynamics). Pharmacokinetic concepts (i.e., the actions of the body on a drug) will also be

reviewed. More importantly, advanced practice students will learn to integrate the clinical application of medications in practice to assume the prescriber role of advanced practice. Through the integration of pharmacokinetics and pharmacodynamics, students will gain an understanding of the predictable nature of the therapeutic actions, correlation of pathophysiology and diagnosis to safely prescribe (pharmacotherapeutic intervention) the appropriate medication across the life span.

Prerequisites: GR 798; NS 799 and NS 838. This course should be taken prior to 832 or concurrently.

NS 838 Advanced Pathophysiology

Three semester hours

This course reviews basic normal human biology, anatomy, and physiology. The student will learn how the body is damaged by and responds to physical injury and various diseases at the cellular and organ levels. The knowledge will be extended into the recognition of disease processes and the rationale for disease treatment.

Prerequisites: GR 798; NS 799. This course should be taken prior to NS 830 or concurrently.

NS 840 Primary Care of Children and Adolescents

Three semester hours

This course focuses on the management of the common health problems of individuals from birth to adolescence. The course integrates the concepts of primary health care promotion and maintenance, illness prevention, differentiation of clinical patterns, and clinical decision-making. Planning and evaluating care relative to the pediatric client will be emphasized.

Prerequisites: GR 798; NS 799, NS 830, NS 832, NS 836 and NS 838. Recommended concurrent enrollment in NS 834 or NS 812.

Note: Requires preceptor and clinical site approval prior to registration.

Clinical hours: 160.

NS 843 Behavioral Health Care for Practitioners

Two semester hours

This course examines key mental health concepts and strategies for Primary Care Nurse Practitioners in various healthcare settings serving diverse populations across the life span. The course provides a theoretical basis for understanding the neurological underpinnings of common mental health illnesses. There is an emphasis on understanding the neuroscience behind common psychopharmacological treatments which aides in the selection of appropriate evidence based treatments for patients

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805, NS 830, NS 832, NS 836, NS 838

Clinical hours: None

NS 842 Primary Care of Women

Three semester hours

This course examines management of common physical and psychological health issues facing women. Through the use of evidence-based practice as well as teamwork and collaboration, diagnostic reasoning strategies will be developed. Principles of client-centered care, safety, quality improvement, cost analysis, and cultural beliefs are integrated in the development of care strategies. The concept of caring and how it plays a part in the evidence-based practice will be woven throughout the course.

Prerequisites: GR 798; NS 799, NS 830, NS 832, NS 834, NS 836, NS 838 and NS 812. Recommended concurrent enrollment in NS 907.

Note: Requires preceptor and clinical site approval prior to registration.

Clinical hours: 160.

NS 844 Primary Health Care II

Three semester hours

This course examines the management of adult clients with complex/chronic health problems in primary care settings, with special attention given to the geriatric client and clients with emergency issues. A conceptual framework for the primary care nurse practitioner's clinical practice is explored. The course addresses the levels of health promotion, differentiation of clinical patterns, and clinical decision-making. Refinement of diagnostic reasoning strategies will be emphasized. Principles of teaching/learning, family assessment to include the geriatric client, cost analysis, and cultural and spiritual beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and its role in evidence-based practice will be woven throughout the course. The course will also examine the use of informatics that relates to management and negotiation of interdisciplinary healthcare delivery systems. The course will integrate the principles of professional advocacy to improve health outcomes.

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805, NS 808, NS 812, NS 830, NS 832, NS 834, NS 836, NS 838, NS 840 or NS 843, NS 842 and NS 847.

Note: *Requires preceptor and clinical site approval prior to registration. A Graduate Weekend is associated with this course.*

Clinical hours: 160.

NS 847 Applied Statistics

Three semester hours

An in-depth coverage of the strategies involved in data analysis, including statistical procedures and interpretation of data for research. Students will apply knowledge of descriptive, parametric, non-parametric, univariate, and selected multivariate approaches to data analysis. Emphasis will be on interpretation of statistical results and on evaluation of published research and its applicability to health care. Each student is expected to be familiar with common terminology and use of descriptive and inferential statistical techniques, including probability, chi-square, student's t analysis of variance, correlation, and non-parametric tests.

Prerequisite: GR 798 (Unless NS 847 is a prerequisite for your program); Basic statistics course preferred.

NS 894 Nursing Education Practicum

Three semester hours

This course contains an advanced application of nursing education principles and theories within a school of nursing, patient teaching, or staff development setting. Students are expected to incorporate knowledge gained throughout the education major. The concept of caring and how it plays a part in the design, implementation, and evaluation of a program of study and the students will be emphasized.

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805, NS 808, NS 847, NS 812, NS 806, NS 822, NS 823, NS 826 and NS 827.

Co-requisites: NS 910, NS 911 or NS 912.

Clinical hours: 135.

NS 898 Nursing Health Care Leadership Practicum

Three semester hours

This course offers the student the opportunity to demonstrate advanced leadership/management skills in a selected health care system. Students are expected to incorporate knowledge gained throughout the health care leadership major. The course also promotes the utilization of advance theoretical knowledge in new and existing situation within the practice setting. Earning outcomes stress creative leadership behaviors.

Prerequisites: GR 798; NS 799, NS 800, NS 803, NS 805, NS 808, NS 812, NS 847, MB 808, MB 810, MB 823, MB 827, MB 836 and MB 851.

Co-requisites: NS 910, NS 911 and NS 912.

Note: *Student must initiate arrangements for practicum with the faculty prior to registration (135 hours of practice during the semester).*

NS 899 Independent Study

One to six semester hours

The course includes guided study in special topics under the supervision of a faculty member. Completion of an Independent Study form is required before registration.

Prerequisite: *Approval of a faculty, Director or Dean required before registration.*

NS 910 Evidence-Based Practice Research Project I

One semester hour

NS 910 is the first of three courses culminating in a scholarly, evidence-based practice journal article and poster presentation. The EBP research project allows students to investigate a question of practical importance, or investigate a nursing problem of practice importance by developing and testing an intervention, curriculum or protocol for application to a specific population within a specific setting. Each student will complete a problem statement, theoretical framework and compile a literature review to include the concepts of QSEN, IOM, Healthy People 2020, gerontology, and/or genetics and genomics as appropriate, according to established requirements relevant to their area of concentration.

Prerequisites: GR 798, NS 799, NS 847, NS 800, NS 803, NS 805, NS 808, NS 812, NS 830 and 9 additional credit hours of specialty courses. Students may take only one course of EBP at a time.

NS 911 Evidence-Based Practice Research Project II

Two semester hour

NS 911 is the second of three courses culminating in a scholarly, evidence-based practice journal article and poster presentation. The EBP research project allows students to investigate a question of practical importance, or investigate a nursing problem of practice importance by developing and testing an intervention, curriculum or protocol for application to a specific population within a specific setting. The student will build on the material completed in NS 910 and will add the methodology, IRB components and journal query letter. During this process the student will implement evidence-based practice guidelines to include the concepts of QSEN, IOM, Healthy People 2020, gerontology, and/or genetics and genomics as appropriate.

Prerequisites: GR 798, NS 799, NS 847, NS 800, NS 803, NS 805, NS 808, NS 812, NS 830, NS 910 and 9 additional credit hours of specialty courses. Students may take only one course of EBP at a time.

NS 912 Evidence-Based Practice Research Project III

One semester hour

NS 912 is the final course in the three courses culminating in a scholarly, evidence-based practice journal article and poster presentation. The EBP research project allows students to investigate a question of practical importance, or investigate a nursing problem of practice importance by developing and testing an intervention, curriculum, or protocol for application to a specific population within a specific setting. The student will build on the material completed in NS 910 I and NS 911 II and will complete the project to include data collection and analysis, findings, discussion, implications and or recommendations, and conclusions. A completed journal article and poster presentation is required. The student will evaluate evidence-based practice guidelines to include the concepts of QSEN, IOM, Healthy People 2020, gerontology, and/or genetics and genomics as appropriate.

Prerequisites: GR 798, NS 799, NS 847, NS 800, NS 803, NS 805, NS 808, NS 812, NS 830, NS 910, NS 911 and 9 additional credit hours of specialty courses. Students may take only one course of EBP at a time.

Nurse Anesthesia Course Description

Note: All courses require admission to the program or a petition with approval by the Nurse Anesthesia Program Director.

AN 806 Cadaver Applications in Anatomy

Two semester hours

The focus of this graduate course centers on expansion of the graduate student's knowledge of human functional and clinical gross anatomy through lecture and discussion of specific cadaver dissections. Correlation of pertinent regional anatomy to regional anesthesia techniques is included. The relationship of anatomical structures and expanding anatomical knowledge are emphasized. Coursework provides instruction on dissection. Application of the prerequisite anatomy coursework is emphasized.

Prerequisites: *Successful completion of AN 851 and AN 852. To be taken simultaneously with AN 853 and AN 806L.*

AN 806L Cadaver Applications in Anatomy Lab

Two semester hours

The focus of this graduate course centers on expansion of the graduate student's knowledge of human functional and clinical gross anatomy through lecture and discussion of specific cadaver dissections. Correlation of pertinent regional anatomy to regional anesthesia techniques is included. The relationship of anatomical structures and expanding anatomical knowledge are emphasized. Coursework provides instruction on dissection and visualization of anatomical structures in the cadaver. Application of the prerequisite anatomy coursework is emphasized.

Prerequisites: *Successful completion of AN 851 and AN 852. To be taken simultaneously with AN 853 and AN 806.*

AN 830 Advanced Physical Assessment for Nurse Anesthesia

Three semester hours

This course emphasizes competencies in history taking and performing comprehensive health assessments of individuals of all ages, and the interpretation of findings with a focus on anesthesia. The concept of caring and how it plays a part in this process will be woven throughout the course. Online course.

Prerequisites: *Successful completion of AN 851 and AN 852.*

AN 851 Advanced Anatomy, Physiology and Pathophysiology I

Six semester hours

An integrated, systems approach to the advanced study of anatomy, physiology, and pathophysiology, serving as a foundation for nurse anesthesia practice. Provides nurse anesthesia students with the basis of anatomical and physiological processes necessary for understanding health and disease. Major physiological principles and essential concepts of pathophysiology are taught emphasizing those of specific concern to the anesthesia provider. Focus is on the nervous, cardiovascular, and endocrine systems of the body.

Prerequisite: *Acceptance into Nurse Anesthesia Program.*

AN 852 Advanced Anatomy, Physiology and Pathophysiology II

Six semester hours

An integrated, systems approach to the advanced study of anatomy, physiology, and pathophysiology, serving as a foundation for nurse anesthesia practice. Provides nurse anesthesia students with the basis of anatomical and physiological processes necessary for understanding health and disease. Major physiological principles and essential concepts of pathophysiology are taught emphasizing those of specific concern to the anesthesia provider. Focus is on the respiratory, gastrointestinal, hepatic, musculoskeletal, immune, hematology, renal,

cell and tissue physiology and cellular alterations.

Prerequisite: *Successful completion of AN 851.*

AN 853 Advanced Anatomy, Physiology and Pathophysiology III

Two semester hours

A systems approach to the advanced study of anatomy, physiology and pathophysiology with an emphasis on anesthesia implications. Covers various pathological conditions and diseases of specific concern to the anesthesia provider. Culmination of students acquired knowledge of anatomy, physiology and pathophysiology in a case study format designed to aid the student in the application of didactic materials and transition into the clinical phase of the program. Online course.

Prerequisites: *Successful completion of AN 851, AN 852, AN 872 and AN 873.*

AN 876 Advanced Pharmacology I

Three semester hours

Advanced Pharmacology I provides students with a thorough understanding of the science of pharmacology. The primary focus is on topics integral to modern anesthesia practice. These include pharmacodynamics, pharmacokinetics, pharmacotherapeutics, pharmacogenetics, pharmacy, toxicology, and others. Major areas of discussion include uptake and distribution of inhalation agents, anesthesia induction drugs, and opiate agonists/antagonists.

Prerequisite: *Acceptance into Nurse Anesthesia Program.*

AN 877 Advanced Pharmacology II

Three semester hours

Advanced Pharmacology II provides students with a thorough understanding of the science of pharmacology. The primary focus is on topics integral to modern anesthesia practice. These include pharmacodynamics, pharmacokinetics, pharmacotherapeutics, pharmacogenetics, pharmacy, toxicology, and others. Major areas of discussion include neuromuscular blocking agents, local anesthetics, autonomic pharmacology, and cardiovascular pharmacology.

Prerequisite: *Successful completion of AN 876.*

AN 878 Advanced Pharmacology III

Two semester hours

Advanced Pharmacology III provides students with a thorough understanding of absorption mechanisms, bio-transformation, elimination, dose-response relationships, and drug/receptor interactions. Primary focus is on the pharmacology of classes of adjunct drugs encountered by nurse anesthetists.

Prerequisites: *Successful completion of AN 876 and AN 877.*

AN 872 Principles of Anesthesia I

Four semester credits

Introduces the nurse anesthesia graduate student to concepts necessary to plan and execute a safe, individualized anesthetic. Course includes pre- and post-anesthetic assessment, formulation of the anesthesia care plan, anesthetic techniques, prevention of complications, fluid management, positioning the patient, airway management, and the monitoring and utilization of anesthesia equipment. Also included is the administration and management of peripheral and central regional anesthesia, acute and chronic pain management, using ultrasound to place regional anesthesia and advanced lines, and principles of radiology. An emphasis is placed on patient-centered care, prevention of complications and improving patient outcomes.

This is a designated service course, providing fulfillment of the college service-learning requirements.

Prerequisite: *Acceptance into Nurse Anesthesia Program.*

AN 872L Principles of Anesthesia I Lab

One semester credit

Provides the nurse anesthesia graduate student with guided practical experience associated with those concepts presented in Principles of Anesthesia I. Includes practice in and evaluation of task specific skills simulations. This includes but is not limited to human patient simulation in peripheral and central regional anesthesia, ultrasound, basic and emergency airway management, and advanced line placement.

Prerequisites: *Acceptance into Nurse Anesthesia Program. This course is to be taken simultaneously with AN 872.*

AN 858 Scientific Foundations

Three semester hours

A review of the principles of chemistry (aqueous solutions and concentrations; acids, bases and salts), biochemistry (hepatic metabolism, cellular mechanisms for action and drug receptor interaction) and physics (units of measurement; gases and gas laws; solubility, diffusion and osmosis; pressure and fluid flow; electricity and electrical safety; vaporization and humidification; and measurement of oxygen, carbon dioxide and hydrogen ion) as they relate to anesthesia practice. Includes fundamentals of radiologic and ultrasound principles and various techniques.

Prerequisite: *Acceptance into Nurse Anesthesia Program.*

AN 873 Principles of Anesthesia II

Four semester credits

Concepts and principles of anesthesia management are taught with an emphasis on various surgical procedures such as cardiothoracic, vascular, head and neck, trauma, burns, intra-abdominal, robotic, neuroskeletal, and other diagnostic and therapeutic procedures. Also addressed are special populations such as pediatrics, obstetrics, geriatrics, obesity, and neonates. An emphasis is placed on patient-centered care, prevention of complications, and improving patient outcomes

Prerequisite: *Successful completion of AN 872.*

AN 873L Principles of Anesthesia II Lab

One semester credit

Provides the nurse anesthesia graduate student with guided practical experience with those concepts presented in Principles of Anesthesia II. Includes practice in and evaluation of task specific skills simulations. Includes but is not limited to human patient simulation providing scenarios where students have the opportunity to practice room preparation, case set up, equipment preparation, anesthetic induction and emergence sequences when caring for patients undergoing surgical procedures or in special populations. Students also have the opportunity to practice their individual and team responses to complications and emergencies commonly encountered during the administration of an anesthetic during surgical procedures or in special populations. Health and safety requirements are completed during this course.

Prerequisite: *Successful completion of AN 872L. To be taken simultaneously with AN 873.*

AN 859 Professional Aspects of Nurse Anesthesia

Three semester credits

Provides the graduate nurse anesthesia student an opportunity to focus on a variety of professional issues including the history of nurse anesthesia, professional socialization and participation, roles of the nurse

anesthetist and the American Association of Nurse Anesthetists, regulations of nurse anesthesia practice, standards of care, scope of practice, practice settings and employment options, reimbursement, quality assessment, the legal system, medical ethics and chemical dependency, patient safety, infection control and standard precautions. During the program, attendance at two state or national meetings for nurse anesthetists is required for this course.

Prerequisite: *Acceptance into Nurse Anesthesia Program.*

AN 901 Clinical Correlation Conference Seminar I

Two semester hours

Clinical Correlation Conference Seminar I provides students with learning opportunities to correlate didactic knowledge with clinical application utilizing discussion and case studies. Students also explore concepts such as nursing theory and financial management.

Prerequisite: *Progression to Clinical Phase of Nurse Anesthesia Program.*

AN 902 Clinical Correlation Conference Seminar II

Two semester hours

Clinical Correlation Conference Seminar II provides students with learning opportunities to correlate didactic knowledge with clinical application utilizing discussion and case studies. Students also explore concepts such as health care policy, leadership, administration and management.

Prerequisite: *Successful completion of AN 901.*

AN 903 Clinical Correlation Conference Seminar III

Two semester hours

Clinical Correlation Conference Seminar III provides students with learning opportunities to correlate didactic knowledge with clinical application utilizing discussion and case studies. Students also explore concepts such as evidence-based practice and standards of care.

Prerequisite: *Successful completion of AN 902.*

AN 904 Clinical Correlation Conference Seminar IV

Two semester hours

Clinical Correlation Conference Seminar IV provides students with learning opportunities to correlate didactic knowledge with clinical application utilizing discussion and case studies. Students also explore concepts such as the business of anesthesia & practice management, and reimbursement methodologies and payment policies.

Prerequisite: *Successful completion of AN 903.*

AN 951 Clinical Anesthesia Practicum I

Three semester hours

Exposure of graduate Nurse Anesthesia student to patient care with participation in the administration of anesthesia. Student is provided opportunity to demonstrate internalization of theoretical concepts and knowledge base application in anesthesia management and techniques. Includes opportunities in various clinical settings, providing the experiences necessary for the student to gain competency for entry level anesthesia practice. During Clinical Anesthesia Practicum I, the student will meet or exceed objectives with supervision while performing preanesthesia assessments, preparation for administration of anesthesia, inductions, intraoperative management, emergence, and postanesthesia management. Professional attributes and interpersonal communication are also assessed. These objectives are appropriate for the student's level of

experience. Expectations increase with each semester.

Prerequisite: *Progression to Clinical Phase of Nurse Anesthesia program.*

AN 952 Clinical Anesthesia Practicum II

Three semester hours

Exposure of graduate Nurse Anesthesia student to patient care with guided participation in administration of anesthesia. Student is provided opportunity to demonstrate internalization of theoretical concepts and knowledge base application in anesthesia management and techniques. Includes opportunities in various clinical settings, providing the experiences necessary for the student to gain competency for entry level anesthesia practice. During Clinical Anesthesia Practicum II, the student will meet or exceed objectives with guidance while performing preanesthesia assessments, preparation for administration of anesthesia, inductions, intraoperative management, emergence, and postanesthesia management. Professional attributes and interpersonal communication are also assessed. These objectives are appropriate for the student's level of experience. Expectations increase with each semester.

Prerequisite: *Successful completion of AN 951.*

AN 953 Clinical Anesthesia Practicum III

Three semester hours

Exposure of graduate Nurse Anesthesia student to patient care with minimally guided participation in administration of anesthesia. Student is provided opportunity to demonstrate internalization of theoretical concepts and knowledge base application in anesthesia management and techniques. Includes opportunities in various clinical settings, providing the experiences necessary for the student to gain competency for entry level anesthesia practice. During Clinical Anesthesia Practicum III, the student will meet or exceed objectives with minimal guidance while performing preanesthesia assessments, preparation for administration of anesthesia, inductions, intraoperative management, emergence, and postanesthesia management. Professional attributes and interpersonal communication are also assessed. These objectives are appropriate for the student's level of experience. Expectations increase with each semester.

Prerequisite: *Successful completion of AN 952.*

AN 954 Clinical Anesthesia Practicum IV

Three semester hours

Exposure of graduate Nurse Anesthesia student to increasing independence in the management of patients needing anesthetic care. Student is provided opportunity to demonstrate internalization of theoretical concepts and knowledge base application in anesthesia management and techniques. Includes opportunities in various clinical settings, providing the experiences necessary for the student to gain competency for entry level anesthesia practice. During Clinical Anesthesia Practicum IV, the student will meet or exceed objectives with increasing independence, requiring minimal guidance in the management of complex cases, while performing preanesthesia assessments, preparation for administration of anesthesia, inductions, intraoperative management, emergence, and postanesthesia management. Professional attributes and interpersonal communication are also assessed. These objectives are appropriate for the student's level of experience. Expectations increase with each semester.

Prerequisite: *Successful completion of AN 953.*

AN 955 Clinical Anesthesia Practicum V

Three semester hours

Exposure of graduate Nurse Anesthesia student to increasing independence in the management of patients needing anesthetic care. Student is provided opportunity to demonstrate internalization of theoretical concepts and knowledge base application in anesthesia management and techniques. Includes opportunities in various

clinical settings, providing the experiences necessary for the student to gain competency for entry level anesthesia practice. During Clinical Anesthesia Practicum V, the student will meet or exceed objectives by independently managing cases, requiring minimal guidance in the management of complex cases, while performing preanesthesia assessments, preparation for administration of anesthesia, inductions, intraoperative management, emergence, and postanesthesia management. Professional attributes and interpersonal communication are also assessed. These objectives are appropriate for the student's level of experience. During Clinical Anesthesia Practicum V, the student will also meet or exceed program terminal objectives, as outlined by the Council on Accreditation, in the areas of patient safety, individualized perianesthetic management, critical thinking, communication skills and professional responsibility of the nurse anesthetist.

Prerequisite: *Successful completion of AN 954.*

AN 931 Senior Project I

One semester hour

This is the first on three courses culminating in a scholarly senior project. The student will identify and assess a problem within anesthesiology, then propose a needed change in practice, education, theory or policy. The student will complete a problem statement, theoretical framework and a literature review related to their topic.

Prerequisite: *Progression in Clinical Phase of Nurse Anesthesia Program.*

AN 932 Senior Project II

One semester hour

This is the second of three courses culminating in a scholarly, senior project. The student will critically analyze existing literature; gather and interpret data if indicated; then formulate a plan to enhance anesthesia practice, education, theory or policy.

Prerequisites: *Progression in Clinical Phase of Nurse Anesthesia Program and AN 931.*

AN 933 Senior Project III

One semester hour

This is the final course of the three courses in which the student realizes the culmination of the scholarly, senior project with implementation, presentation and/or publication.

Prerequisites: *Progression in Clinical Phase of Nurse Anesthesia Program and AN 932.*

Bachelor of Science in Nursing Course Descriptions

NS 115 Introduction to Concepts of Caring

Two semester hours

This course is designed to introduce professional nursing concepts of quality and safety with a caring, holistic approach. The student is introduced to the professional knowledge, skills and attitudes essential to the development of nursing competencies when providing client-centered care in a safe, quality and interdisciplinary environment that uses informatics and an evidenced-based approach to promote quality outcomes.

Prerequisites: *BI 211 and CH 110.*

NS 125 Foundational Skills and Assessment of the Adult: Theory

Three semester hours

The student will apply the basic concepts of anatomy and chemistry when performing nursing skills including assessment of the adult. The student will learn the fundamentals of safety to minimize risk of harm to clients and health care providers as it applies to evidence-based, client-centered care in a variety of health care environments. Students will be able to define behaviors that support a professional, caring relationship.

Prerequisites: BI 211 and CH 110.

Co-requisite: NS 126.

NS 126 Foundational Skills and Assessment of the Adult: Clinical**Two semester hours**

Students will perform foundational nursing and assessment skills in the care of the adult. The student will demonstrate the fundamentals of safety to minimize risk of harm to clients and health care providers as it applies to evidence-based, client-centered care in a variety of health care environments. Students will practice behaviors that support a professional, caring relationship.

Prerequisites: BI 211 and CH 110.

Co-requisite: NS 125.

NS 128 Population Health I**One semester hour**

The student will be introduced to the broad concepts of public health practice including its historic development, principles and core functions, the role of health policy and collaborative teamwork of public health agencies. Theoretical and practical perspectives illustrating the determinants of health will be explored at the local, state and national level. This course is designed as the first of four level courses in exploration of population health.

Prerequisites: BI 211 and CH 110.

NS 201 Introduction to the Care of the Oncology Patient**Two semester hours**

This course introduces students to oncology and the client-centered care of patients with cancer. An emphasis will be placed on evidence-based symptom management and the interdisciplinary role of the healthcare team in the care of cancer patients with solid organ and hematological cancers. This is an elective course for a student considering an oncology specialty.

Prerequisites: NS 125/126 and NS 233/234.

NS 233 Assessment and Care of the Adult with Abnormal Findings: Theory**Two semester hours**

The student relate to the basic techniques of assessment to abnormal disease findings in the adult client. The student will explain principles pathophysiology and pharmacology in relation to acute and chronic health problems. Students will describe the concept of client-centered care with a focus on quality improvement and safety while utilizing professionalism.

Prerequisites: BI 211, BI 213, BI 210, CH 110 and all 100-level nursing courses.

Co-requisite: NS 234, NS 235 and BI 227.

NS 234 Assessment and Care of the Adult with Abnormal Findings: Clinical**Two semester hours**

The student will apply assessment techniques with identification of abnormal findings as they relate to disease processes in the adult client. The student will demonstrate the professional caring nurse role with an emphasis

on safety and client-centered care. Students will utilize the nursing process and technology to support teamwork and collaboration in clinical decision making.

Prerequisites: BI 211, BI 213, BI 210, CH 110 and all 100-level nursing courses.

Co-requisite: NS 233, NS 235 and BI 227.

NS 235 Pharmacology I

Two semester hours

The student will apply the basic concepts of anatomy, physiology and chemistry in the administration of pharmacologic agents. The student will recognize standard practices and technologies related to medication safety to minimize the risk of harm and maximize the benefit to the client. Students will be able to accurately calculate drug dosages and interpret data to monitor the outcomes of pharmacologic interventions.

Prerequisites: BI 211, CH 110, BI 210, BI 213, MA 101 and all 100 level nursing courses.

Co-requisite: NS 233, NS 234, BI 227.

**For LPN to BSN see advisor*

NS 254 Managing the Nursing Care of the Adult: Theory

Four semester hours

The student will build upon previous knowledge of pathophysiology, pharmacology and assessment skills in the provision of safe, holistic care of the adult client with acute and chronic illnesses. Emphasis will be placed on the use of informatics, teamwork and collaboration as well as evidence-based practice related to quality health outcomes.

Prerequisites: All 100-level nursing courses. NS 233, NS 234, NS 235 and BI 227.

Co-requisite: NS 255, NS 256.

NS 255 Managing the Nursing Care of the Adult: Clinical

Four semester hours

The student will apply previous knowledge of pathophysiology, pharmacology and assessment skills in the delivery of safe, holistic care of the adult client with acute and chronic illnesses. In the professional nurse role, the student will demonstrate the use of informatics, teamwork and collaboration as well as evidence-based practice related to quality health outcomes.

Prerequisites: All 100-level nursing courses. NS 233, NS 234, NS 235 and BI 227.

Co-requisite: NS 254, NS 256.

NS 256 Pharmacology II

Two semester hours

The student will explain the basic concepts of anatomy, physiology and chemistry while building on the pharmacologic principles from Pharmacology I in the administration of pharmacologic agents. The student will recognize standardized practices and technologies related to medication safety to minimize the risk of harm and maximize the benefit to the client. Students will be able to accurately calculate drug dosages and interpret data to monitor the outcomes of pharmacologic interventions.

Prerequisites: BI 211, BI 213, BI 210, CH 110, BI 227, NS 235 and all 100-level nursing courses.

Co-requisite: NS 254, NS 255.

**For LPN to BSN see advisor*

NS 257 Population Health II

One semester hour

The student will utilize knowledge of community-based nursing and public health policy as it relates to care

of the client. The student will distinguish the role of social, behavioral and environmental determinants on the health status of individuals and groups with diverse populations and environments. The student will determine factors which create a culture of safety and explore ethical and legal implications for client-centered care. This course is designed as the second of four level courses in exploration of population health.

Prerequisites: All 100-level nursing courses.

NS 340 Behavioral Health Continuum of Care: Theory

Three semester hours

The student will build upon previous knowledge of pharmacology, assessment and therapeutic communication skills. Theories and concepts related to acute, chronic illnesses and behaviors along the mental health continuum are introduced. Emphasis is placed on safe, evidence-based, caring and collaborative care, impacting the individual, families and groups.

Prerequisites: All 100- and 200-level nursing courses, all science support courses and PY 101.

Co-requisite: NS 341.

NS 341 Behavioral Health Continuum of Care: Clinical

Three semester hours

The student will apply theories and concepts related to caring, holistic, behavioral health of individuals, families and groups across the lifespan in a variety of settings. Students will collaborate with agency and community partners to enhance safe, evidence-based quality care.

Prerequisites: All 100- and 200-level nursing courses, all science support courses and PY 101.

Co-requisite: NS 340.

NS 342 Nursing Care of Women and Child-Bearing Families: Theory

Three semester hours

The student will be introduced to health promotion and family-centered nursing care for women and the childbearing family. Students will build upon previous knowledge to provide safe and evidence-based, interdisciplinary care of women and childbearing families.

Prerequisites: All 100- and 200-level nursing courses, NS 340, NS 341 and PY 200.

Co-requisite: NS 343.

NS 343 Nursing Care of Women and Child-Bearing Families: Clinical

Two semester hours

Students will apply the nursing process and theoretical concepts related to safe, evidence-based, interdisciplinary care of women and childbearing families in a variety of settings.

Prerequisites: All 100- and 200-level nursing courses. NS 340, NS 341 and PY 200.

Co-requisite: NS 342.

NS 344 Family-Centered Nursing Care of Children: Theory

Three semester hours

The student will be introduced to family-centered nursing care of children, including the normal progression of child growth and development, anticipatory guidance for parents, and acute and chronic health problems in the pediatric population. An emphasis will be placed on quality, safety and evidence-based practice in the provision of professional nursing care.

Prerequisites: All 100- and 200-level nursing courses. NS 340, NS 341 and PY 200.

Co-requisite: NS 345.

NS 345 Family-Centered Nursing Care of Children: Clinical

Two semester hours

The student will employ evidence-based principles of family-centered nursing care of the well child and children with acute and chronic health problems. The student will participate in teamwork and collaboration to promote shared decision making for safe delivery of health care.

Prerequisites: All 100- and 200-level nursing courses. NS 340, NS 341 and PY 200.

Co-requisite: NS 344.

NS 346 Evidence-Based Inquiry in Health Care

Two semester hours

The student will learn how to ask clinical questions in PICOT format and to search common databases. The student develops the skill of critical appraisal of published research. Emphasis will be placed on how practice can be changed by the use of evidence-based guidelines and quality improvement processes.

Prerequisites: All 100- and 200-level nursing courses, all science support courses and ST 310.

NS 347 Population Health III

One semester hour

The student will identify health disparities affecting the health of populations that influence the nursing plan of care. The student will examine the significance of public health program planning in addressing global health issues. The student will analyze quality improvement factors that support safety, quality care and the use of informatics. This course is designed as the third of four level courses in exploration of population health.

Prerequisite: All 100- and 200-level nursing courses.

NS 348 Population Health for the RN to BSN/MSN

Two semester hours

The student will be introduced to the broad concepts of public health practice including its historic development, principles, core functions, the role of policy and collaborative teamwork of public health agencies. Theoretical and practical perspectives illustrating the determinants of health will be explored at the local, state and national level. The student will exam the significance of public health program planning in addressing global health issues and analyze quality improvement factors which support the use of informatics, safety and quality care.

Prerequisite: Current unencumbered RN license.

NS 349 Pathways for Success

One semester hour

The student will be provided a pathway for the transition to BSN and MSN programs at Clarkson College. Students will learn how to effectively write scholarly papers, both in terms of format and APA style. This course serves as an orientation to the various departments and services at the College and its online course delivery platform.

Prerequisite: Current unencumbered LPN or RN license.

Graded: Pass/No Pass.

NS 355 Concepts of Professional Practice for the LPN to BSN

Three semester hours

Students will explore professional nursing concepts specific to the transition from the LPN role to the

baccalaureate-prepared nurse and quality along with safety education for nurses. Specific emphasis will be placed on nursing theory and the concepts of evidence based practice, quality improvement, caring, teamwork, collaboration and client-centered care.

Prerequisite: *Current unencumbered LPN license.*

NS 356 Concepts of Professional Practice for the RN to BSN/MSN

Three semester hours

Students will explore professional nursing concepts specific to the baccalaureate-prepared nurse and quality and safety education for nurses. Specific emphasis will be placed on nursing theory and the concepts of evidence based practice, quality improvement, caring, teamwork, collaboration and client-centered care.

Prerequisite: *Current unencumbered RN license.*

NS 358 Transitional Medical Surgical Nursing for the Adult Client Theory

One semester hours

The student will relate assessment techniques for identification of acute and chronic health problems in the adult client as well as discuss relevant diagnostic findings. The student will correlate principles of pathophysiology and pharmacology in relation to acute and chronic health problems in the adult client. Student will use the nursing process to provide client-centered care with a focus on quality improvement and safety while utilizing professionalism.

Prerequisite: *Admission to the LPN to BSN program BI 211, BI 210, BI 213, CH 110, NS 128, NS 349, NS 355, NS 235, and BI 227*

Co-requisite: *NS 256, NS 257, and NS 359*

NS 359 Transitional Medical Surgical Nursing for the Adult Client Clinical

Two semester hours

The student will validate areas of assessment expertise and further develop clinical skills. Student will demonstrate the professional caring nurse role with emphasis on safety and client-centered care. Students will utilize the nursing process and informatics to support teamwork and collaboration in clinical decision making.

Prerequisite: *Admission to the LPN to BSN program BI 211, BI 210, BI 213, CH 110, NS 128, NS 349, NS 355, NS 235 and BI 227.*

Co-requisite: *NS 256, NS 257, NS 358*

NS 467 Transition into Practice

One semester hour

The student will prepare for the transition to the professional nurse role utilizing the concepts of quality, safety and collaboration. Professional nurse caring behaviors are analyzed in the delivery of holistic care while utilizing evidence-based practice and informatics.

Prerequisites: *All 100- 200- and 300-level nursing courses and NS 468, NS 469, *NS 470, *NS 474, NS 476, NS 477.*

Co-requisites: *NS 470, NS 472, NS 473 and NS 474; or NS 472, and NS 473*

**Must be pre-approved by academic advisor.*

NS 468 Concepts of Complex Multisystem Clients I: Theory

Four semester hours

The student will integrate previous knowledge and client-centered experiences while learning concepts of care for adults with complex multisystem disorders. The student will incorporate evidence-based practice and

informatics to foster organized, safe client-centered care. This course is designed as the first part of a two semester exploration of complex multisystem disorders.

Prerequisites: All 100- 200- and 300-level nursing courses and BI 227 and ST 310.

Co-requisite: NS 469.

NS 469 Concepts of Complex Multisystem Clients I: Clinical

Four semester hours

The student will collaborate with the interdisciplinary team, incorporating evidence-based practice and informatics to deliver safe, quality care for the client with multisystem health disorders and their families across a variety of health care settings. In the professional nurse role, the student will analyze the use of informatics, teamwork and collaboration in relationship to quality health outcomes.

Prerequisites: All 100- 200- and 300-level nursing courses and BI 227 and ST 310.

Co-requisite: NS 468.

NS 470 Concepts of Complex Multisystem Clients II: Theory

Three semester hours

The student will integrate previous knowledge and client-centered experiences while learning advanced concepts of care for adults with complex multisystem disorders. The student will analyze evidence-based practice and the use of informatics in the management of safe, quality, client-centered care. This course is designed as the second part of a two semester exploration of complex multisystem disorders.

Prerequisites: All 100- 200- and 300-level nursing courses and NS 468, NS 469, NS 476, NS 477.

Co-requisites: *NS 474; or NS 467, NS 472, NS 473 and NS 474.

** Must be pre-approved by academic advisor*

NS 471 Principles of Leadership and Management: Clinical for the RN to BSN/MSN

Two semester hours

The student will apply leadership and management theories and concepts in diverse interdisciplinary health care environments. An emphasis will be placed on quality improvement, teamwork and collaboration and use of informatics in the leadership role.

Pre-requisites: NS 346, NS 348, NS 478 and NS 479

Co-requisite: NS 472

NS 472 Principles of Leadership and Management

Three semester hours

The student will analyze theories and concepts of current nursing leadership and management in diverse interdisciplinary health care environments. The student will select quality improvement processes to evaluate effectiveness of health care systems in meeting health needs of individuals, families and diverse populations.

Prerequisites: All 100- 200- and 300-level nursing courses and NS 468, NS 469, *NS 470, *NS 474, NS 476, and NS 477.

Co-requisites: NS 467, NS 470, NS 473 and NS 474; or *NS 467, and *NS 473

**Must be pre-approved by academic advisor*

NS 473 Preceptorship: Clinical

Four semester hours

The student will promote a caring, holistic approach while providing safe, client-centered care based on

effective clinical decision-making within the interdisciplinary team. This course will provide opportunities to analyze professional nurse leadership roles and management concepts at the systems level while building on previous knowledge, skills and attitudes. The student will employ evidence-based practice and health care literacy to facilitate quality improvement processes for optimal health care.

Prerequisites: All 100- 200- and 300-level nursing courses and NS 468, NS 469, *NS 470, *NS 474, NS 476, and NS 477.

Co-requisites: NS 467, NS 470, NS 472 and NS 474; or *NS 467, and *NS 472

** Must be pre-approved by academic advisor*

NS 474 Pharmacology III

One semester hour

The student will review Pharmacology I and Pharmacology II courses to be able to provide safe, effective care related to medication administration.

Prerequisites: All 100- 200- and 300-level nursing courses and NS 468, NS 469, NS 476, NS 477.

Co-requisites: NS 467, NS 470, NS 472 and NS 473; or *NS 470

**Must be pre-approved by academic advisor*

NS 475 Principles of Leadership and Management for the RN to BSN/MSN

Three semester hours

The RN to BSN/MSN student will analyze theories and concepts of current nursing leadership and management in diverse interdisciplinary health care environments. The student will select quality improvement processes to evaluate effectiveness of health care systems in meeting health needs of individual, families and diverse populations.

Prerequisites: NS 349, NS 356 and NS 357

NS 476 Population Health IV: Theory

Two semester hours

The student will synthesize knowledge to address population health-related behaviors to promote health and foster health prevention and health maintenance. A community-based health-related program will be designed, planned, implemented and evaluated. The student will analyze the role of the nurse in teamwork, leadership and collaboration while assessing quality improvement measures that support evidence-based practice. This course is designed as the fourth of four level courses in exploration of population health.

Prerequisites: All 100- 200- and 300-level nursing courses.

Co-requisites: NS 477.

NS 477 Population Health IV: Clinical

Two semester hours

The student will apply client-centered care to individuals, groups and families within a diverse population. The student will value the need for continuous improvements that support evidence-based practice, integration of teamwork and collaboration, and the promotion of safe outcomes. The student will function efficiently in demonstrating the role of the nurse in teamwork, leadership and collaboration. The student will demonstrate the knowledge, skills and attitudes necessary to provide safe, quality-centered patient care with a focus on evidence-based practice with the integration of community based theories and public health policy.

Prerequisites: All 100- 200- and 300-level nursing courses.

Co-requisites: NS 476.

NS 478 Advanced Population Health: Theory

Two semester hours

The student will synthesize knowledge to address population health-related behaviors to promote health and foster health prevention and health maintenance. A community-based health-related program will be designed using current research based interventions. The program will be implemented and evaluated with regards to effectiveness. The student will analyze the role of the nurse in teamwork, leadership and collaboration while assessing quality improvement measures.

Prerequisite: NS 348.

Co-requisite: NS 479.

NS 479 Advanced Population Health: Clinical**Two semester hours**

The student will apply client-centered care to individuals, groups and families within a diverse population. The student will value the need for continuous improvement in clinical, which is supported by current research, integrated teamwork, collaboration and promoting safe outcomes. The student will function efficiently in demonstrating the role of the nurse in teamwork, leadership and collaboration. The student will demonstrate the knowledge, skills and attitudes necessary to provide safe, quality-centered patient care with a focus on evidence-based practice with the integration of community-based theories and public health policy.

Prerequisite: NS 348.

Co-requisite: NS 478.

NS 480 Capstone for the RN to BSN**Three semester hours**

This capstone course will provide the student opportunities to analyze current research and apply the findings to facilitate quality improvement processes in a selected health care environment.

Prerequisites: NS 478 and NS 479.

NS 481 Population Health for the RN to BSN/MSN**Three semester hours**

The student will synthesize concepts of public health practice including its historic development. The student will synthesize knowledge to address population health-related behaviors to promote health and foster health prevention and health maintenance. The student will examine the significance of public health program planning in addressing global health issues and analyze quality improvement factors, which support the use of informatics, safety, quality care, and teamwork and collaboration.

Prerequisite: Current, unencumbered RN license.

Co-requisite: NS 482.

NS 482 Capstone/Practicum for the RN to BSN/MSN**Four semester hours**

This capstone/practicum course will provide the student the opportunity to complete practicum hours in a population health environment. The student will review and analyze current research and apply the findings to a final project.

Prerequisites: Current, unencumbered RN license.

Co-requisite: NS 481.

NS 499 Independent Study**One to six credit hours**

(By arrangement; one to six hours per week) Study directed by a faculty person on a topic of the student's

interest and the faculty's expertise. Approval of program director required.

Optional Health Care Science Update Courses

Three Health Care Science Update courses exist as an option for RN to BSN or RN to MSN students who have not obtained college credit in Anatomy, Physiology, Microbiology, General Chemistry, Pathophysiology and/or Pharmacology.

HC 200 Health Care Science Update I

Three semester hours

This course builds upon the RNs basic knowledge in Anatomy and Physiology. Successful completion of Health Care Science Update I will provide the student with three semester hours of earned coursework and five semester hours of validation coursework.

***Prerequisite:** Admission into the RN to BSN or RN to MSN Program.*

HC 205 Health Care Science Update II

Three semester hours

This course builds upon the RNs basic knowledge in pathophysiology and pharmacology. Successful completion of Health Care Science Update II will provide the student with three semester hours of earned coursework and three semester hours of validation coursework.

***Prerequisite:** Admission into the RN to BSN or RN to MSN Program.*

HC 210 Health Care Science Update III

Three semester hours

This course provides a review of the basic principles of microbiology and biochemistry. The student's basic biochemistry knowledge will be expanded to include: stereochemistry, biomolecular chemistry, enzymology, PH influences, bioenergetics, metabolism, biosynthesis, amino and nucleic acids, lipids, proteins, genetic coding and pathways in cellular metabolism. The student's basic microbiology knowledge will be expanded to include: the structure, function and characteristics of bacteria, viruses, fungus and protozoa.

***Prerequisite:** Admission into the RN to BSN or RN to MSN Program.*

HC 220 Gerontology

Two semester hours

This course is an introduction to the field of human aging. The course of study will include a multidisciplinary examination of the way in which human aging is viewed, how we perceive the process of growing older and how society responds to the issues and problems of aging. The class will look at aging from the perspective of the social and political sciences, biological sciences, arts and humanities, care-giving and independent living, especially with the advent of the baby boomers in mind.

Physical Therapist Assistant Programs

Director of Physical Therapist Assistant Programs

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Mission

The Physical Therapist Assistant (PTA) program at Clarkson College utilizes high quality, well-integrated, contemporary curricula to prepare students to deliver professional, ethical, competent and compassionate health care.

Program Description

The Physical Therapist Assistant program at Clarkson College is designed to give students a diverse educational experience rich in both basic and applied sciences. Students of the program are prepared to work under the supervision of a licensed physical therapist and are expected to demonstrate clinical competence, good ethical judgment and compassion in the treatment of patients. The Physical Therapist Assistant program provides an optimal learning environment for preparing students to deliver quality health care in a variety of clinical settings. The program offers a broad educational experience that enables students to apply theoretical learning to clinical practice. Students develop the necessary clinical problem solving and professional skills needed to becoming an integral member of the health care team. Graduates are expected to adhere to all professional and ethical standards set forth by the American Physical Therapy Association (APTA). The program prepares students to help people improve their quality of life, which is consistent with the College mission.

Philosophy

Physical Therapy (PT) is a healing profession. It focuses on the restoration of function, the promotion of physical wellness and a commitment to service to others. Physical therapist assistants are individuals who play an integral role as part of the health care team by assisting the physical therapist in patient care. Involvement with patient care in PT requires an educated individual who demonstrates compassion of others and who places a strong moral value on human life. Physical therapist assistants are influential professionals who advance the field of PT through life long learning as clinic administrators, faculty members, clinical instructors, clinicians and by participating in professional organizations at the state and national levels. They are educationally and technically trained health care professionals concerned with improving the well-being of all, and they are empowered to make a positive difference.

Program Outcomes

Graduates of the PTA program will:

- Work within the legal guidelines and professional standards for the physical therapist assistant in the delivery of high quality health care under the supervision of a licensed physical therapist.
- Implement treatment plans and PT interventions under the supervision of a physical therapist.
- Show sensitivity to cultural, ethnic, gender and lifestyle differences.
- Possess the ability to effectively translate theory into practice in order to meet the demands of a dynamic health care system.
- Contribute to the advancement of the profession by participating in research, teaching, continuing education and serving on professional organizations.
- Exhibit good moral and ethical judgment in health care practice and uphold confidentiality of all persons at all times.

PTA in the Profession

Physical therapist assistants are an integral part of the health care team and provide skilled services to individuals across the lifespan. Physical therapist assistants work in a variety of settings, including hospitals, outpatient clinics, nursing homes, neurological rehabilitation facilities, educational settings and wellness facilities. Under the direction of a Physical Therapist, physical therapist assistants implement numerous interventions, including exercise prescription, therapeutic modalities and mobility training. Whether the

patient's goal is to resume function after an illness or injury or to improve their physical fitness, physical therapist assistants have the skills to help people achieve functional independence and improve quality of life.

Admissions Policies

Students must meet the criteria for entrance into the College prior to application into either the Traditional or Transfer PTA program options. For information about entrance requirements, refer to the Admissions section. Because class sizes are limited, additional criteria are used to determine admission into the PTA program. Complete details regarding the policies and procedures about admission are available from the Admissions office, the Director of the Physical Therapist Assistant program or on the website in the Admissions section.

Program requires Health and Safety – [View Health and Safety Information](#)

Associate of Science in Physical Therapist Assistant

Director of Physical Therapist Assistant Program

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Introduction

The Associate of Science in Physical Therapist Assistant (PTA) degree program prepares students to carry out customized rehabilitative care plans tailored to their patients' individual needs. The program offers a [traditional track](#) for first-time college students and a [transfer option](#) for individuals who have an associate's degree or higher or have earned at least 35 credit hours from an accredited college or university. Successful completion of the PTA Program leads to an Associate of Science degree, making students eligible to sit for the National Physical Therapist Assistant Examination (NPTAE). After attaining licensure and becoming a practicing PTA, students can enroll in the [Bachelor of Science in PTA degree program](#) to further enhance their clinical competencies and job opportunities within the field.

Physical Therapist Assistant - Traditional Option

Introduction

The Physical Therapist Assistant (PTA) Traditional 24-month program option requirements are listed below. Admission criteria can be found as stated in the "Admissions Policies" section above.

Curriculum Requirements

In order to complete an Associate of Science degree in PTA degree at Clarkson College, students must successfully complete a total of 74 semester hours. Students are required to attend year-round, with all PTA courses completed in the sequence, as shown in the sample curriculum. The semester hours must be distributed as follows:

- **Clarkson College Core Courses = 9 semester hours**
- **General Education = 18 semester hours** (eight semester hours of the General Education hours includes the support courses of Anatomy and Physiology)

- **PTA Major Courses = 47 semester hours**

Program requires Health and Safety – [View Health and Safety Information](#)

Core Courses – Nine semester hours

Core curriculum courses must be taken at Clarkson College. Core courses are marked with an asterisk (*) after the course name.

Curriculum Plan

The following curriculum plan for an Associate of Science in Physical Therapist Assistant degree has been provided to guide students in preparing a degree plan. Students should seek the advice of a PTA advisor to customize a degree. All semester hours of PTA major courses must be completed at Clarkson College. In addition, once a student enrolls at Clarkson College all general education coursework must be completed at the College.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

PTA Required Courses Traditional Program (24-month option)

The following curriculum plan for an Associate of Science in Physical Therapist Assistant degree has been provided. Below is the lock-step outline of the program's curriculum to guide students.

[View course descriptions](#)

First Year

Fall Semester		Semester Hours
BI 211	Anatomy	4
EN 101	English Composition I	3
PTA 106	Introduction to Physical Therapy	2
PY 101	Introduction to Psychology	3
GEN 105	Medical Terminology	1
PTA 105	Functional Anatomy for the Physical Therapist Assistant	3
		Total 16
Spring Semester		Semester Hours
BI 213	Physiology	4

Spring Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses	3
PTA 110	Basic Skills in Physical Therapy	3
PTA 115	Therapeutic Exercise I	3
PTA 107	Documentation for the Physical Therapist Assistant	2
Total 15		
Summer Semester		Semester Hours
PTA 120	Therapeutic Modalities I	3
PTA 125	Clinical Practicum I	1
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses	3
Total 7		
Second Year		
Fall Semester		Semester Hours
MA 120	College Algebra	3
PTA 205	Pathophysiology	3
PTA 210	Therapeutic Modalities II	3
PTA 215	Therapeutic Exercise II	3
Total 12		
Spring Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses	3
PTA 213 ◇	Professional Leadership Seminar	1
PTA 220	Clinical Practicum II	3
PTA 230	Advanced Procedures	3
PTA 235	Therapeutic Exercise III	3
Total 13		
Summer Semester		Semester Hours
PTA 240	Clinical Practicum III	5
PTA 245	Clinical Practicum IV	6
Total 11		

Transfer Option

Introduction

The PTA Transfer (four semesters) option program requires all of the same PTA coursework as the traditional option program. The exception is the total number of PTA courses a student is able to take per semester based on previous college coursework completion.

Progression Criteria

1. Entry into the PTA four-semester option is permitted during the fall semester only.
2. The student must complete the course of study as outlined.
3. If a student does not complete a PTA course as scheduled, the student must wait and take the PTA course when it is offered again in the option sequence or transfer to the traditional PTA curriculum sequence, if allowed.
4. Students applying for this program should possess an associate degree or higher level degree from a regionally accredited institution of higher education; or have earned 35 or more credit hours at an accredited institution with a transfer grade of a "C" or higher. Of those credits, 18 credit hours must be within the general courses listed below.

Curriculum Requirements

In order to complete an associate of science in physical therapist assistant (PTA) degree at Clarkson College, students must successfully complete a total of 74 semester hours. Students are required to attend four semesters, with all PTA courses completed in the sequence shown in the sample curriculum. Total hours must be distributed as follows:

- **Clarkson College Core Courses = 9 semester hours**
- **General Education = 18 semester hours** (Pre-requisites listed below, must be completed prior to enrollment.) Recommended elective courses include: Abnormal Psychology, Human Biology, Human Development and Nutrition, Advanced Anatomy, or Spanish for the Health Care Professional.
- **PTA Major Courses = 47 semester hours**

Program requires Health and Safety – [View Health and Safety Information](#)

Health Care Core Courses: nine semester hours

Core Curriculum Courses may be taken anytime during this program or prior to entering the PTA four-semester program option. These courses must be taken at Clarkson College.

Course	Semester Hours
◇ Intercultural Communication	
IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Health Care Core	

Course		Semester Hours
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
		Total 9

Required General Education/Support Courses

The following courses must be completed prior to entry into the PTA Transfer option:

	Semester Hours
Medical Terminology	1
College Algebra	3
English Composition I	3
Introduction to Psychology	3
Anatomy (plus lab) (<i>must be current within last five years</i>)	4
Physiology (plus lab) (<i>must be current within last five years</i>)	4
Electives (minimum)	17
Total 35	

Note: Students that do not possess an associate's degree or higher level degree must also complete an additional 17 credit hours of general elective courses for a total of 35 transferable credits to be considered as a possible applicant.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

PTA Required Courses (16-month option)

The following curriculum plan for an Associate of Science in PTA degree has been provided. Below is the lock-step outline of the program's curriculum to guide students.

[View course descriptions](#)

First Year

Fall Semester		Semester Hours
PTA 106	Introduction to Physical Therapy	2
PTA 107	Documentation for the PTA	2
PTA 105	Functional Anatomy for the PTA	3
PTA 110	Basic Skill in Physical Therapy	3
PTA 115	Therapeutic Exercise I	3
Total 13		

Spring Semester		Semester Hours
PTA 120	Therapeutic Modalities I	3
PTA 125	Clinical Practicum I	1
PTA 205	Pathophysiology	3
PTA 210	Therapeutic Modalities II	3
PTA 215	Therapeutic Exercise II	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
Total 16		

Summer Semester		Semester Hours
PTA 213 ♦	Professional Leadership Seminar	1
PTA 220	Clinical Practicum II	3
PTA 230	Advanced Procedures	3
PTA 235	Therapeutic Exercise III	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
Total 13		

Second Year

Fall Semester		Semester Hours
PTA 240	Clinical Practicum III	5
PTA 245	Clinical Practicum IV	6
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3

Physical Therapist Assistant Skills Lab

The PTA Skills Lab provides students with an opportunity to practice a variety of clinically related, patient intervention techniques. Students have access to an assortment of therapeutic equipment reflective of the current practice of physical therapy. Lab time is scheduled as part of the curriculum and reserved lab hours can be established to allow students **to complete** required coursework and additional practice.

Dual Degree - Health Care Business

Introduction

The Associate of Science in Physical Therapist Assistant degree and the Bachelor of Science in Health Care Business degree with a major in Management degree have formed a dual degree option that will allow the Associate's degree obtained at Clarkson College to be used directly as electives in the Bachelor's degree program. The dual degree will allow PTA students to expand on their Associate degree knowledge and broaden their educational scope into a secondary focus of Health Care Management.

Curriculum Requirements

In order to complete a Bachelor of Science in Health Care Business degree with a major in Health Information Administration major at Clarkson College, students must successfully complete a total of 128 semester hours. These hours must be distributed as follows:

- **General Education = 24 semester hours** (which must include nine semester hours of the Clarkson College Health Care Core curriculum)
- **Previous Associate Degree Coursework = 47 semester hours**
- **Support Courses = 12 semester hours**
- **Business Major Core Courses = 48 semester hours**

Program requires Health and Safety – [View Health and Safety Information](#)

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Associate of Science in Physical Therapist Assistant Program and Bachelor of Science in Health Care Business with Major in Management Program

View course descriptions for [Health Care Business Program](#), [Physical Therapist Assistant Program](#) or [General Education](#).

General Education Courses (24 semester hours)		Semester Hours
EN 101	English Composition I	3
EN 102	English Composition II	3
◊Intercultural Communication Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
MA 120	College Algebra	3
PY 101	Introduction to Psychology	3
ST 310	Statistics	3
		Total 24
Support Courses (12 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
GEN 105	Medical Terminology	1
BI 211	Anatomy	4
BI 213	Physiology	4
		Total 12
Business Major Core Courses (48 semester hours)		Semester Hours
BU 121	Survey of Economics	3
BU 130	Principles of Financial Accounting	3
BU 199	Principles of Managerial Accounting	3
BU 210	Business Communications	3
BU 211	Business and Health Law	3
BU 240	Health Care Delivery Systems	3
BU 306	Principles of Management	3
BU 320	Human Resource Management	3
BU 326	Principles of Marketing	3
HM 342	Health Care Information Systems	3
BU 344	Business Finance	3

Business Major Core Courses (48 semester hours)		Semester Hours
BU 371	Organizational Behavior	3
BU 411	Operations and Quality Management	3
BU 425	Project Management	3
BU 450	Strategic Management	3
BU 499 ♦	Capstone	3

Total 48

Physical Therapist Assistant Major Core Courses (47 semester hours)		Semester Hours
PTA 105	Functional Anatomy for the PTA	3
PTA 106	Introduction to Physical Therapy	2
PTA 107	Documentation for the PTA	2
PTA 110	Basic Skills in Physical Therapy	3
PTA 115	Therapeutic Exercise I	3
PTA 120	Therapeutic Modalities I	3
PTA 125	Clinical Practicum I	1
PTA 205	Pathophysiology	3
PTA 210	Therapeutic Modalities II	3
PTA 213 ♦	Professional Leadership Seminar	1
PTA 215	Therapeutic Exercises II	3
PTA 220	Clinical Practicum II	3
PTA 230	Advanced Procedures	3
PTA 235	Therapeutic Exercise III	3
PTA 240	Clinical Practicum III	5
PTA 245	Clinical Practicum IV	6

Total 47

Total Semester Hours in Program 131

Sample curriculum plan for Associate of Science in Physical Therapist Assistant Program and Bachelor of Science in Health Care Business with Major in Management Program

View course descriptions for [Health Care Business Program](#), [Physical Therapist Assistant Program](#) or [General Education](#).

First Year

Fall Semester		Semester Hours
BI 211	Anatomy	4

Fall Semester		Semester Hours
EN 101	English Composition I	3
PTA 106	Introduction to Physical Therapy	2
PTA 107	Documentation for the Physical Therapist Assistant	2
GEN 105	Medical Terminology	1
PTA 105	Functional Anatomy for the Physical Therapist Assistant	3
		Total 15
Spring Semester		Semester Hours
BI 213	Physiology	4
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
PTA 110	Basic Skills in Physical Therapy	3
PTA 115	Therapeutic Exercise I	3
PY 101	Introduction to Psychology	3
		Total 16
Summer Semester (eight-week term)		Semester Hours
PTA 120	Therapeutic Modalities I	3
PTA 125	Clinical Practicum I	1
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
BC 104	Basic Computer Applications	3
EN 102	English Composition II	3
		Total 13

Second Year

Fall Semester		Semester Hours
MA 120	College Algebra	3
PTA 205	Pathophysiology	3
PTA 210	Therapeutic Modalities II	3
PTA 215	Therapeutic Exercise II	3
		Total 12
Spring Semester		Semester Hours
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3

Spring Semester	Semester Hours
PTA 213 ◇ Professional Leadership Seminar	1
PTA 220 Clinical Practicum II	3
PTA 230 Advanced Procedures	3
PTA 235 Therapeutic Exercise III	3

Total 13

Summer Semester	Semester Hours
PTA 240 Clinical Practicum III	5
PTA 245 Clinical Practicum IV	6
BU 306 Principles of Management	3

Total 14

Third Year

Fall Semester	Semester Hours
ST 310 Statistics	3
BU 130 Principles of Financial Accounting	3
BU 326 Principles of Marketing	3
BU 425 Project Management	3

Total 12

Spring Semester	Semester Hours
BU 121 Physiology	3
BU 199 Core I: Effective Interactions in the World of Health Care	3
BU 210 Business Communications	3
BU 211 Business and Health Law	3

Total 12

Summer Semester	Semester Hours
BU 371 Organizational Behavior	3
BU 450 Strategic Management	3

Total 6

Fourth Year

Fall Semester	Semester Hours
BU 344 Business Finance	3
BU 411 Operations and Quality Management	3
BU 425 Project Management	3

Fall Semester		Semester Hours
		Total 9
Spring Semester		Semester Hours
BU 240	Health Care Delivery Systems	3
BU 320	Human Resources Management	3
HM 342	Health Care Information Systems	3
BU 499	◇ Capstone	3
		Total 12

Total Semester Hours in Program 131

Dual Degree - Health Care Services

Introduction

The Associate of Science in Physical Therapist Assistant (PTA) and Bachelor of Science in Health Care Services dual degree will provide PTA students the opportunity to broaden their understanding of Health Care and expand on their Associate degree by focusing on one of the Health Care Services concentration areas which include: Gerontology, Public Health, Human Services, Women's Health, and Health Care Business.

Curriculum Requirements

To complete a Bachelor of Science degree in Health Care Services, students must successfully complete a total of 129 semester hours. These hours are distributed as follows:

- **General Education = 30 semester hours** (which must include nine semester hours of the Clarkson College Health Care Core curriculum)
- **Support Courses = 22 semester hours**
- **Health Care Services Major Courses = 12 semester hours**
- **PTA Degree Coursework = 47 semester hours**
- **One Health Care Services Concentration = 18 semester hours**

Program requires Health and Safety – [View Health and Safety Information](#)

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Associate of Science in Physical Therapist Assistant Program and Bachelor of Science in Health Care Services

View course descriptions for [Health Care Services Program](#), [Physical Therapist Assistant Program](#) or [General Education](#).

General Education Courses (30 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
EN 101	English Composition I	3
EN 102	English Composition II	3
GEN 105	Medical Terminology	1
◇ Intercultural Communication Health Care Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethic, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
MA 120	College Algebra	3
PY 101	Introduction to Psychology	3
SO 220	Medical Sociology	2
ST 310	Statistics	3
		Total 30
Support Courses (12 semester hours)		Semester Hours
BI 211	Anatomy	4
BI 213	Physiology	4
BU 240	Health Care Delivery Systems	3
HM 180	Essentials of Pharmacology	2
HM 260	Data Management and Analytics	3
BU 371	Organizational Behavior	3
BU 411	Operations and Quality Management	3
		Total 22
Major Courses (12 semester hours)		Semester Hours
HCS 240	Health and Medical Aspects of Stress Management	3
HCS 320	Patient Advocacy and Health Literacy	3
HCS 410	Fieldwork (Concentration related)	3
HCS 420	Capstone	3

Major Courses (12 semester hours)		Semester Hours
		Total 12
Physical Therapist Assistant Major Core Courses (47 semester hours)		Semester Hours
PTA 105	Functional Anatomy for the PTA	3
PTA 106	Introduction to Physical Therapy	2
PTA 107	Documentation for the PTA	2
PTA 110	Basic Skills in Physical Therapy	3
PTA 115	Therapeutic Exercise I	3
PTA 120	Therapeutic Modalities I	3
PTA 125	Clinical Practicum I	1
PTA 205	Pathophysiology	3
PTA 210	Therapeutic Modalities II	3
PTA 213 ◇	Professional Leadership Seminar	1
PTA 215	Therapeutic Exercises II	3
PTA 220	Clinical Practicum II	3
PTA 230	Advanced Procedures	3
PTA 235	Therapeutic Exercise III	3
PTA 240	Clinical Practicum III	5
PTA 245	Clinical Practicum IV	6
		Total 47

Students will choose one of the following concentration areas (18 semesters each):

Gerontology concentration		Semester Hours
PY 220	Dying and Death: Perspectives for Health Care Providers	2
HC 220	Gerontology	2
HCS 330	Health and Physical Aspects of Aging	3
HCS 333	Psychological and Social Aspects of Aging	3
HCS 334	Managing End of Life Care	3
HCS 336	Seminar in Gerontology	2
BU 420	End of Life Care	3
		Total 18
Public Health concentration		Semester Hours
HCS 250	Epidemiology	3
HCS 251	Environmental Risk Factors for Disease	3

Public Health concentration		Semester Hours
HCS 351	Data Collection and Future Trends	3
HCS 353	Community Engagement in Public Health	3
ST 410	Advanced Statistics	3
BU 470	Issues and Policies in Public Health	3
		Total 18
Human Services concentration		Semester Hours
PY 200	Human Development	3
HCS 242	Human Services Theory and Application	3
HCS 244	Vulnerable Populations	3
HCS 245	Family Dynamics	1
HCS 246	Information and Referral	1
HCS 247	Understanding the Criminal Justice System	1
HCS 248	Introduction to Grant Writing	2
HCS 249	Crisis Intervention Seminar	1
HCS 340	Ethical & Professional Issues in Human Services	3
		Total 18
Women's Health concentration		Semester Hours
HCS 260	Intro to Women's Health Topics and Issues	3
HCS 261	Women's Health I	3
HCS 265	Literary Perspectives of Women's Health	3
HCS 362	Women's Health II	3
HCS 364	Mental Health of Women Throughout the Lifespan	3
HCS 365	Women's Health Seminar: Mammography	1
HCS 366	Women's Health Seminar: Pharmacology	1
HCS 367	Women's Health Seminar: Preventative and Restorative Topics	1
		Total 18
Health Care Business concentration		Semester Hours
BU 130	Principles of Financial Accounting	3
BU 210	Business Communications	3
BU 306	Principles of Management	3
Students select 3 of the following electives:		
BU 121	Survey of Economics	3
BU 199	Principles of Managerial Accounting	3

Health Care Business concentration		Semester Hours
BU 211	Health Care Business Law	3
BU 310	Revenue Cycle Management	3
BU 320	Human Resources Management	3
BU 326	Principles of Marketing	3
BU 355	Managing Health Care Departments	3
BU 425	Project Design and Management	3
BU 450	Strategic Management	3
BU 470	Issues and Policies in Public Health	3
		Total 18

Physical Therapist Assistant Course Descriptions

PTA 106 Introduction to Physical Therapy

Two semester hours

(Two hours theory per week) This course is designed to provide an introduction to the profession and practice of physical therapy. This course also provides students with an introduction to program expectations and includes community and professional service activities outside of the classroom. Students will explore topics such as the history and development of the profession, the roles and characteristics of physical therapists and physical therapist assistants, the American Physical Therapy Association, laws, ethics, financing and communication in physical therapy, as well as an overview of practice in physical therapy relating to musculoskeletal, neuromuscular, cardiovascular and pulmonary, integumentary, pediatric and geriatric conditions. Students will also be exposed to the basic APA style format for professional literature.

PTA 107 Documentation for the Physical Therapist Assistant

Two semester hour

(Two hours theory per week) This course presents students with information on current systems of medical documentation for patient care, as used in the profession of physical therapy, throughout multiple practice settings. Students will explore topics such as abbreviations and medical terminology commonly encountered in the profession of physical therapy; components of the S.O.A.P. note format; International Classification of Functioning, Disability and Health and Nagi disablement models; goal writing; legal and ethical issues in documentation; billing and coding for physical therapy services; and S.O.A.P. note documentation in electronic, written, typed and dictated formats.

PTA 105 Functional Anatomy for the Physical Therapist Assistant

Three semester hours

(Two hours of theory, three hours of laboratory per week) This course will introduce the student to the essentials of functional anatomy as related to the study of muscle origin, insertion, action and innervation. In addition, basic terminology and concepts of applied kinesiology will also be covered. Experiences will include student application of appropriate communication skills with hands-on application of palpation skills as well as how to obtain patient consent. Cadaver dissection surface anatomy review is also completed.

PTA 105 RS Functional Anatomy for the Physical Therapist Assistant Recitation

Non-credit Course

Functional Anatomy recitation meets for one hour each week to reinforce the concepts and knowledge discussed in the lecture course. This course will emphasize study skills and time management strategies related to the essentials of functional anatomy, including the study of muscle location and function as well as basic terminology and concepts of applied kinesiology. Recitation also provides students an opportunity to ask questions and practice new skills in a small group environment.

Co-requisite: Enrollment in PTA 105

Note: Students may enroll with Advisor and/or Faculty recommendation.

PTA 110 Basic Skills in Physical Therapy**Three semester hours**

(Two hours theory, three hours of laboratory per week) This course provides an examination of the principles and practices of physical therapy with the development of an understanding and application of basic patient care procedures, such as transfers; wheelchair management; universal precautions and wound management; balance and gait; sensory assessment and PNF techniques; and vital signs assessments. These principles will involve patient and treatment set up in both the Simulation Lab and PTA lab settings, review of PTA responsibilities and incorporate beginning intervention techniques to the course-related topics.

Prerequisite: BI 211.

PTA 115 Therapeutic Exercise I**Three semester hours**

(Two hours theory, three hours of laboratory per week) This course will provide students with the skill set necessary to complete all manual muscle testing and goniometry measurements for the spine, upper extremity and lower extremity. In addition, students will gain a basic understanding of the assessment of all muscular strength and range of motion function.

Prerequisite: BI 211.

PTA 120 Therapeutic Modalities I**Three semester hours**

(Two hours of theory, three hours of laboratory per week) This course provides students with an in-depth knowledge of the basic science involved in understanding therapeutic modalities and the different forms of energy, along with their relation to modality interventions available in physical therapy. Basic principles of using a variety of modalities for the treatment of pain management and other physiological conditions will be introduced, for example, thermal and some electrical agents. Students will gain a thorough understanding of physiological effects, indications, contraindications, and application techniques for multiply modalities available in various patient populations and practice settings.

Prerequisites: PTA 110 and PTA 115.

PTA 125 Clinical Practicum I**One semester hour**

(A minimum of 40 hours of clinical per semester) This clinical will allow students the opportunity to observe and begin supervised clinical practice. Students will gain insight into the PT/PTA relationship and apply learned technical skills.

Prerequisites: PTA 110 and PTA 115. The student will be responsible for all travel, lodging and living expenses for the duration of the clinical.

PTA 205 Pathophysiology

Three semester hours

(Three hours of theory per week) This course is designed to provide an introduction to general pathology with an emphasis on the study of diseases and disorders most commonly seen in physical therapy practice. Diseases of the musculoskeletal, nervous and cardiopulmonary systems are emphasized with discussion on the PTA role and proper physical therapy intervention.

Prerequisites: BI 211, BI 213, PTA 110 and PTA 115.

PTA 210 Therapeutic Modalities II**Three semester hours**

(Two hours theory, three hours of laboratory per week) This course provides students with a comprehensive knowledge of both contemporary and alternative modalities administered in current practice. An understanding of current literature and an evidence based practice approach will be established in regards to the use of therapeutic modalities for multiple patient conditions and diagnoses. Students will gain a thorough understanding of physiological effects, indications, contraindications, and application techniques for a variety of patients in multiple settings regarding the use of modalities such as manual techniques, applications for wounds and lymphedema, and continued practice with electrical and mechanical modalities.

Prerequisite: PTA 110 and PTA 115.

PTA 213 Professional Leadership Seminar**One semester hour**

(Two hours of theory per week) This course will focus on various professional issues related to the clinical practice of a physical therapist assistant. Included in this course are issues related to licensure/certification, professional liability and responsibilities, advocacy and service, patient and clinic management, professional leadership and employment skills. Students will create a service project and implement the project during this course, among other service requirements.

Prerequisite: PTA 125.

PTA 215 Therapeutic Exercise II**Three semester hours**

(Two hours theory, three hours of laboratory per week) This course is a continuation of the study of physical therapy skills including the anatomy and physiology of exercise and principles of exercise prescription. Included is the study and application of cardiovascular exercise, progressive resistive exercise, stretching and balance exercises. Both traditional and alternative approaches to exercise are presented. There is an emphasis on wellness programs, exercise progression and modification for pathological conditions and physical therapy appropriate for related disorders.

Prerequisite: PTA 115.

PTA 220 Clinical Practicum II**Three semester hours**

(A minimum of 120 hours of clinical per semester) This clinical provides opportunities for establishing and following individual patient treatments and programs. PTA goals are realized from experience in providing treatments. In addition, insights are gained into medical, departmental and institutional functions and organization. Topics include reinforcement of techniques and skills, information concerning the care of the ill and disabled, a continuation of communications skills and discussion of the PTA role.

Prerequisites: PTA 125, PTA 210 and PTA 215. The student will be responsible for travel, lodging and living expenses for the duration of that clinical.

PTA 230 Advanced Procedures

Three semester hours

(Two hours theory and three hours of laboratory per week) This course assists the student in learning new and advanced rehabilitation techniques for patients with neurologically related diseases, such as spinal cord or brain injury, cerebrovascular accidents, as well as advanced rehabilitation techniques for cardiopulmonary conditions, industrial wellness and pediatric conditions. Included are also evidence-based practice activities and PT/PTA relationship activities with neighboring PT programs. Emphasis is placed on integration of skills learned over the course of the PTA program to form complete and thorough patient care experiences.

Prerequisites: PTA 205, PTA 210 and PTA 215.

PTA 235 Therapeutic Exercise III**Three semester hours**

(Two hours theory, three hours of laboratory per week) This course expands on the theory and principles of physical therapy skills used to treat specific orthopedic disorders and other special populations, including sports physical therapy, amputation, prosthetics and orthotic use, wound and burn care, women's health, critical care and lymphedema. Emphasis is placed on integration of skills learned over the course of the PTA program to form complete and thorough patient care experiences.

Prerequisites: PTA 205, PTA 210 and PTA 215.

PTA 240 Clinical Practicum III**Five semester hours**

(A minimum of 200 hours of clinical per semester) This clinical is a continuation of supervised practical experience in a physical therapy setting with added opportunities to apply and improve therapy skills. Students are expected to manage a larger patient load during this terminal clinical practice and complete assignments related to topics, including quality assurance issues, documentation systems and the APTA Code of Ethics and Standards of Practice.

Prerequisites: PTA 220, PTA 230 and PTA 235. *The student will be responsible for travel, lodging and living expenses for the duration of that clinical.*

PTA 245 Clinical Practicum IV**Six semester hours**

(A minimum of 240 hours of clinical per semester) This clinical is designed to be a final step in the development of the physical therapist assistant student and demonstrate entry-level competence with skills with full patient caseload and additional responsibilities in a physical therapy setting. Students will be expected to perform patient care skills as related to the profession of physical therapy in a competent and ethical manner. In addition, students will complete an in-service present a patient case study and relate how the PTA fits into an integrated health care environment.

Prerequisites: PTA 240. *The student will be responsible for travel, lodging and living expenses for the duration of that clinical.*

Bachelor of Science in Physical Therapist Assistant

Director of Physical Therapist Assistant Program

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Introduction

The Bachelor of Science in Physical Therapist Assistant (PTA) is designed to prepare graduates for additional career opportunities and advancement within the profession. Designed as a degree completion program, working and licensed PTA's can advance their A.S. or A.A.S degree to a Bachelor's degree with specific, focused content for the practicing PTA clinician. The program can be completed in 4 (full time) or 7 (part time) semesters. Admission criteria can be found as stated in the “Admissions Policies” section above.

Curriculum Requirements

Students must first possess an Associate of Science (A.S.) or Associate of Applied Science (A.A.S) degree in PTA, and have a valid state license and employment by the end of the first semester. Students must successfully complete a total of 47 semester hours in the program. Students are required to attend year-round, with all PTA courses completed in the sequence, as shown in the curriculum.

Program requires Health and Safety – [View Health and Safety Information](#)

Core Courses – Nine semester hours

Core curriculum courses must be taken at Clarkson College. Core courses are marked with an asterisk (*) after the course name.

Curriculum Plan

The following curriculum plan for an Bachelor of Science in Physical Therapist Assistant degree has been provided to guide students in preparing a degree plan. Students should seek the advice of a PTA advisor to customize a degree. All semester hours of PTA major courses must be completed at Clarkson College. In addition, once a student enrolls at Clarkson College all general education coursework must be completed at the College. Total Semester Hours in Program 47.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Bachelor of Science in PTA Required Courses

The following curriculum plan for an Bachelor of Science in Physical Therapist Assistant degree has been provided. Below is the lock-step Full and Part-Time outline of the program's curriculum to guide students.

[View course descriptions](#)

Bachelor of Science in PTA Required Courses - Full-Time Option

First Year

Fall Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
ST 310	Statistics	3
PTA 260	Evidence-Based Practice/Critical Inquiry/Ethics in Physical Therapy	3
PTA 335	Advanced Musculoskeletal System Interventions	3
PTA 150	Clinical Leadership and Practice Integration I	1
		Total 13

Spring Semester		Semester Hours
HM 180	Essentials of Pharmacology	2
BI 122	Nutrition Science	3
BU 375	Concepts of Leadership	2
PTA 330	Advanced Neurological and Cardiopulmonary Interventions	3
PTA 250	Clinical Leadership and Practice Integration II	1
		Total 11

Summer Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
BU 310	Revenue Cycle Management	3
PTA 307	Outcome Measures and Reporting for the PTA	3
PTA 350	Clinical Leadership and Practice Integration III	1
PTA 370	Acute to Chronic Care in Physical Therapy	3
		Total 13

Second Year

Fall Semester		Semester Hours
	Elective	3
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
PTA 405	Advanced Multiple System Intervention and Care Through the Lifespan	3
PTA 450	Clinical Leadership and Practice Integration IV	1
		Total 10

Total Semester Hours in Program 47

Bachelor of Science in PTA Required Courses - Part-Time Option

First Year

Fall Semester		Semester Hours
PTA 335	Advanced Musculoskeletal System Interventions	3
ST 310	Statistics	3
PTA 150	Clinical Leadership and Practice Integration I	1
Total 7		
Spring Semester		Semester Hours
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
BU 375	Concepts of Leadership	2
PTA 250	Clinical Leadership and Practice Integration II	1
Total 6		
Summer Semester		Semester Hours
PTA 307	Outcome Measures and Reporting for the PTA	3
BU 310	Revenue Cycle Management	3
Total 6		

Second Year

Fall Semester		Semester Hours
PTA 260	Evidence-Based Practice/Critical Inquiry/Ethics in Physical Therapy	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
Total 6		
Spring Semester		Semester Hours
PTA 330	Advanced Neurological and Cardiopulmonary Interventions	3
HM 180	Essentials of Pharmacology	2
BI 122	Nutrition Science	3
Total 8		
Summer Semester		Semester Hours
PTA 370	Acute to Chronic Care in Physical Therapy	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3

Summer Semester		Semester Hours
PTA 350	Clinical Leadership and Practice Integration III	1
		Total 7

Third Year

Fall Semester		Semester Hours
	Elective	3
PTA 405	Advanced Multiple System Intervention and Care Through the Lifespan	3
PTA 450	Clinical Leadership and Practice Integration IV	1
		Total 7

Total Semester Hours in Program 47

Course Descriptions

PTA 150 Clinical Leadership & Practice Integration I

One semester hour

(One hour theory per week) This course will introduce concepts of leadership development through self-assessment of students own strengths and areas for improvement. Students will take part in the introspective assessments and developing leadership behaviors they can use in the physical therapy profession. The course will include the role of values in the ability to reflect on one's own leadership behaviors and the ability to make choices based on these values. This course will also serve to facilitate the process of incorporating the leadership and advanced practice skills from program coursework into contemporary practice.

PTA 250 Clinical Leadership & Practice Integration II

One semester hour

(One hour theory per week) This course will broaden the application of leadership concepts from Clinical Leadership & Practice Integration I coursework, to application of leadership in the work setting. Students will learn methods for management of clinical components and marketing. The course will dive into quality assurance and process improvement within the work place. The course will include the role of values in the ability to apply management skills in the workplace. This course will also serve to facilitate the process of incorporating the leadership and advanced practice skills from program coursework into contemporary practice.

Prerequisite: PTA 150.

PTA 260 Evidence Based Practice and Ethics in Physical Therapy

Three semester hours

(Three hours theory per week) This course will provide the PTA a basis for advanced clinical practice including review of Ethics and Evidence Based Practice (EBP) skills necessary to become reflective practitioners and critical consumers of rehabilitation literature. This is done through exploring research philosophy, understanding critical inquire, research design, descriptive statistics, and concepts of correlation, reliability, and validity. In addition, concepts related to ethical obligations of healthcare practitioners,

professionalism in practice, and the introduction of legal and moral issues and dilemmas regarding healthcare trends will be covered.

Prerequisite: *ST 310 or concurrent.*

PTA 307 Outcome Measures & Reporting for the PTA

Two semester hours

(Two hours theory per week) The purpose of this course is to provide the PTA with fundamental principles of utilizing and reporting functional outcome measures, as well as fiscal management in regards to coding, billing and reimbursement. This course will investigate the impact of healthcare reform and setting-specific assessments used in physical therapy documentation.

PTA 330 Advanced Neurological & Cardiopulmonary Interventions

Three semester hours

(Three hours theory per week) The purpose of this course is to help students understand the pathophysiological mechanisms of cardiopulmonary and neurological disease. Concepts in this course include physical therapy assessment tools, specialized physical therapy treatment strategies, and techniques including red flags for alerting supervising PTs or other medical staff.

***This course requires students to attend an On-Campus Experience (OCE) in order to complete course competencies**

Prerequisite: *PTA 335.*

PTA 335 Advanced Musculoskeletal System Interventions

Three semester hours

(Three hours theory per week) This course will allow students to understand advanced musculoskeletal system interventions as well as the relationships and interdependence of body regions as applied to all populations. Students will gain knowledge regarding different advanced manual skills such as mobilization with movement, muscle energy techniques, postural restoration, and instrument aided soft tissue mobilization. The course will look at the differences in surgical procedures to treat musculoskeletal injuries and develop the students understanding of the biomechanics involved in different performance activities.

***This course requires students to attend an On-Campus Experience (OCE) in order to complete course competencies**

PTA 350 Clinical Leadership & Practice Integration III

One semester hour

(One hour theory per week) This course will broaden the application of leadership concepts from the Clinical Leadership and Practice Integration I and II coursework to application of leadership at the organizational level. Students will gain understanding of the strengths-based leadership concept and apply leadership problem solving behaviors to organizations. The course will include the role of values in decision-making as they apply to organizations. This course will also serve to facilitate the process of incorporating the leadership and advanced practice skills from program coursework into contemporary practice.

Prerequisite: *PTA 250.*

PTA 370 Acute to Chronic Care in Physical Therapy

Three semester hours

(Three hours theory per week) This course expands on skills in order to incorporate physical therapy knowledge and theories in to the transitional care of a patient from ailment to return to functional life. Course topics include: acute care treatment, trauma, ICU and CCU, understanding relevant acute medical testing and

measures. Additionally, pharmacological considerations, the effects of multiple system and mental health diseases, will be examined on how chronic illness inhabits multiple facets of the patient's life.

***This course requires students to attend an On-Campus Experience (OCE) in order to complete course competencies**

PTA 405 Advanced Multiple System Intervention and Care through the Lifespan

Three semester hours

(Three hours theory per week) This course will explore treatment of patients with complex medical conditions seen in physical therapy and the system interdependence of individuals with multiple comorbidities.

Additionally, nutritional, pharmacological and psychological considerations will be addressed. The course will also cover the medical and social transition of patients among healthcare settings, end of life care and therapy considerations for patients with medical conditions across the lifespan.

***This course requires students to attend an On-Campus Experience (OCE) in order to complete course competencies**

***Prerequisite:* PTA 370.**

PTA 450♦ Clinical Leadership & Practice Integration IV

One semester hour

(One hour theory per week) This course will broaden the application of leadership concepts from the Clinical Leadership and Practice Integration I, II, and III coursework to application of leadership in the community. Students will learn core practices of exemplary leadership and apply leadership problem solving behaviors to the community. The course will include the role of values in decision-making as they apply to the community. This course will also serve to facilitate the process of incorporating the leadership and advanced practice skills from program coursework into contemporary practice.

***Prerequisite:* PTA 350.**

Associate of Science in Radiologic Technology

Director of Radiologic Technology & Medical Imaging

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Mission

The Radiologic Technology (RT) program at Clarkson College is designed to provide a high-quality, diverse educational experience rich in both professional and general coursework. Students of the program will be prepared to enter the RT profession and to demonstrate good ethical judgment and compassion in the delivery of patient care. The radiologic technology students are expected to adhere to all professional and ethical standards set forth by the American Society of Radiologic Technologists (ASRT).

The RT program meets its mission by providing an optimal environment for students learning the delivery of quality health care in a variety of clinical settings. The program offers a broad educational experience that

enables students to apply theoretical learning to clinical practice. Students develop the necessary critical thinking and communication skills for becoming an integral member of the health care team. The program prepares students who are concerned with the improvement of the quality of life, which is consistent with the College Mission.

Program Goals

Upon completion of the Associate of Science degree in Radiologic Technology, graduates will:

- Have entry level radiography skills.
- Communicate effectively.
- Use critical thinking skills.
- Demonstrate professionalism.

Students completing the Associate of Science degree in Radiologic Technology may choose to enter the Clarkson College dual RT/MI program leading to a Bachelor of Science degree in Medical Imaging.

Radiologic Technologist Professionals

Radiologic technologists (RTs) provide diagnostic services for patients using high-tech medical imaging equipment. Medical images produced by radiographers are then sent to physicians for diagnostic interpretation. RTs are employed by hospitals, imaging facilities, urgent care clinics, private physician offices and other health care facilities. There are also opportunities in industry, civil service, public health care services and international health care organizations. Opportunities abound in management and in education at the collegiate level for those appropriately prepared.

Graduates of the program will be able to sit for the national certification examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). After successful completion of this examination, the individual will be a Certified Radiologic Technologist, R.T.(R). In addition, some states may require licensure to practice.

Admission Policies

Enrollment in the Associate of Science in Radiologic Technology degree program is limited. Admission policies and procedures are available from the Admissions office, the Director of Radiologic Technology or on the College website.

Curriculum Requirements

In order to complete the associate of science in radiologic technology (RT) degree, students must successfully complete a total of 73 semester hours. Students are required to attend courses year round, with all RT courses completed in the sequence shown in the sample curriculum. Semester hours for the associate degree are distributed as follows:

- **Support and Health Care Core Courses = 24 semester hours** (The following courses compose the 24 hours: Anatomy, Physiology, English Composition I, Medical Terminology, College Algebra and nine semester hours of Health Care Core Curriculum. Core Curriculum must be taken at Clarkson College. Each of these courses needs to be completed with a “C” or above.)
- **Major Courses = 49 semester hours** (At least 20 semester hours must be completed at Clarkson College with at least 10 semester hours of 200-level courses.)

Program requires Health and Safety – [View Health and Safety Information](#)

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Curriculum plan of required courses for Radiologic Technology

The following Associate of Science in Radiologic Technology curriculum plan is provided to guide students in preparing their degree plan. Students should seek the advice of their advisor to customize their degree plan.

View course descriptions for [Radiologic Technology Program](#) or [General Education](#)

First Year

Fall Semester		Semester Hours
BI 211	Anatomy	4
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
MA 120	College Algebra	3
RT 101	Introduction to Radiologic Technology	2
GEN 105	Medical Terminology	1
RT 105 ◇	Patient Care	2
RT 105LB	Patient Care Lab	1
RT 260	Radiation Physics	2
		Total 18

Spring Semester		Semester Hours
BI 213	Physiology	4
EN 101	English Composition I	3
RT 110	Radiographic Procedures I	3
RT 110LB	Radiographic Procedures I Lab	1
RT 120	Radiographic Exposures I	3
RT 120LB	Radiographic Exposures I Lab	1
RT 271	Radiation Biology	3
		Total 18

Summer Semester		Semester Hours
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Summer Semester		Semester Hours
RT 125	Radiographic Exposures II	3
RT 125LB	Radiographic Exposures II Lab	1
RT 140	Radiographic Procedures II	3
RT 140LB	Radiographic Procedures II Lab	1
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
		Total 11

Second Year

Fall Semester		Semester Hours
RT 246	Radiographic Procedures III	2
RT 246LB	Radiographic Procedures III lab	1
RT 250	Radiographic Pathology	2
RT 265	Clinical Experience I	4
		Total 9

Spring Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
RT 275	Clinical Experience II	8
		Total 11

Summer Semester		Semester Hours
RT 285	Clinical Experience III	6
		Total 6

Total Semester Hours in Program 73

Radiologic Technology Course Descriptions

RT 101 Introduction to Radiologic Technology

Two semester hours

(Two hours theory per week) This course is designed to provide the student with information regarding the radiologic technology profession. Cognitive information related to ethics, law, radiation protection and basic departmental procedures are presented to ensure safe clinical practice. Professional development and lifelong learning will be emphasized by introducing the students to various organizations and agencies.

RT 105 Patient Care and Lab

Two semester hours theory and one semester hour lab

(Two hours theory and one hour laboratory per week) This course presents the theoretical base for patient care skills and techniques unique to professional radiographers. This course acquaints students with essential patient care topics such as diversity and ethical considerations, effective communication with various patient types, safe transport of patients, assessment of vital signs, current information on infection control, pharmacology and contrast media as they pertain to radiography, venipuncture, medical emergencies, and CPR standards. Laboratory experiences will expand these theoretical foundations by incorporating psychomotor skills in a simulated and/or actual clinical setting. Student engagement will be emphasized using a required service experience.

RT 110 Radiographic Procedures I and Lab**Three semester hours theory and one semester hour lab**

(Three hours theory and two hours laboratory per week) This course is the first part of a three-fold radiographic procedures course. Part I of this course is designed to provide the students with the necessary theory, concepts and psychomotor experiences needed to perform specific diagnostic procedures. Patient positioning, equipment manipulation, appropriate patient care techniques and critique of radiographic images are presented in this course. The body areas to be addressed in Part I include upper extremities, shoulder girdle, lower extremities, pelvis, chest, bony thorax, abdomen and spine.

Prerequisite: BI 211 Anatomy.

RT 120 Radiographic Exposures I and Lab**Three semester hours theory and one semester hour lab**

(Three hours theory and one hour laboratory per week) This two-fold course focuses on the theory, application and evaluation of the instrumentation and operation of radiographic equipment. Part I emphasizes the factors that produce and control radiographic images. Digital technology will be covered.

RT 125 Radiographic Exposures II and Lab**Three semester hours theory and one semester hour lab**

(Three hours theory and one hour laboratory per week) Part II is a continuation of RT 120 and emphasizes the various equipment and electronics involved in the production, use, control and evaluation of radiographic images. Darkroom processing and quality control will be explored.

Prerequisite: RT 120.

RT 140 Radiographic Procedures II and Lab**Three semester hours theory and one semester hour lab**

(Three hours theory and four hours laboratory per week) This course is the second part of a three-fold radiographic procedures course. Part II continues with headwork and the student will also be introduced to contrast and/or fluoroscopic procedures that evaluate the biliary system, upper and lower gastrointestinal system and urinary system. Various contrast and other pharmacological agents utilized in the above exams will also be discussed.

Prerequisite: RT 110 and BI 213 Physiology.

Co-requisite: BI 213 Physiology.

RT 246 Radiographic Procedures III and Lab**Two semester hours theory and one semester hour lab**

(Two hours theory and five hours laboratory per week)

This course is the third part of a three-fold radiographic procedures course. Part III provides the student with

an understanding of the more advanced and complex diagnostic procedures associated with a diverse patient population, pediatrics, trauma and surgical exams that include the use of a portable x-ray unit and c-arm. Clinical preparation will also be included in this course.

Prerequisites: RT 110 and RT 140.

RT 250 Radiographic Pathology

Two semester hours

(Two hours theory per week) The course presents principles of pathology and the radiographic appearances of specific diseases. An understanding of disease processes can aid the technologist in selecting proper techniques and in determining the need for repeating a radiograph that might be acceptable under different circumstances. This knowledge will aid the Radiologic Technologist to become a more competent professional and a contributing member to the diagnostic imaging team.

RT 260 Radiation Physics

Two semester hours

(Two hours theory per week) This course is an in-depth study of the physics and electronics involved in the production, use and control of the various electromagnetic energies used in medical and diagnostic applications. The students will benefit from studying, examining and manipulating actual equipment components that facilitate comprehension of difficult concepts and applications.

RT 265 Clinical Experience I

Four semester hours

(Average of 20 hours clinical experience per week for 12 weeks) This course provides the student the opportunity to apply concepts learned in their first year of coursework in the performance of radiologic activities in the clinical setting. The student will be required to prove competency in prescribed examinations.

RT 271 Radiation Biology

Three semester hours

(Three hours theory per week) This course is a study and analysis of the effects of various types of electromagnetic radiations and their effects on living tissues. The students will learn why they should and how they can protect themselves, their patients and others from various forms of ionizing radiation used in diagnostic and therapeutic medical applications.

RT 275 Clinical Experience II

Eight semester hours

(32 hours clinical experience per week for 15 weeks) This course is a continuation of RT 265. The students will begin to refine skills learned in the previous clinical course, while expanding their expertise with additional procedures. The student will be expected to become more independent in performing imaging procedures. Additional competencies and re-checks will be required in prescribed examinations.

Prerequisite: RT 265.

RT 285 Clinical Experience III

Six semester hours

(30 hours clinical experience per week for 11 weeks and 30 hours classroom instruction for one additional week) This course is a continuation of RT 275 and provides the student the opportunity to exercise independent judgment and discretion in the technical performance of medical imaging procedures. Students

are expected to complete all required competencies in this rotation. The final section of clinical education ensures that the student is ready for employment. At the end of the clinical experience, all students are required to attend on-campus review sections (1 week/6 hours per day) that will prepare them for the ARRT examination. The required one-week review session will be utilized in calculating the cognitive portion of the student's grade for RT 285.

Prerequisites: RT 265 and RT 275.

Bachelor of Science in Medical Imaging

Director of Radiologic Technology & Medical Imaging

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Purpose

The Medical Imaging program is designed to prepare graduates for additional career opportunities and advancement within the profession. These include Computed Tomography, Magnetic Resonance Imaging, Angiography/Interventional Procedures, Mammography, Quality Management, Bone Densitometry, Medical Imaging Informatics and Management. Upon completion of the program, graduates may be eligible for advanced registry certifications by the American Registry of Radiologic Technologists (ARRT).

Mission

Medical Imaging is designed to prepare graduates for additional career opportunities and advancement within the medical imaging profession.

Program Goals

Upon completion of the Bachelor of Science in Medical Imaging degree, graduates will:

- Have entry-level advanced modality skills.
- Communicate effectively.
- Use critical thinking skills.
- Demonstrate professionalism.
- Exhibit respect for diversity.

Philosophy

The discipline of medical imaging focuses on the pictorial representation of an individual's state of physical health. The creation of this image requires a liberally educated, compassionate professional who is

technologically skilled. Because this discipline is in a constant state of technological advancement, the successful professional will also be an avid life-long learner.

Curriculum Requirements

Admission to the Bachelor of Science in Medical Imaging program is limited to ARRT Registered Technologists (Radiography), board-eligible graduates of a JRCERT Accredited Program in Radiologic Technology, and/or current matriculating Clarkson College Radiologic Technology students. Board-eligible students must provide proof of certification from the ARRT within one year to remain in the program.

In order to complete the Bachelor of Science in Medical Imaging degree at Clarkson College, students must successfully complete a total of 125 semester hours. The hours must be distributed as follows:

- **General Education Courses = 19 semester hours**
- **Support Courses = 18 semester hours** (The following courses compose the 18 hours: Anatomy, Physiology, English Composition I & II, Medical Terminology and College Algebra. All courses must be completed with a “C” or higher)

Additional Support Courses		Semester Hours
BI 211	Anatomy	4
BI 213	Physiology	4
	OR	
HC 200	Health Care Science Update I and Validation Credit	8

Note: HC 200 Health Care Science Update I (three semester hours) may be taken in place of BI 211 Anatomy (four semester hours) and BI 213 Physiology (four semester hours). Upon successful completion of HC 200 Health Care Science Update I, the student will receive three semester hours of earned coursework and five semester hours of validation credit.

- **Clarkson College Health Care Core Courses = 9 semester hours** (Core curriculum courses, must be taken at Clarkson College. All courses must be completed with a “C” or higher.)
- **Previous RT Coursework = 49 semester hours**
- **Medical Imaging Major Courses = 9 semester hours** (All courses must be completed with a “C” or higher)
- **Medical Imaging Major Elective Courses = 21 semester hours** (All courses must be completed with a “C” or higher)

Advanced Standing Credit

Credit hours may be warranted for post-primary certification and/or current clinical experience.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Curriculum plan of required courses for Medical Imaging

[View course descriptions](#)

Major Courses - 9 semester hours		Semester Hours
MI 330	Pathophysiology	3
MI 410	Cross-Sectional Anatomy I	3
MI 411	◇ Cross-Sectional Anatomy II	3
		Total 9

Major Elective Courses - 21 semester hours

All students, with the approval of their advisor, must choose 21 semester hours of Medical Imaging major elective courses. The students will choose from the following electives:

		Semester Hours
MI 312	Principles of Quality in Medical Imaging	3
MI 384	Pediatric Externship	3
MI 385	CT Externship	3
MI 386	MRI Externship	3
MI 388	Mammography Externship	3
MI 391	Bone Densitometry Externship	3
MI 393	Vascular Interventional Externship	3
MI 395	Cardiac-Interventional Externship	3
MI 413	Advanced Pediatric Imaging	3
MI 415	Computed Tomography	3
MI 416	Computed Tomography Protocols	3
MI 417	Vascular Interventional Radiography	3
MI 419	Cardiac-Interventional Radiography	3
MI 423	Angiographic and Interventional Procedures	3
MI 427	Mammography	3
MI 428	Principles of MRI Physics & Instrumentation	3
MI 429	MRI Pulse Sequences & Protocols	3
MI 432	Bone Densitometry	3
MI 441	Medical Imaging Department Management	3
MI 445	Digital Imaging (For True MI & II only) (Need Program Director approval)	3
MI 446	Imaging Informatics I	3
MI 447	Imaging Informatics II	3

		Semester Hours
MI 448	Information Technology Fundamentals	3
MI 449	Imaging Informatics Externship	3
MI 450	Advanced Imaging Informatics Externship	3
MI 470	Advanced Vascular Interventional Externship	3
MI 471	Advanced Cardiac-Interventional Externship	3
MI 474	Advanced Pediatric Externship	3
MI 475	Advanced CT Externship	3
MI 476	Advanced MRI Externship	3
MI 478	Advanced Mammography Externship	3
MI 481	Advanced Bone Densitometry Externship	3
MI 492	Independent Studies in Medical Imaging	1-4

Medical Imaging Course Offerings/Semester

Fall Semester

MI 330 Pathophysiology	MI 410 Cross-Sectional Anatomy I
MI 413 Advanced Pediatric Imaging	MI 416 Computed Tomography Protocols
MI 417 Vascular Interventional Radiography	MI 427 Mammography
MI 445 Digital Imaging	MI 446 Imaging Informatics I
MI 447 Imaging Informatics II	MI 448 Information Technology Fundamentals
MI 384-449 Externships	MI 450-481 Advanced Externships

Spring Semester

MI 411 Cross-Sectional Anatomy II	MI 423 Angiography and Interventional Procedures
MI 428 Principles of MRI Physics & Instrumentation	MI 441 Medical Imaging Department Management
MI 445 Digital Imaging	MI 446 Imaging Informatics I
MI 447 Imaging Informatics II	MI 448 Information Technology Fundamentals
MI 384-449 Externships	MI 450-481 Advanced Externships

Summer Semester

MI 312 Quality in Medical Imaging	MI 415 Computed Tomography
MI 419 Cardiac-Interventional Radiography	MI 429 MRI Pulse Sequences & Protocols
MI 432 Bone Densitometry	MI 445 Digital Imaging
MI 446 Imaging Informatics I	MI 447 Imaging Informatics II

MI 448 Information Technology fundamentals MI 384-449 Externships

MI 450-481 Advanced Externships

Summary

Students must complete at least 41 semester hours at Clarkson College. Once a student enrolls at Clarkson College, all coursework must be completed at the College.

Total semester hours in program 125

Externships

(Minimum of 180 hours of clinical experience per semester) All candidates for post-primary certification are required to perform specific clinical experience requirements to establish eligibility. Due to clinical site variability in patient workload and variety of exams, the student may or may not meet the clinical requirements to be eligible to sit for post-primary certification upon completion of the Medical Imaging externship.

Program requires Health and Safety – [View Health and Safety Information](#)

Medical Imaging Externship Check List

Students are responsible for:

- Finding a clinical site for the externship
- Obtaining permission from the course instructor:
 - Trish Weber (webertrish@clarksoncollege.edu) - CT and MRI
 - Ann Hagenau (hagenau@clarksoncollege.edu) - Mammography and Bone Densitometry
 - Kelly Eaton (eatonkelly@clarksoncollege.edu) - Imaging Informatics
 - Katie Fulton (fultonkatie@clarksoncollege.edu) - Angiography, CI, VI and Pediatrics
- Contacting the AGENCY for health and safety requirements
- Complying with all AGENCY health and safety, drug and alcohol tests, and criminal background check requirements
- Submitting proof of completed health and safety requirements to Certified Background prior to starting the clinical experience.

Deadline Date

Externship check list must be completed 30 days prior to the start of the externship. There are no exceptions. If the externship checklist is not completed by the above deadline, the student will not be permitted to attend clinical for that semester.

Externship Checklist

1. ____ State Authorization Approval. For a complete listing contact the Admissions Office or your program director.

2.____ Clinical site obtained

3.____ Clinical Affiliation Agreement complete. (Several of the hospitals in the Omaha metro area have affiliation agreements with Clarkson College; ask the externship instructor if an agreement is needed.)

4.____ Contact information for clinical liaison given to externship instructor. (Contact information should include: name, address, and phone number)

5.____ Meet with clinical liaison and complete a schedule for the semester.

6.____ Meet with externship instructor and discuss syllabus, clinical handbook and schedule.

7.____ Give externship instructor information for radiation badge distribution if applicable. (Date of birth and social security number)

8.____ Give externship instructor signed infraction form

9.____ Mammography & Pediatric Externships **ONLY**: ARRT certification and state license

By signing below, I attest to the fact that I have not had any previous infractions within the RT/MI programs to include but not limited to:

- Anecdotal report
- Educational contract
- Academic Integrity violation
- Student Code of Conduct violation

Student Signature: _____ Date: _____

**If infractions have occurred please set up an meeting with the appropriate externship instructor.*

Medical Imaging Course Descriptions

MI 312 Principles of Quality in Medical Imaging

Three semester hours

(Three hours theory lab per week) This course focuses on the many facets of quality surrounding medical imaging. Methodologies to determine, evaluate and enhance quality are compared and contrasted. Standards of various accreditation agencies and bodies, which interface with medical imaging, are applied to various practice situations.

MI 330 Pathophysiology

Three semester hours

(Three hours theory per week) This course is designed to correlate anatomy and physiology and relate normal body functioning to the physiologic changes that occur as a result of illness, as well as the body's remarkable ability to compensate for these changes. The course will be organized into three areas of focus based on the health-illness continuum: (1) control of normal body functions; (2) pathophysiology or alterations in body function; and (3) system or organ failure.

MI 384 Pediatric Externship**Three semester hours**

(Minimum of 180 hours of clinical experience per semester) This externship course will allow the student to perform hands on experience in a pediatric setting. This externship course will focus on basic procedures/imaging for pediatrics. The externship will emphasize the unique approach of caring for the pediatric patient in radiology. The externship for diagnostic pediatric imaging will include patient care, principles of ALARA, immobilization techniques, causes and correction measures for artifacts, image archival, operation of imaging equipment for diagnostic, portable, c-arm and fluoroscopic studies.

Prerequisite: *MI 413 & ARRT certification in Radiography, Students must have ARRT certification in radiography and a Nebraska state license prior to externship.*

Co-requisite: *MI 413. When the courses are taken concurrently, failure of MI 413 will result in automatic failure of MI 384.*

MI 385 CT Externship**Three semester hours**

(Minimum of 180 hours of clinical experience per semester) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of Computed Tomography examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.

Prerequisite: *MI 415.*

Co-requisite: *MI 416. When the courses are taken concurrently, failure of MI 416 will result in automatic failure of MI 385.*

MI 386 MRI Externship**Three semester hours**

(Minimum of 180 hours of clinical experience per semester) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of Magnetic Resonance Imaging examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.

Prerequisite: *MI 421.*

Co-requisite: *MI 422. When the courses are taken concurrently, failure of MI 422 will result in automatic failure of MI 386.*

MI 388 Mammography Externship**Three semester hours**

(Minimum of 180 hours of clinical experience per semester) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of mammographic examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.

Prerequisite: *MI 427, Students must have ARRT certification in radiography and a Nebraska state license prior to externship.*

Co-requisite: MI 427. When the courses are taken concurrently, failure of MI 427 will result in automatic failure of MI 388.

MI 391 Bone Densitometry Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of bone densitometry procedures. Case studies, writing assignments and demonstration of prescribed competency procedures are requirements of the course.

Prerequisite: MI 432.

Co-requisite: MI 432. When the courses are taken concurrently, failure of MI 432 will result in automatic failure of MI 391.

MI 393 Vascular Interventional Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of vascular interventional examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.

Prerequisite: MI 417 and MI 423.

Co-requisite: MI 417. When the courses are taken concurrently, failure of MI 417 will result in automatic failure of MI 393.

MI 395 Cardiac-Interventional Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of vascular interventional examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.

Prerequisite: MI 419 and MI 423.

Co-requisite: MI 419. When the courses are taken concurrently, failure of MI 419 will result in automatic failure of MI 395.

MI 410 Cross-Sectional Anatomy I

Three semester hours

(Three hours theory per week) Anatomical cross-sections of the head, neck, thorax and spine are presented to students using images of human anatomy. Physiological considerations of major structures will also be addressed. Students practice and assess their identification skills through review exercises.

Prerequisites: BI 211 or HC 200.

MI 411 Cross-Sectional Anatomy II

Three semester hours

(Three hours theory per week) Anatomical cross-sections of the abdomen, pelvis, and upper and lower extremities are presented to students using images of human anatomy. Physiological considerations of major structures will also be addressed. Students practice and assess their identification skills through review exercises. Student engagement will be emphasized using a required service experience.

Prerequisites: BI 211 or HC 200.

MI 413 Advanced Pediatric Imaging

Three semester hours

(Three hours theory per week) The course will focus on advanced topics in pediatric imaging. It will begin with a review of pediatric patient care, principles of ALARA, basic immobilization techniques, operation of imaging equipment for diagnostic, portable, c-arm and fluoroscopic studies. The course will center on advanced concepts in pediatric imaging including but not limited to pediatric pathology, pediatric radiation biology, and pediatric pharmacology, including drug administration and sedation medications. Further pediatric imaging in advanced modalities such as computed tomography, magnetic resonance imaging, diagnostic medical ultrasound, cardiac interventional, and vascular interventional will be investigated.

MI 415 Computed Tomography

Three semester hours

(Three hours theory per week) This course focuses on the theories, physics, application and instrumentation of Computed Tomography (CT) equipment. The student will examine and critique image analysis as a means in learning to evaluate images for correct technique, imaging protocols and identification of proper anatomy. The course will also examine and explore means of correcting poor images and artifact identification.

Prerequisites: MI 410 or MI 411.

MI 416 Computed Tomography Protocols

Three semester hours

(Three hours theory per week) This course focuses on basic Computed Tomography (CT) protocol information in addition to adapting common protocols based on patient needs and radiation dose reduction. This course will include indications, pathology, positioning, patient preparation and contrast administration for CT examinations.

Prerequisite: MI 415.

MI 417 Vascular Interventional Radiography

Three semester hours

This course is designed to provide participants the requisite theories, concepts, and praxis in performing vascular-interventional radiography. Equipment operation and instrumentation, patient care, and procedural specifics for both vascular and non-vascular procedures will be the foci of this course. Procedures encompass neurologic, thoracic, abdominal, gastrointestinal, genitourinary, and peripheral imaging and intervention. Dialysis management and venous access will also be addressed.

Prerequisite: MI 423.

MI 419 Cardiac-Interventional Radiography

Three semester hours

This course is designed to provide participants the requisite theories, concepts, and praxis in performing cardiac-interventional radiography. Equipment operation and instrumentation, patient care, and procedural specifics, including but not limited to anatomy, pathophysiology, indications, and contraindications, will be the foci of this course. Procedures encompass diagnostic studies, percutaneous intervention, hemodynamics and calculations, and conduction system studies.

Prerequisite: MI 423.

MI 423 Angiographic and Interventional Procedures

Three semester hours

(Three hours theory per week) This course focuses on angiographic and interventional procedures. The students will be exposed to the basics of sterile technique, recording systems, automatic injectors, contrast media, catheters and accessories. The principles of angiography (arteriography, venography and lymphography) are presented, along with critiques of radiographic images. A wide range of vascular and nonvascular interventional procedures are examined in detail.

MI 427 Mammography**Three semester hours**

(Three hours theory per week) This course is designed to provide participants the requisite theories, concepts, and praxis in performing mammographic procedures. Patient positioning, quality control and necessary patient education, along with the critique of radiographic images, serve as the foci of this course. The course also introduces the process of mammography image analysis where the participants will evaluate various images for correct positioning, proper technique and undesired artifacts.

MI 428 Principles of MRI Physics and Instrumentation**Three semester hours**

(Three hours theory per week) This course provides students with a basic understanding of the physics of magnetic resonance imaging (MRI) and the instrumentation used to acquire images in MRI. A historical perspective leading to the development of MRI, the basic principles of electricity and magnetism, the characteristics of radio frequencies and the phenomenon of resonance are addressed. Application of these principles to MRI pulse sequences and data acquisition are discussed. Hazards associated with strong magnetic fields and radio frequencies are imparted, as are the actual components of the MRI equipment.

Prerequisites: MI 410 or MI 411.

Co-requisite: MI 411.

MI 429 MRI Pulse Sequences and Protocols**Three semester hours**

(Three hours theory per week) This course addresses advanced imaging techniques, including MR angiography, cardiac imaging and spectroscopy. The nature and use of contrast agents are discussed. Factors related to image quality and artifacts are considered. Imaging of the central nervous system, thorax, abdomen, pelvis and extremities will be discussed in detail along with specific protocols that correlate to the MRI ARRT registry. Attention is given to the biological effects of MRI, patient education, screening and care. In addition, specific MRI safety regulations will be addressed in great detail.

Prerequisite: MI 428.

MI 432 Bone Densitometry**Three semester hours**

(Three hours theory per week) This course focuses on the anatomy, physiology and pathology of the human structural support system. The course will focus on the history of bone densitometry, tracing the early roots of the modality all the way through its advancements in today's scanners. The course will cover bone anatomy in detail, down to its cellular components. Bone pathologies that are significant to bone densitometry will also be covered in detail with an emphasis on osteoporosis.

MI 441 Medical Imaging Department Management**Three semester hours**

(Three hours theory per week) This course is designed for the student going into department supervision and

management. The student will learn the basics of budgets, personnel scheduling, counseling, and administrative and leadership duties.

MI 445 Digital Imaging

Three semester hours

(Three hours theory per week) This course explores the essential components of digital imaging systems for a diagnostic imaging facility. The process of digital imaging will be discussed in detail, focusing on the various aspects from initial selection and purchase to analysis and quality control of the system. Legal and security issues will also be discussed.

Prerequisite: RT 120 for RT students. ARRT certification for MI only students.

Co-requisite: MI 446.

MI 446 Imaging Informatics I

Three semester hours

This introductory course focuses on the role of the PACS administrator, process mapping, financial aspects of PACS procurement and project management skills. It also includes focus on computer networking and components such as HIS, RIS, HL7, and DICOM.

Prerequisite: MI 445.

Co-requisite: MI 445.

MI 447 Imaging Informatics II

Three semester hours

This class is a continuation of PACS and Imaging Informatics I. This course focuses on the requirements and ergonomics of a reading room and/or PACS. Legal issues such as HIPAA and necessary safeguards, disaster recovery, acceptance testing and troubleshooting are also covered.

Prerequisite: MI 446.

Co-requisite: MI 448.

MI 448 Information Technology Fundamentals

Three semester hours

This course focuses on computer basics such as hardware, database, operating systems and networking and security concepts. Special focus will be placed on the integration of imaging informatics.

Prerequisite: MI 446.

Co-requisite: MI 447.

MI 449 Imaging Informatics Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) This course is designed to provide students with hands-on experience in a supervised clinical setting. Working closely with a designated liaison, the student will apply concepts learned in their coursework to performance of digital imaging and PACS related procedures. The student will be exposed to a variety of issues and problems that will require them to contribute successful solutions. Projects, writing assignments and demonstration of prescribed competency procedures are requirements of the course. This externship will be followed by the advanced level externship course MI 450.

Prerequisites: MI 447 and MI 448.

Co-requisites: MI 447 and MI 448. When the courses are taken concurrently, failure of MI 447 and/or MI 448 will result in automatic failure of MI 449.

MI 450 Advanced Imaging Informatics Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) The externship is the evidence-based practice research project to the PACS curriculum. This field experience will be under the supervision of designated administrators and Clarkson College faculty. This is an opportunity to apply classroom knowledge to real world use of a PACS system. During this course, the student will perform clinical hands-on practice in a supervised clinical setting and will put into practice the knowledge acquired in the PACS (MI 486 and MI 487) coursework. The student will be required to demonstrate competency for numerous procedures within the specialty area, focusing on both the routine and advanced including a wide variety of troubleshooting tasks that PACS administrators and managers experience.

Prerequisites: MI 449

Co-requisites: MI 449, MI 447 and MI 448. When the courses are taken concurrently, failure of MI 447 and/or MI 448 will result in automatic failure of MI 450.

MI 470 Advanced Vascular Interventional Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) The student will perform hands-on practice in vascular interventional procedures. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

Prerequisite: MI 393, MI 417 and MI 423.

Co-requisite: MI 417 and MI 393. When MI 417 is taken concurrently with MI 393 and MI 470, failure of MI 417 will result in automatic failure of MI 393 and MI 470.

MI 471 Advanced Cardiac-Interventional Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) The student will perform hands-on practice in cardiac-interventional procedures. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

Prerequisite: MI 395, MI 419 and MI 423.

Co-requisite: MI 419 and MI 395. When MI 419 is taken concurrently with MI 395 and MI 471, failure of MI 419 will result in automatic failure of MI 395 and MI 471.

MI 474 Advanced Pediatric Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) This advanced externship course will allow the student to perform hands on experience in a pediatric setting. This advanced externship course will focus on the advanced procedures/imaging for pediatrics. The externship will emphasize the unique approach for caring for the pediatric patient in radiology. The advanced externship for diagnostic pediatric imaging will include patient care, principles of ALARA, immobilization techniques, causes and correction measures for artifacts, image archival, operation of imaging equipment for diagnostic, portable, c-arm and fluoroscopic studies. Additional focus will be on fluoroscopic imaging and surgical procedures.

Prerequisite: *ARRT certification in Radiography*, Students must have ARRT certification in radiography and a Nebraska state license prior to externship. MI 384.

Co-requisite: MI 384.

MI 475 Advanced CT Externship

Three semester hours

(Minimum of 180 hours of clinical experience per semester) The student will perform hands-on practice in computed tomography. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

Prerequisite: MI 416 and MI 385.

Co-requisites: MI 385 and MI 416. When MI 475 is taken concurrently with MI 416 and MI 385, failure of MI 416 will result in automatic failure of MI 385 and MI 475.

MI 476 Advanced MRI Externship**Three semester hours**

(Minimum of 180 hours of clinical experience per semester) The student will perform hands-on practice in magnetic resonance imaging. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

Prerequisite: MI 422 and MI 386.

Co-requisites: MI 422 and MI 386. When MI 476 is taken concurrently with MI 422 and MI 386, failure of MI 422 will result in automatic failure of MI 386 and MI 476.

MI 478 Advanced Mammography Externship**Three semester hours**

(Minimum of 180 hours of clinical experience per semester) The student will perform hands-on practice in mammography. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

Prerequisite: MI 427 and MI 388, Students must have ARRT certification in radiography and a Nebraska state license prior to externship.

Co-requisite: MI 427 and MI 388. When MI 478 is taken concurrently with MI 427 and MI 388, failure of MI 427 will result in automatic failure of MI 388 and MI 478.

MI 481 Advanced Bone Densitometry Externship**Three semester hours**

(Minimum of 180 hours of clinical experience per semester) The student will perform clinical hands-on practice in bone densitometry. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

Prerequisites: MI 432 and MI 391.

Co-requisite: MI 391. When MI 481 is taken concurrently with MI 432 and MI 391, failure of MI 432 will result in automatic failure of MI 391 and MI 481.

MI 492 Independent Studies in Medical Imaging**One to four semester hours**

Study directed by a faculty person on a topic of the student's interest and the faculty member's expertise.

Prerequisites: Permission by instructor.

Certificate in Imaging Informatics

Director of Radiologic Technology & Medical Imaging

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Certificate Description

The Imaging Informatics certificate is designed to enhance the graduate's ability to succeed in today's informatics and imaging environments. The program compliments a Bachelor of Science in Medical Imaging degree for professionals with a diagnostic imaging background.

Curriculum plan of required courses for Imaging Informatics Certificate

	Semester Hours
MI 445 Digital Imaging	3
MI 446 Imaging Informatics I	3
MI 447 Imaging Informatics II	3
MI 448 Information Technology Fundamentals	3
Total	12

Total Semester Hours in Program 12

Course Descriptions

MI 445 Digital Imaging

Three semester hours

(Three hours theory per week) This course explores the essential components of digital imaging systems for a diagnostic imaging facility. The process of digital imaging will be discussed in detail, focusing on the various aspects from initial selection and purchase to analysis and quality control of the system. Legal and security issues will also be discussed.

Prerequisite: RT 120 for RT students. ARRT certification for MI only students.

Co-requisite: MI 446.

MI 446 Imaging Informatics I

Three semester hours

This introductory course focuses on the role of the PACS administrator, process mapping, financial aspects of PACS procurement and project management skills. It also includes focus on computer networking and

components such as HIS, RIS, HL7, and DICOM.

Prerequisite: MI 445.

Co-requisite: MI 445.

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This class is a continuation of PACS and Imaging Informatics I. This course focuses on the requirements and ergonomics of a reading room and/or PACS. Legal issues such as HIPAA and necessary safeguards, disaster recovery, acceptance testing and troubleshooting are also covered.

Prerequisite: MI 446.

Co-requisite: MI 448.

MI 448 Information Technology Fundamentals

Three semester hours

This course focuses on computer basics such as hardware, database, operating systems and networking and security concepts. Special focus will be placed on the integration of imaging informatics.

Prerequisite: MI 446.

Co-requisite: MI 447.

Health Care Administration & Management Programs

Director of Health Care Business

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Introduction

Clarkson College recognizes the structural changes that have evolved in the health care industry in recent years. National statistics and labor predictions show that over the next decade, many health care roles will be redefined and newly created. These will be among the fastest-growing opportunities in the workforce. Health care professionals serving within the industry will be required to adjust to these environmental changes. Those entering the profession will be expected to possess new skills and talents to be productive employees.

The Health Care Administration & Management programs are designed to develop the knowledge, leadership and critical thinking skills for individuals to become successful in business and health care work environments. Program options range from certificate programs to a master's degree in Health Care Administration. Clarkson College also has a bachelor degrees in Health Care Business Management. We'll help you choose an educational plan that is right for you. And since many of our programs are offered online, you'll have as much flexibility and convenience as you need.

Mission

The mission of the Health Care Administration & Management programs is to prepare students for leadership roles in health care delivery systems through high quality, ethical and compassionate health business education.

Post-Master's Certificate

- [Post-Master's Certificate in Health Care Administration](#)

Master's Degree

- [Health Care Administration](#)

Bachelor's Degree

Health Care Business with majors in:

- [Management](#)
- [Management - Transfer Option](#)

Minor

- [Health Care Business](#)

Master's in Health Care Administration

Director of Health Care Business

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Introduction

Clarkson College offers an online master's degree in Health Care Administration that meets specific professional goals of graduate students. In order to complete this program at Clarkson College, students must successfully complete 39 graduate semester hours.

Outcomes

Upon the completion of the Master's degree in Health Care Administration, graduates will:

- Evaluate strategies based on concepts of leadership and management theory.
- Communicate thoughts and ideas effectively.
- Interpret, synthesize, and apply concepts to evaluate and solve a variety of real world health care situations, through problem recognition, methods of inquiry, project management, and strategic analysis and integration.
- Demonstrate an ability to acknowledge and to recognize those differences that exist among all individuals.
- Maintain the highest ethical, professional, and legal standards of conduct.
- Demonstrate an appropriate working knowledge of computer applications commonly used in healthcare administration.

Online Curriculum

The Clarkson College online master's degree is designed to be a flexible learning environment. Internet-based instruction offers interactive learning opportunities and comprehensive access to information and resources. Dedicated faculty members are focused on student learning, which helps make online learning a productive and rewarding experience.

To complete a Master's degree in Health Care Administration at Clarkson College, students must successfully complete a total of 39–46 semester hours. These hours must be distributed as follows:

- **Major Requirement Courses = 36 semester hours**
- **Capstone Experience = Three semester hours**
- **Optional Electives = Seven semester hours**

Clarkson College's Master's degree in Health Care Administration program operates on academic calendar using semester hours with three terms, each with 12 weeks of instructional time in length, with two of the terms offered over the fall through spring and the third term offered in the summer. Clarkson College's Master's in Health Care Administration program defines its academic year as 36 weeks of instructional time. As “quarters” using semester hours, the terms are nonstandard terms.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Health Care Administration Program

[View course descriptions](#)

Major Requirement Courses (36 semester hours)		Semester Hours	Duration
MB 798	Fundamentals of Scholarly Writing in APA	1	6 weeks
MB 799	Graduate Roles and Ethics in Leadership	2	6 weeks
MB 802	Health Care Delivery Systems and Managed Care	3	6 weeks
MB 808	Health Care Leadership	3	6 weeks
MB 815	Informatics and Analytics for Healthcare Professionals	3	6 weeks
MB 827	Finance for Health Care Leaders	3	6 weeks
MB 823	Health Care Strategic Planning and Marketing	3	6 weeks
MB 809	Health Care Business Law and Ethics	3	6 weeks
MB 810 ◇	Human Resources and Organizational Behavior	3	6 weeks
MB 834	Health Care Quality and Regulatory Issues	3	6 weeks
MB 836	Health Care Project Management	3	6 weeks

Major Requirement Courses (36 semester hours)		Semester Hours	Duration
MB 849	Research Methods and Analysis	3	6 weeks
MB 851	Health Care Economics	3	6 weeks
		Total 36	
Capstone Experience (three semester hours)		Semester Hours	Duration
MB 904	Capstone Project I	1	12 weeks
MB 905	Capstone Project II	1	12 weeks
MB 906	Capstone Project III	1	12 weeks
		Total 3	
Optional Electives (seven semester hours)		Semester Hours	Duration
NS 847	Applied Statistics	3	15 weeks
MB 899	Independent Study in Health Care Administration	1	12 weeks
MB 903	Internship	3	12 weeks
		Total 7	

Total Semester Hours in Program 39–46

Sample Curriculum plan for Health Care Administration Program

Classes will begin in the fall, spring and summer of each year. The following sample curriculum plan based on the fall entry into the program and is provided to guide students in planning their college coursework. All courses are six weeks in duration, with the exception of the elective courses and the capstone courses, which are 12-15 weeks in duration.

***Note:** Sample curriculum plan is based on courses for the seven semester option Accelerated options are also available.*

Fall Semester		Semester Hours
MB 798	Fundamentals of Scholarly Writing in APA	1
MB 799	Graduate Roles and Ethics in Leadership	2
MB 809	Health Care Business Law and Ethics	3
		Total 6
Spring Semester		Semester Hours
MB 810 ◇	Human Resources and Organizational Behavior	3
MB 851	Health Care Economics	3
		Total 6
Summer Semester		Semester Hours
MB 836	Health Care Project Management	3

Summer Semester		Semester Hours
MB 815	Informatics and Analytics for Healthcare Professionals	3
		Total 6
Fall Semester		Semester Hours
MB 827	Finance for Health Care Leaders	3
MB 808	Health Care Leadership	3
		Total 6
Spring Semester		Semester Hours
MB 834	Health Care Quality and Regulatory Issues	3
MB 849	Research Methods and Analysis	3
		Total 6
Summer Semester		Semester Hours
MB 904	Capstone Project I	1
MB 823	Health Care Strategic Planning and Marketing	3
		Total 4
Fall Semester		Semester Hours
MB 802	Health Care Delivery Systems and Managed Care	3
MB 905	Capstone Project II	1
MB 906	Capstone Project III	1
		Total 5

Grand Total Semester Hours 39

Post-Master's Certificate in Health Administration

Director of Health Care Business

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Post-Master's Certificate Programs

The purpose of the Post-Masters certificate program is to provide opportunities for students who already have an advanced degree to gain knowledge within a specialty at Clarkson College. The Post-Masters certificate represents the student's successful completion of the required courses in the chosen administration options.

Clarkson College's Master's degree in Health Care Administration program operates on academic calendar using semester hours with three terms, each with 12 weeks of instructional time in length, with two of the terms offered over the fall through spring and the third term offered in the summer. Clarkson College's Master's in Health Care Administration program defines its academic year as 36 weeks of instructional time. As “quarters” using semester hours, the terms are nonstandard terms.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Post-Master’s Health Care Administration Certificate Program

[View course descriptions](#)

Required Courses (3 semester hours)		Semester Hours	Duration
MB 798	Fundamentals of Scholarly Writing in APA	1	6 weeks
MB 799	Graduate Roles and Ethics in Leadership	2	6 weeks
		Total 3	
Required Elective Courses (Select 6 Classes)		Semester Hours	Duration
MB 802	Health Care Delivery Systems and Managed Care	3	6 weeks
MB 808	Health Care Leadership	3	6 weeks
MB 809	Health Care Law and Ethics	3	6 weeks
MB 810 ◇	Human Resources and Organizational Behavior	3	6 weeks
MB 815	Informatics and Analytics for Healthcare Professionals	3	6 weeks
MB 823	Health Care Strategic Planning and Marketing	3	6 weeks
MB 827	Finance for Health Care Leaders	3	6 weeks
MB 834	Health Care Quality and Regulatory Issues	3	6 weeks
MB 836	Health Care Project Management	3	6 weeks
MB 851	Health Care Economics	3	6 weeks
		Total 18	

Bachelor of Science in Health Care Business with major in Management

Director of Health Care Business

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Introduction

The program for the Bachelor of Science in Health Care Business degree with a major in Management is designed to develop the knowledge, leadership and critical thinking skills for individuals to become successful in business and health care work environments.

Program Outcomes

Upon completion of the Bachelor of Science in Health Care Business degree with a major in Management, graduates will:

- Relate and integrate the concepts of accounting, marketing, finance, management, law, economics and global business to the health care business environment.
- Practice awareness of cultural, ethnic, gender and lifestyle differences.
- Demonstrate proficiency of written and verbal communication skills necessary for the business environment.
- Apply and use the necessary technology and decision support tools in order to succeed in the health care and business setting.
- Demonstrate ethical, professional and legal standards of conduct appropriate in health care business.

Dual Degree Curriculum

Clarkson College has two dual degree options that will allow the associate's degree obtained at Clarkson College to be used directly as electives in the bachelor's degree program. The two options are:

- Dual Degree: Associate of Science in Physical Therapist Assistant degree/Bachelor of Science in Health Care Business degree with a major in Management (131 total credit hours)
- Dual Degree: Associate of Science in Health Information Technology degree/Bachelor of Science in Health Care Business degree with a major in Management (128 total credit hours)

Curriculum Requirements

In order to complete a Bachelor of Science in Health Care Business degree with a major in Management at Clarkson College, students must successfully complete a total of 128 semester hours. These hours must be distributed as follows:

- **General Education = 50 semester hours** (which must include nine semester hours of the Clarkson College Health Care Core curriculum)
- **Support Courses = 6 semester hours**
- **Business Major Courses = 48 semester hours**

- **Health Care Business Elective Courses = 24 semester hours**

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Core and Designated service courses are identified using the following symbol: ◇

Required courses for Health Care Business with Major in Management Program

View course descriptions for [Health Care Administration & Management Program](#) or [General Education](#)

General Education Courses (46 semester hours)		Semester Hours
EN 101	English Composition I	3
EN 102	English Composition II	3
◇ Intercultural Communication Health Care Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
MA 120	College Algebra	3
PY 101	Introduction to Psychology	3
SO 101	Introduction to Sociology	3
ST 310	Statistics	3
	Electives	23
		Total 50
Support Courses (6 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
BU 205	Advanced Computer Applications	2
GEN 105	Medical Terminology	1
		Total 6

Business Major Courses (48 semester hours)		Semester Hours
BU 121	Survey of Economics	3
BU 130	Principles of Financial Accounting	3
BU 199	Principles of Managerial Accounting	3
BU 210	Business Communications	3
BU 211	Business and Health Law	3
BU 240	Health Care Delivery Systems	3
BU 306	Principles of Management	3
BU 320	Human Resource Management	3
BU 326	Principles of Marketing	3
HM 342	Health Care Information Systems	3
BU 344	Business Finance	3
BU 371	Organizational Behavior	3
BU 411	Operations and Quality Management	3
BU 425	Project Management	3
BU 450	Strategic Management	3
BU 499 ♦	Capstone	3
		Total 48
Health Care Business Elective Courses (Choose 24 of the following 47 semester hours)		Semester Hours
BU 310	Revenue Cycle Management	3
BU 355	Managing Health Care Departments	3
BU 375	Concepts of Leadership	2
BU 420	Long-Term Care Management	3
BU 470	Issues and Policies in Public Health	3
BU 496 ♦	Internship	3
HM 180	Essentials of Pharmacology	2
HM 224	Anatomy and Physiology	4
HM 230	Coding I	3
HM 255	Legal and Ethical Aspects of Health Information	3
HM 260	Data Management and Analytics	3
HM 324	Disease Process	4
HM 331	Coding II	3
HM 444	Advanced Health Care Information Systems	4
HM 460	Advanced Data Management and Analytics	4

Health Care Business Elective Courses (Choose 24 of the following 47 semester hours) **Semester Hours**

Total 24

Total Semester Hours in Program 128

Sample curriculum plan for Health Care Business with Major in Management Program

Freshman Year

Fall Semester **Semester Hours**

BU 104 Basic Computer Applications 3

BU 130 Principles of Financial Accounting 3

PY 101 Introduction to Psychology 3

EN 101 English Composition I 3

Total 12

Spring Semester **Semester Hours**

BU 121 Survey of Economics 3

BU 199 Principles of Managerial Accounting 3

HC Core Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of [Health Care Core Courses](#). 3

General Education Elective 3

Total 12

Summer Semester **Semester Hours**

EN 102 English Composition II 3

BU 205 Advanced Computer Applications 2

SO 101 Introduction to Sociology 3

GEN 105 Medical Terminology 1

General Education Elective 3

Total 12

Sophomore Year

Fall Semester **Semester Hours**

Fall Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
MA 120	College Algebra	3
	Health Care Business Elective	3
	General Education Elective	3
		Total 12
Spring Semester		Semester Hours
BU 210	Business Communications	3
BU 211	Business and Health Law	3
BU 240	Health Care Delivery Systems	3
	Health Care Business Electives	6
		Total 15
Summer Semester		Semester Hours
BU 306	Principles of Management	3
	General Education Elective	3
	Health Care Business Electives	6
		Total 12
Junior Year		
Fall Semester		Semester Hours
BU 344	Business Finance	3
BU 326	Principles of Marketing	3
	General Education Elective	5
	Health Care Business Elective	3
		Total 14
Spring Semester		Semester Hours
ST 310	Statistics	3
HM 342	Health Care Information Systems	3

Spring Semester		Semester Hours
BU 320	Human Resources Management	3
	Health Care Business Elective	3
		Total 12

Summer Semester		Semester Hours
BU 371	Organizational Behavior	3
BU 450	Strategic Management	3
	General Education Elective	3
	Health Care Business Elective	3
		Total 12

Senior Year

Fall Semester		Semester Hours
BU 411	Operations and Quality Management	3
BU 425	Project Management	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
	General Education Elective	3
BU 499 ♦	Capstone	3
		Total 15

Grand Total Semester Hours 128

Bachelor of Science in Health Care Business degree with a major in Management - Transfer Option

Director of Health Care Business

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Introduction

The program for the Bachelor of Science in Health Care Business degree with a major in Management (Transfer Option) is designed specifically for those students who already have a minimum of an Associate Degree. The program will aid in the development of health care specific business knowledge, leadership and critical thinking skills for individuals to become successful in business and health care work environments.

Program Outcomes

Upon completion of the Bachelor of Science in Health Care Business degree with a major in Management, graduates will:

- Relate and integrate the concepts of accounting, marketing, finance, management, law, economics and global business to the health care business environment.
- Practice awareness of cultural, ethnic, gender and lifestyle differences.
- Demonstrate proficiency of written and verbal communication skills necessary for the business environment.
- Apply and use the necessary technology and decision support tools in order to succeed in the health care and business setting.
- Demonstrate ethical, professional and legal standards of conduct appropriate in health care business.

Dual Degree Curriculum

Clarkson College has two dual degree options that will allow the associate's degree obtained at Clarkson College to be used directly as electives in the bachelor's degree program. The two options are:

- Dual Degree: Associate of Science in Physical Therapist Assistant degree/Bachelor of Science in Health Care Business degree with a major in Management (131 total credit hours)
- Dual Degree: Associate of Science in Health Information Technology degree/Bachelor of Science in Health Care Business degree with a major in Management (128 total credit hours)

Curriculum Requirements

In order to complete a Bachelor of Science in Health Care Business degree with a major in Management (Transfer Option) at Clarkson College, students must successfully complete a total of 128 semester hours. These hours must be distributed as follows:

- **General Education = 27 semester hours** (which must include nine semester hours of the Clarkson College Health Care Core curriculum)
- **Previous Associate Degree Coursework = 38 semester hours**
- **Support Courses = 6 semester hours**
- **Business Major Courses = 48 semester hours**
- **Health Care Business Elective Courses = 9 semester hours**

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Health Care Business with Major in Management Program (Transfer Option)

View course descriptions for [Health Care Administration & Management Program](#) or [General Education](#)

General Education Courses (27 semester hours)		Semester Hours
EN 101	English Composition I	3
EN 102	English Composition II	3
◊ Intercultural Communication	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Health Care Core		
Humanities	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Health Care Core		
Ethics, Empathy, and Advocacy	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
Health Care Core		
MA 120	College Algebra	3
PY 101	Introduction to Psychology	3
SO 101	Introduction to Sociology	3
ST 310	Statistics	3
		Total 27
Support Courses (6 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
BU 205	Advanced Computer Applications	2
GEN 105	Medical Terminology	1
		Total 6
Business Major Courses (48 semester hours)		Semester Hours
BU 121	Survey of Economics	3
BU 130	Principles of Financial Accounting	3
BU 199	Principles of Managerial Accounting	3
BU 210	Business Communications	3
BU 211	Business and Health Law	3
BU 240	Health Care Delivery Systems	3
BU 306	Principles of Management	3
BU 320	Human Resource Management	3
BU 326	Principles of Marketing	3
HM 342	Health Care Information Systems	3
BU 344	Business Finance	3

Business Major Courses (48 semester hours)		Semester Hours
BU 371	Organizational Behavior	3
BU 411	Operations and Quality Management	3
BU 425	Project Management	3
BU 450	Strategic Management	3
BU 499	◇ Capstone	3
		Total 48

Health Care Business Courses (Choose 9 of the following 47 semester hours)		Semester Hours
BU 310	Revenue Cycle Management	3
BU 335	Managing Health Care Departments	3
Bu 375	Concepts of Leadership	2
BU 420	Long-Term Care	3
BU 470	Issues and Policies in Public Health	3
BU 496	◇ Internship	3
HM 180	Essentials of Pharmacology	2
HM 224	Anatomy and Physiology	4
HM 230	Coding I	3
HM 255	Legal and Ethical Aspects of Health Information	3
HM 260	Data Management and Analytics	3
HM 324	Disease Process	4
HM 331	Coding II	3
HM 444	Advanced Health Care Information Systems	4
HM 460	Advanced Data Management and Analytics	4
		Total 9

Total Semester Hours in Program 128

Sample curriculum plan for Health Care Business with Major in Management Program

Freshman Year

Fall Semester		Semester Hours
BU 104	Basic Computer Applications	3

Fall Semester		Semester Hours
BU 130	Principles of Financial Accounting	3
EN 101	English Composition I	3
PY 101	Introduction to Psychology	3
		Total 12

Spring Semester		Semester Hours
BU 121	Survey of Economics	3
BU 199	Principles of Managerial Accounting	3
BU 210	Business Communications	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
		Total 12

Summer Semester		Semester Hours
EN 102	English Composition II	3
GEN 105	Medical Terminology	1
SO 101	Introduction to Sociology	3
BU 205	Advanced Computer Applications	2
BU 306	Principles of Management	3
		Total 12

Sophomore Year

Fall Semester		Semester Hours
	HCB Elective	3
MA 120	College Algebra	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
BU 326	Principles of Marketing	3
BU 425	Project Management	3
		Total 15

Spring Semester		Semester Hours
ST 310	Statistics	3
BU 211	Business and Health Law	3
BU 240	Health Care Delivery Systems	3
BU 320	Human Resource Management	3
HM 342	Health Care Information Systems	3
		Total 15

Summer Semester		Semester Hours
	HCB Elective	3
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
BU 371	Organizational Behavior	3
BU 450	Strategic Management	3
		Total 12

Junior Year

Fall Semester		Semester Hours
	HCB Elective	3
BU 344	Business Finance	3
BU 411	Operations and Quality Management	3
BU 499 ◇	Capstone	3
		Total 12

Grand Total Semester Hours 128

Health Care Business Minor

Director of Health Care Business

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In conjunction with any Clarkson College degree program, students may earn a business minor. The minor in Health Care Business complements any major program in a health care related field and provides the

fundamental knowledge needed to apply basic business principles.

Curriculum Requirements

Twenty-one semester hours of foundation courses provide you with general business knowledge. The business minor foundation courses may also be applied toward General Education electives. Fifteen semester hours must be completed at Clarkson College.

	Semester Hours
BU 104 Basic Computer Applications	3
BU 130 or BU 199 Principles of Financial Accounting OR Principles of Managerial Accounting	3
BU 210 Business Communications	3
BU 306 Principles of Management	3
Business Electives	6
Total	18

***Note:** MI 441 Medical Imaging Department Management, NS 472 or NS 475 Principles of Nursing Leadership and Management: Theory will also be included as possible electives to choose from for the Business minor.*

***Note:** Your academic program advisor can assist you in developing a degree plan to incorporate the business minor. A change of Academic Interest form will need to be completed to add a business minor to your academic plan.*

Health Care Business Course Descriptions

UNDERGRADUATE HEALTH CARE BUSINESS COURSE DESCRIPTIONS

BU 104 Basic Computer Applications

Three semester hours

This course is designed to build proficiency skills in the Microsoft Office software suite, including word processing, spreadsheet, presentation, and database software applications.

BU 108 Introduction to Long-Term Care Services

Three semester hours

This course is an introduction to the functional and organizational structures common to long-term health care facilities. The course examines the departments in long-term care facilities (nursing, environmental services, nutrition services, etc.), chain of command, personnel, regulatory requirements, quality indicators, and the role of the long-term care administrator.

BU 121 Survey of Economics

Three semester hours

This course is a study of the basic operations of the U.S. economy. Survey of Economics focuses on the most important tool in economics—supply and demand analysis—and applies it to clearly explain real-world

economic issues. The course presents a straightforward and unbiased approach to the application of basic core principles of micro-, macro- and international economics.

BU 130 Principles of Financial Accounting

Three semester hours

This course is designed to provide a basic understanding of financial accounting including introductory accounting theory, concepts, principles and procedures. It presents the theory of debits and credits, journals, the accounting cycle, notes and interest, receivables and payables, accruals and deferrals, valuations of assets and liabilities and the preparation of basic financial statements.

Prerequisite: MA 120 Recommended.

BU 199 Principles of Managerial Accounting

Three semester hours

This course introduces managerial accounting concepts and models and illustrates the use of cost accounting data as a tool for planning, control and decision-making. Topics such as cost behavior, cost allocation, product costing, budgeting, performance management, responsibility accounting, financial information analysis and relevant costs/benefits will be included. Ethical challenges in managerial accounting will also be examined.

Prerequisite: MA 120 & BU 130 Recommended.

BU 205 Advanced Computer Applications

Two semester hours

This course will cover advanced applications using Microsoft Office software. The course stresses the use of applications in a healthcare environment with examples such as pivot tables, multi-sheet workbooks and querying techniques.

Prerequisite: BU 104.

BU 210 Business Communications

Three semester hours

This course focuses on the importance of business communication in the healthcare environment. Students will learn business communication techniques such as writing styles, email etiquette, elevator speeches, report writing and cross-cultural communication. Oral reporting and presentation skills are also practiced.

BU 211 Business and Health Law

Three semester hours

This course focuses on the local, state and federal laws that impact the business operations of health care. Special emphasis is given to laws that directly affect the development of health care businesses and the laws which affect health care delivery.

BU 240 Health Care Delivery Systems

Three semester hours

This course is an overview of the American health care system which includes healthcare services, healthcare professions, and insurance. It also includes the evolution and current state of the continuum of care, global/national healthcare policy, healthcare accreditation, and survey readiness. This course also has a strong emphasis on cultural issues within healthcare delivery.

BU 306 Principles of Management

Three semester hours

This course is designed as an introduction to business management, specifically applied to health care settings. As such, it will provide an overview of managerial theories commonly practiced in healthcare organizations.

BU 310 Revenue Cycle Management**Three semester hours**

This course will discuss information about all U.S. health care payment systems and examine complex financial systems within today's healthcare environment. The course examines the entire revenue cycle process from delivery of service to claim reimbursement.

BU 320 Human Resources Management**Three semester hours**

Human Resources Management focuses on the principles and techniques of personnel administration. This includes department culture, staff recruitment and retention, staff performance benchmarking, training and development, as well as regulatory and legal and ethical issues in human resources management.

BU 326 Principles of Marketing**Three semester hours**

This class is the study of theory and application of the marketing mix with an emphasis on marketing health care services internally and externally. Each component of the marketing mix will be examined separately as well as the interactive nature of components. We will include the impact of qualitative and quantitative data analysis on marketing decisions.

BU 335 Managing Healthcare Departments**Three semester hours**

In this course, students will learn the tools and techniques of managing health care departments. Topics such as departmental budgets, cost-benefit analysis, workflow concepts, staff management, departmental culture, and communication will be discussed.

Prerequisite: BU 104; BU 306 & BU 320 Recommended.

BU 344 Business Finance**Three semester hours**

This course provides an introduction to the principles of financial management. Topics that are covered in the course include risk management, time value of money, asset and liability valuations, credit management, insurance, and investment.

Prerequisite: BU 199

BU 371 Organizational Behavior**Three semester hours**

This course focuses on the theories and practices of human behavior within organizations. Individual and group behaviors in organizations are addressed. Organizational dynamics and development of work environments that foster successful team-building are studied.

BU 375 Concepts of Leadership

Two semester hours

This course will introduce contemporary leadership theory and principles, as well as personnel and change management theories. Together, students will learn the skills for building effective teams and take part in effective negotiating and use influencing skills.

Prerequisite: BU 306 Recommended.

BU 411 Operations and Quality Management**Three semester hours**

This course allows the student to apply Quality Management tools while constructing performance management measures. Students will apply analytical results to facilitate decision-making and use quality management tools to analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare. Product, process and service design will help to develop organizational action plans, implement customer service initiatives and develop protocols to help foster efficiency and organizational success.

Prerequisite: BU 205; MA 120 Recommended.

BU 420 Long Term Care**Three semester hours**

This course is designed for the student going into the Long Term Care field and/or management. There are distinct differences in managing Long Term Care facilities compared to other hospital and health care institutions. The student will learn the fundamentals of management in the LTC arena. This course also focuses on how to work with the culture, clients, families and regulatory constraints that play a part in the long term care environment.

BU 425 Project Management**Three semester hours**

This course is designed to introduce the core project management tools and techniques used by project managers to effectively manage projects through a project life cycle. Students will also have the opportunity to practically apply and evaluate a number of standard project management functions utilizing Microsoft Project software.

Prerequisite: BU 205

BU 450 Strategic Management**Three semester hours**

This course will allow students to take part in the development of information management plans that support the organization's current and future strategy and goals. Students will not only learn the particulars of implementing a departmental strategic plan but will also facilitate the use of enterprise-wide information assets to support organizational strategies and objectives.

BU 470 Issues and Policies in Public Health**Three semester hours**

This course focuses on current health policy and public health issues. Students will learn about the origins and development of the public health system. The course also focuses on how the U.S. health system is organized at the federal, state and local levels. Additionally, public health activities such as epidemiological investigations, biomedical research, environmental assessment and policy development will be explored.

BU 496 Professional Practice Experience/Internship

Three semester hours

This course provides opportunities for students to gain practical management experience in a healthcare-related organization. Students will apply theories and concepts learned in the program to healthcare-related business practice under the supervision of a manager at the internship site.

Prerequisite: *Must be taken within the last two semesters prior to graduation or with the permission of the program director.*

Note: *Students may be required to meet certain health and safety standards set by the agency providing the internship.*

BU 498 Long-Term Care Administration Practicum**Three semester hours**

This course provides field experience in a long-term care organization under the supervision of selected health care administrators and faculty. This is an opportunity to apply classroom knowledge to real-world business with emphasis on health care. This course will allow the student to start working toward the required practicum hours for long-term care administrators.

Prerequisite: *Last semester of study and permission of the program director.*

Note: *Students may be required to meet certain health and safety standards set by the agency providing the internship.*

BU 499 Capstone**Three semester hours**

As a culmination of prior courses, the Capstone course is designed to give students the opportunity to practice proficiencies with various theories and concepts related to their field of expertise. There will be a required service component for this course to include a presentation given to the communities of interest for healthcare business.

Prerequisite: *Last semester of study and permission of the program director.*

HM 108 Concepts and Principles of HIM**Three semester hours**

This is an introductory course into the field of health information management. An overview of the profession, credentials, and job functions will be explored. The course will also discuss the content, structure, and functions of health records, as well as documentation requirements and standards, primary and secondary data sources, and the use and disclosure of health information.

Prerequisite: *Must be taken in the first year of study or permission of the program director.*

HM 180 Essentials of Pharmacology**Two semester hours**

This course is a study of concepts and practices of pharmacology and methods of drug administration. Legal and ethical issues of medication administration are also discussed.

HM 224 Anatomy and Physiology for HIM**Four semester hours**

The course is designed to teach important concepts about human anatomy and physiology. The course provides an introduction to anatomical terminology and the organization of the human body followed by a systemic approach to the structure, function and organization of the human body.

Prerequisite: *GEN 105 or concurrent.*

HM 230 Coding I: Foundation of Coding

Three semester hours

This course is an introduction to ICD-10-CM/PCS. This course will focus on appropriate use of the classification systems to select appropriate diagnosis and procedure codes. Students will be introduced to official coding reference material, encoder software and regulatory concepts.

Prerequisites: HM 224; HM 324 recommended or concurrently.

HM 255 Legal and Ethical Aspects of Health Information

Three semester hours

This course provides an in-depth review of the legal requirements regarding health records and the healthcare regulatory environment including topics such as HIPAA, federal fraud and abuse laws, access and disclosure requirements and Joint Commission/CMS standards. This course will also discuss healthcare ethics and consequences of a breach of ethics.

Prerequisites: HM 108 Recommended.

HM 260 Data Management and Analytics

Three semester hours

This course focuses on the management of data as a valuable resource for an organization. Students will learn the basics of creating data structure and maintaining data accuracy, as well as how to use data to support the operation of an organization.

Prerequisites: HM 108 Recommended.

HM 324 Disease Process

Four semester hours

This course is designed to study the nature and cause of disease. This includes the study of the etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, prognosis, prevention, and advanced medical terminology. Through lecture, text readings, class discussion, and other activities, students apply the knowledge learned and utilize their critical thinking and problem solving abilities.

Prerequisites: GEN 105 or concurrent; HM 224 Recommended.

HM 331 Coding II: Principles of Coding

Three semester hours

This course will focus on appropriate use of the CPT classification and application of CPT coding guidelines for appropriate procedure code and modifier selection using operative reports and medical records. Lessons on HCPCS Level II coding are included.

Prerequisite: HM 230.

HM 332 Coding III: Principles of Coding

Three semester hours

This course is an advanced study in ICD-10-CM/PCS and CPT. This course will also focus on reimbursement systems, MS-DRG and APC grouping, case mix index, physician queries, mapping, and present on admission indicators. To develop skills, students will use the ICD-10-CM/PCS and CPT books, and/or encoders to code physician office, ambulatory, and inpatient facility records.

Prerequisite: HM 180 & HM 331.

HM 342 Health Care Information Systems

Three semester hours

This introductory course provides an overview of health care computer information systems. Topics related to hardware, software and operating systems will be explored and discussed. In addition, students will examine high-level information related to data management, systems development, the application and integration of information technology and the management of computer systems in a health care setting.

HM 367 Professional Practice Experience**Three semester hours**

This course provides students an opportunity to apply didactic coursework through practical application in an HIM setting. The course will be split into two distinct sections, where students will work with an HIM professional in a clinical setting as well as participate in a virtual practicum utilizing AHIMA's Virtual Lab. This course is also a dedicated service course and will include a service activity.

Prerequisites: BU 104 & HM 255; HM 332 and BU 375 Recommended.

HM 444 Advanced Health Care Information Systems**Four semester hours**

This course will emphasize the planning and management of information systems and its strategic alignment with organizational objectives. Major clinical applications, information architectures, data storage, data retrieval, data analysis, current trends and emerging technologies will be covered. Course topics will focus on database development, data standards, security, legal and ethical issues related to the use and management of information systems in the electronic health record.

Prerequisite: HM 342.

HM 460 Advanced Data Management and Analytics**Four semester hours**

This course covers advanced concepts of data management and analysis. Topics related to data including governance, integrity, collection, extraction techniques, abstraction, mining and analysis for decision making will be covered. The use of data analytics to support organizational strategic objectives will be emphasized.

Prerequisite: BU 205 & HM 260.

HM 445 Health Information Technology Assessment**One semester hour**

This assessment course is designed as a review for the RHIT certification exam. Through this course, you will register for and complete the RHIT certification exam through AHIMA's early testing option.

Prerequisite: Last semester of study.

HM 447 Health Information Administration Assessment**One semester hour**

This assessment course is designed as a review for the RHIA certification exam. Through this course, you will register for and complete the RHIA certification exam through AHIMA's early testing option.

Prerequisite: Last semester of study.

HM 496 Professional Practice Experience/Internship**Three semester hours**

This course provides field experience in a health care-related organization under the supervision of selected site supervisors and faculty. This experience is an opportunity to apply theories and concepts learned in the

classroom to real-world health information management situations.

Prerequisite: *HM 367. Internship must be completed in the last two semesters prior to graduation or with the permission of the program director.*

Note: *Students may be required to meet certain health and safety standards set by the agency providing the internship.*

HM 499 Capstone

Three semester hours

As a culmination of prior courses, the Capstone course is designed to give students the opportunity to practice proficiencies with various theories and concepts related to their field of expertise. There will be a required service component for this course to include a presentation given to the HIM communities of interest.

Prerequisite: *Last semester of study or with permission of the program director.*

GRADUATE HEALTH CARE BUSINESS COURSE DESCRIPTIONS

MB 798 Fundamentals of Scholarly Writing in APA

One semester hour

This course focuses on scholarly writing with specific emphasis on APA style. Students will refine their writing skills and apply APA style rules in a scholarly research paper.

MB 799 Graduate Roles and Ethics in Leadership

Two semester hours

This course provides a framework for the transition to graduate education and serves as a foundation for the graduate program at Clarkson College. The course provides an overview of the Clarkson College online platform. It includes a preview of the instructional methods and format of the courses, as well as special features within the online campus. In addition, the foundation for effective managers and leaders will be placed in the study of how leaders have the power to do significant good or harm. Leadership theories studied include authentic, servant, transformational and sustainability. Elements of character, as well as ethical perspectives and decision-making are presented.

MB 802 Health Care Delivery Systems and Managed Care

Three semester hours

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professionals and health services financing. HMOs, PPOs and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed. Primary focus throughout the continuum will be leadership challenges associated with access, quality and cost of care by investigating the delivery of quality care to consumers.

Prerequisite: *MB 798, MB 799.*

MB 808 Health Care Leadership

Three semester hours

This course will introduce students to classical and current views of leadership. Students will gain a foundation in theories and models of leadership and assess their own leadership style. Special focus on the unique issues of leadership in health care is presented and discussed. As a designated service course, students will volunteer their time and observe the leadership in a non-profit organization.

Prerequisite: *MB 798, MB 799.*

MB 809 Health Care Business Law and Ethics

Three semester hours

This course provides various ethical frameworks and an overview of the U.S. legal system as basis for analyzing health care issues that affect health care institutions, individual patients and health care providers. Overall legal-ethical issues common to health care administration are reviewed. Selected complex health care ethical dilemmas, such as right to life, right to die and health care allocation are examined.

Prerequisite: MB 798, MB 799.

MB 810 Human Resources and Organizational Behavior

Three semester hours

An understanding of individual's behavior and group dynamics is a critical part of the present and future success of health care executives. These executives need to be able diagnose and understand the root causes of behavioral workplace problems such as poor communication, lack of employee motivation, poor performance, high turnover, conflict and stress. Among the topics covered are individual perceptions and attitudes, diversity, communication, motivation, leadership, power, stress, conflict, conflict management, negotiations, group dynamics, team building, managing organizational change and human resources. This is a designated service course and will include community service hours as a requirement of the course.

Prerequisite: MB 798, MB 799.

MB 815 Informatics and Analytics for Healthcare Professionals

Three semester hours

This course examines two interrelated disciplines that are relevant to healthcare organizations today—informatics and data analytics. Students will be exposed to the processes of generating, storing, extracting, manipulating and exchanging healthcare-related information, which are examined and taught from a user-centric framework to manage healthcare information. Students will also explore the fundamentals of data analytics, a specialized discipline that involves the use of analytical applications and methodologies to evaluate and analyze data so that they can support their organizations in making sound decisions—decisions designed to improve patient outcomes, improve operational efficiency, improve customer service, and respond to changing healthcare business environments.

Prerequisite: MB 798, MB 799.

MB 823 Health Care Strategic Planning and Marketing

Three semester hours

This course provides students with comprehensive attention to strategic practices necessary for future development and survival of a health care organization. Strategic planning and integrated marketing practices serve as the foundation of building a strong infrastructure for effective operations. How health care organizations relate to their external environment will help students to understand the forces that shape the organization under their leadership. The student will also learn how to foster external and internal customer service practices for relationship building as well as support and execution of governance decisions.

Prerequisite: MB 798, MB 799.

MB 827 Finance for Health Care Leaders

Three semester hours

This class examines the financial and budgetary concepts as applied in the management of health care organizations. Topics will include capital acquisitions, cost of capital and capital structure, capital allocation, financial analysis, financial forecasting and use of various financial instruments. Hands-on learning is

provided by analyzing health care-specific case studies.

Prerequisites: MB 798, MB 799; *Undergraduate accounting/finance or experience strongly recommended.*

MB 834 Health Care Quality and Regulatory Issues

Three semester hours

Leading and sustaining effective change efforts are a primary responsibility of leaders. This course will provide students with the tools and techniques of leading continuous quality improvement (CQI) of clinical and organizational efforts within a facility. An emphasis on how to develop the processes of in-depth investigation of various areas of internal operations will be presented. Specific focus will be on skill development associated with selecting and implementing various CQI tools. Students will demonstrate correct usage on a specific organizational change effort within a health care organization.

Prerequisite: MB 798, MB 799.

MB 836 Health Care Project Management

Three semester hours

This course focuses on project portfolio management and the alignment of project objectives with organizational strategic objectives. Tools and methods of project portfolio management will be introduced, and topics such as project management office (PMO), program management, and essential tools and techniques of project management will also covered.

Prerequisite: MB 798, MB 799.

NS 847 Applied Statistics

Three semester hours

An in-depth coverage of the strategies involved in data analysis, including statistical procedures and interpretation of data for research. Students will apply knowledge of descriptive, parametric, non-parametric, univariate and selected multivariate approaches to data analysis. Emphasis will be on interpretation of statistical results and on evaluation of published research and its applicability to health care. Each student is expected to be familiar with common terminology and with use of descriptive and inferential statistical techniques, including probability, chi-square, student t analysis of variance, rank sum, Mann Whitney U, median test, sign test and correlation.

Prerequisite: MB 798, MB 799; *Undergraduate statistics is recommended.*

MB 849 Research Methods and Analysis

Three semester hours

The research process is examined in detail. Various research designs, both qualitative and quantitative, are analyzed in addition to exploring the relationship between research and practice. Furthermore, the course will prepare the student to critique published research studies, both qualitative and quantitative, and to apply research finding appropriately to practice. This course also provides an in-depth review of the strategies involved in data analysis, including statistical procedures and interpretation of data for research. Emphasis will be on interpretation of statistical results and on evaluation of published research and its applicability to health care.

Prerequisite: MB 798, MB 799; *Undergraduate statistics is recommended.*

MB 851 Health Care Economics

Three semester hours

This course explores the economics of the health care system in the United States by examining the demand for health care services, the behavior of health care providers, the influence of government policies, and the

relationship between health care services and population health levels. Established health care systems and their potential for change in both the United States and other countries are considered in the context of current policy concerns.

Prerequisite: MB 798, MB 799.

MB 899 Independent Study for Health Care Administration

One semester hours

This course will allow a student to choose a topic of interest that they wish to explore further. The curriculum will include a guided study of that topic under the supervision of a faculty member. Approval by the Program Director is required before registration.

MB 903 Internship

Three semester hours

Students will be expected to identify an organization in which they will spend time under the supervision of a selected mentor to apply the leadership strategies and techniques learned throughout the program. The internship will consist of the supervised leadership duties by a designated mentor who will facilitate students' health care career knowledge.

Prerequisite: All major courses.

Note: Students may be required to meet certain health and safety standards set by the agency providing the internship.

MB 904 Capstone Project I

One semester hour

This course is the first of three courses culminating in a scholarly capstone project. This scholarly experience synthesizes relevant domains of knowledge and makes a contribution to generation or application of knowledge to enhance practice, education, theory or policy. Each student will complete a problem statement and a literature review according to established requirements of the project.

Prerequisite: All major courses or permission from program director. Students cannot complete all three capstone courses in one semester.

MB 905 Capstone Project II

One semester hour

This course is the second of three courses culminating in a scholarly capstone project. This scholarly experience synthesizes relevant domains of knowledge and makes a contribution to generation or application of knowledge to enhance practice, education, theory or policy. The student will build on the material completed in MB 904 and will complete data gathering components for the scholarly project. In addition to the completion of the capstone project, the student will also complete a set of comprehensive case studies designed to evaluate the student's mastery of the health care administration field.

Prerequisite: MB 904 or concurrently. Students cannot complete all three capstone courses in one semester.

MB 906 Capstone Project III

One semester hour

This course is the final of three courses culminating in a scholarly capstone project. This scholarly experience synthesizes relevant domains of knowledge and makes a contribution to generation or application of knowledge to enhance practice, education, theory or policy. The student will build on the material completed in MB 904 and MB 905 and will complete the scholarly project. An oral presentation of the scholarly project

is also required.

***Prerequisite:** MB 905 or concurrently. Students cannot complete all three capstone courses in one semester.*

Health Information Management Programs

Director of Health Care Business

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Introduction

Clarkson College recognizes the structural changes that have evolved in the health care industry in recent years. National statistics and labor predictions show that over the next decade, many health care roles will be redefined and newly created. These will be among the fastest-growing opportunities in the workforce. Health care professionals serving within the industry will be required to adjust to these environmental changes. Those entering the profession will be expected to possess new skills and talents to be productive employees.

The health information management programs are designed to develop the knowledge, leadership and critical thinking skills for individuals to become successful in HIM and health care work environments. Program options range from certificate programs in Coding and Health Care Informatics to a post-baccalaureate certificate in Health Information Administration. Clarkson College also has associate and bachelor's degrees in Health Information Management. We'll help you choose an educational plan that is right for you. And since many of our programs are offered online, you'll have as much flexibility and convenience as you need.

Mission

The mission of the Health Care Business programs is to prepare students for leadership roles in health care delivery systems through high quality, ethical and compassionate health business education.

Bachelor's Degree

Health Care Business with majors in:

- [Health Information Administration](#)
- [Health Information Administration - Transfer Option](#)

Associate's Degree

- [Health Information Technology](#)

Certificates

- [Post-Baccalaureate Certificate in Health Information Administration](#)
- [Certificate in Health Information Management](#)
- [Certificate in Health Care Informatics](#)

Minors

- [Minor in Health Care Informatics](#)
- [Minor in Medical Coding](#)

Bachelor of Science in Health Care Business with major in Health Information Administration

Director of Health Care Business

Carla Dirkschneider, M.S., RHIA

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Introduction

The Bachelor of Science in Health Care Business degree with a major in Health Information Administration (HIA) is designed to develop the knowledge, leadership and critical-thinking skills for individuals to become successful in the health information management field.

Program Outcomes

Upon completion of the Bachelor of Science in Health Care Business degree with a major in Health Information Administration, graduates will:

- Ascertain the entry-level competencies of AHIMA's domains and sub-domains for a Registered Health Information Management Administrator (RHIA).
- Practice awareness of cultural, ethnic, gender and lifestyle differences.
- Demonstrate proficiency of written and verbal communication skills necessary for the HIM environment.
- Apply and use the appropriate technology and decision support tools in order to succeed in the HIM setting.
- Demonstrate ethical, professional and legal standards of conduct appropriate for the environment of HIM.

Curriculum Requirements

In order to complete a Bachelor of Science in Health Care Business degree with a major in Health Information Administration major at Clarkson College, students must successfully complete a total of 128 semester hours. These hours must be distributed as follows:

- **General Education = 38 semester hours** (which must include nine semester hours of the Clarkson College core curriculum).
- **Support Courses = 16 semester hours**
- **Health Information Major Courses = 62 semester hours**
- **Health Care Business Elective Courses = 12 semester hours**

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Core and Designated service courses are identified using the following symbol: ◇

Required courses for Bachelor of Science in Health Care Business with Major in Health Information Administration (HIA) Program

View course descriptions for [Health Care Business Program](#) or [General Education](#)

General Education Courses (40 semester hours)		Semester Hours
EN 101	English Composition I	3
EN 102	English Composition II	3
◇ Intercultural Communication Health Care Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
MA 120	College Algebra	3
ST 310	Statistics	3
	Electives	17
		Total 38
Support Courses (16 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
BU 205	Advanced Computer Applications	2
GEN 105	Medical Terminology	1
HM 180	Essentials of Pharmacology	2
HM 224	Anatomy and Physiology for HIM	4
HM 324	Disease Process	4
		Total 16
Health Information Major Courses (62 semester hours)		Semester Hours
BU 240	Health Care Delivery Systems	3
BU 310	Revenue Cycle Management	3
BU 320	Human Resource Management	3
BU 355	Managing Health Care Departments	3
BU 375	Concepts of Leadership	2
BU 411	Operations and Quality Management	3

Health Information Major Courses (62 semester hours)		Semester Hours
BU 425	Project Management	3
BU 450	Strategic Management	3
HM 108	Concepts and Principles of HIM	3
HM 255	Legal and Ethical Aspects of Health Information	3
HM 230	Coding I	3
HM 260	Data Management and Analytics	3
HM 331	Coding II	3
HM 332	Coding III	3
HM 342	Health Care Information Systems	3
HM 367 ♦	Professional Practice Experience	3
HM 444	Advanced Health Care Information Systems	4
HM 460	Advanced Data Management and Analytics	4
HM 477	HIA Assessment	1
HM 496	Internship	3
HM 499 ♦	Capstone	3

Total 62

Health Care Business Elective Courses (12 of the following 27 semester hours)		Semester Hours
BU 121	Survey of Economics	3
BU 130	Principles of Financial Accounting	3
BU 199	Principles of Managerial Accounting	3
BU 210	Business Communications	3
BU 211	Business Law and Ethics	3
BU 306	Principles of Management	3
BU 326	Principles of Marketing	3
BU 344	Business Finance	3
BU 371	Organizational Behavior	3

Total 12

Total Semester Hours in Program 128

Sample curriculum plan for Bachelor of Science in Health Care Business with Major in Health Information Administration Program

Freshman Year

Fall Semester	Semester Hours
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Fall Semester		Semester Hours
HM 108	Concepts and Principles of HIM	3
GEN 105	Medical Terminology	1
HM 224	Anatomy & Physiology for HIM	4
BU 104	Basic Computer Applications	3
	General Education Elective	2

Total 13

Spring Semester		Semester Hours
HM 180	Essentials of Pharmacology	2
EN 101	English Composition I	3
HM 324	Disease Process	4
BU 240	Health Care Delivery Systems	3
BU 205	Advanced Computer Applications	2

Total 14

Summer Semester		Semester Hours
HM 255	Legal and Ethical aspects of Health Information	3
HM 260	Data Management and Analytics	3
EN 102	English Composition II	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3

Total 12

Sophomore Year

Fall Semester		Semester Hours
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
MA 120	College Algebra	3
BU 335	Managing Healthcare Departments	3
BU 425	Project Management	3
	General Education Elective	3

Total 15

Spring Semester		Semester Hours
HM 230	Coding I	3
HM 342	Health Care Information Systems	3

Spring Semester		Semester Hours
ST 310	Statistics	3
	Health Care Business Elective	3
Total 12		

Summer Semester		Semester Hours
BU 310	Revenue Cycle Management	3
HM 331	Coding II	3
	General Education Elective	3
	Health Care Business Elective	3
Total 12		

Junior Year

Fall Semester		Semester Hours
HM 332	Coding III	3
HM 367 ◇	Professional Practice Experience	3
HM 444	Advanced Healthcare Information Systems	4
	General Education Elective	3
Total 13		

Spring Semester		Semester Hours
BU 320	Human Resources	3
HM 460	Advanced Data Management and Analytics	4
BU 375	Concepts of Leadership	2
	General Education Elective	3
Total 12		

Summer Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
BU 450	Strategic Management	3
	General Education Elective	3
	Health Care Business Elective	3
Total 12		

Senior Year

Fall Semester		Semester Hours
BU 411	Operations and Quality Management	3

Fall Semester	Semester Hours
Health Care Business Elective	3
HM 477 Health Information Administration Assessment	1
HM 496 Internship	3
HM 499 ♦ Capstone	3
	Total 13

Grand Total Semester Hours 128

Bachelor of Science in Health Care Business with major in Health Information Administration - Transfer Option

Director of Health Care Business

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Introduction

The Bachelor of Science in Health Care Business degree with a major in Health Information Administration (Transfer Option) is designed specifically for those students who already have a minimum of an Associate Degree. The program will aid in the development of Health Information Management knowledge, leadership and critical thinking skills for individuals to become successful in HIM and health care work environments.

Program Outcomes

Upon completion of the Bachelor of Science in Health Care Business degree with a major in Health Information Administration, graduates will:

- Ascertain the entry-level competencies of AHIMA's domains and sub-domains for a Registered Health Information Management Administrator (RHIA).
- Practice awareness of cultural, ethnic, gender and lifestyle differences.
- Demonstrate proficiency of written and verbal communication skills necessary for the HIM environment.
- Apply and use the appropriate technology and decision support tools in order to succeed in the HIM setting.
- Demonstrate ethical, professional and legal standards of conduct appropriate for the environment of HIM.

Curriculum Requirements

In order to complete a Bachelor of Science in Health Care Business degree with a major in Health Information Administration major at Clarkson College, students must successfully complete a total of 128 semester hours. These hours must be distributed as follows:

- **General Education = 21 semester hours** (which must include nine semester hours of the Clarkson College core curriculum).
- **Previous Associate Degree Coursework = 32 semester hours**
- **Support Courses = 13 semester hours**
- **Health Information Major Courses = 62 semester hours**

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Bachelor of Science in Health Care Business with Major in Health Information Administration (HIA) Program (Transfer Option)

View course descriptions for [Health Care Business Program](#) or [General Education](#)

General Education Courses (21 semester hours)		Semester Hours
EN 101	English Composition I	3
EN 102	English Composition II	3
◇ Intercultural Communication Health Care Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
MA 120	College Algebra	3
ST 310	Statistics	3
		Total 21
Support Courses (13 semester hours)		Semester Hours
BU 205	Advanced Computer Applications	2
GEN 105	Medical Terminology	1
HM 180	Essentials of Pharmacology	2
HM 224	Anatomy and Physiology for HIM	4

Support Courses (13 semester hours)		Semester Hours
HM 324	Disease Process	4
		Total 13
Health Information Major Courses (62 semester hours)		Semester Hours
BU 240	Health Care Delivery Systems	3
BU 310	Revenue Cycle Management	3
BU 320	Human Resource Management	3
BU 335	Managing Health Care Departments	3
BU 375	Concepts of Leadership	2
BU 411	Operations and Quality Management	3
BU 425	Project Management	3
BU 450	Strategic Planning	3
HM 108	Concepts and Principles of HIM	3
HM 255	Legal and Ethical Aspects of Health Information	3
HM 230	Coding I	3
HM 260	Data Management and Analytics	3
HM 331	Coding II	3
HM 332	Coding III	3
HM 342	Health Care Information Systems	3
HM 367 ◇	Professional Practice Experience	3
HM 444	Advanced Health Care Information Systems	4
HM 460	Advanced Data Management and Analytics	4
HM 477	Health Information Administration Assessment	1
HM 496	Internship	3
HM 499 ◇	Capstone	3
		Total 62

Total Semester Hours in Program 128

Sample curriculum plan for Bachelor of Science in Health Care Business with Major in Health Information Administration Program (Transfer Option)

Freshman Year

Fall Semester		Semester Hours
GEN 105	Medical Terminology	1
HM 108	Principles and Concepts of HIM	3

Fall Semester		Semester Hours
HM 224	Anatomy & Physiology for HIM	4
EN 101	English Composition I	3
		Total 11
Spring Semester		Semester Hours
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
HM 180	Essentials of Pharmacology	2
HM 324	Disease Process	4
BU 240	Health Care Delivery Systems	3
		Total 12
Summer Semester		Semester Hours
EN 102	English Composition II	3
BU 205	Advanced Computer Applications	2
HM 255	Legal and Ethical Aspects of Health Information	3
HM 260	Data Management and Analytics	3
		Total 11
Sophomore Year		
Fall Semester		Semester Hours
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
MA 120	College Algebra	3
BU 335	Managing Health Care Departments	3
BU 425	Project Management	3
		Total 12
Spring Semester		Semester Hours
HM 230	Coding I	3
HM 342	Health Care Information Systems	3
ST 310	Statistics	3
BU 320	Human Resources Management	3
		Total 12
Summer Semester		Semester Hours
BU 310	Revenue Cycle Management	3

Summer Semester		Semester Hours
BU 450	Strategic Management	3
HM 331	Coding II	3
HC Core	Health Care Core: ♦ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
		Total 12

Junior Year

Fall Semester		Semester Hours
HM 332	Coding II	3
HM 367	Professional Practice Experience	3
HM 444	Advanced Health Care Information Systems	4
BU 411	Operations and Quality Management	3
		Total 13

Spring Semester		Semester Hours
BU 375	Concepts of Leadership	2
HM 460	Advanced Data Management and Analytics	4
HM 477	Health Information Administration Assessment	1
HM 496	Internship	3
HM 499 ♦	Capstone	3
		Total 13

Grand Total Semester Hours 128

Post-Baccalaureate Certificate in Health Information Administration

Director of Health Care Business

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Introduction

The Post-Baccalaureate Certificate in Health Information Administration is designed for students who have already obtained a bachelor's degree but would like to pursue the field of Health Information Management and earn the RHIA certification. This certificate is designed to develop the knowledge, leadership and critical-thinking skills for individuals to become successful in the health information management field.

Program Outcomes

Upon completion of the Post-Baccalaureate Certificate in Health Information Administration, graduates will:

- Ascertain the entry-level competencies of AHIMA's domains and sub-domains for a Registered Health Information Management Administrator (RHIA).
- Practice awareness of cultural, ethnic, gender and lifestyle differences.
- Demonstrate proficiency of written and verbal communication skills necessary for the HIM environment.
- Apply and use the appropriate technology and decision support tools in order to succeed in the HIM setting.
- Demonstrate ethical, professional and legal standards of conduct appropriate for the environment of HIM.

Curriculum Requirements

In order to complete the Post-Baccalaureate Certificate in Health Information Administration at Clarkson College, students must successfully complete a total of 73 semester hours. These hours must be distributed as follows:

- **Support Courses = 11 semester hours**
- **Health Information Major Courses = 62 semester hours**

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for the Post-Baccalaureate Certificate in Health Information Administration Program

View course descriptions for [Health Care Business Program](#) or [General Education](#)

Support Courses (12 semester hours)		Semester Hours
BU 205	Advanced Computer Applications	2
GEN 105	Medical Terminology	1
HM 224	Anatomy and Physiology for HIM	4
HM 324	Disease Process	4
		Total 11
Health Information Major Courses (62 semester hours)		Semester Hours
BU 240	Health Care Delivery Systems	3

Health Information Major Courses (62 semester hours)		Semester Hours
BU 310	Revenue Cycle Management	3
BU 320	Human Resource Management	3
BU 355	Managing Healthcare Dep	3
BU 375	Concepts of Leadership	2
BU 411	Operations and Quality Management	3
BU 425	Project Management	3
BU 450	Strategic Management	3
HM 108	Concepts and Principles of HIM	3
HM 255	Legal and Ethical Aspects of Health Information	3
HM 230	Coding I	3
HM 260	Data Management and Analytics	3
HM 331	Coding II	3
HM 332	Coding III	3
HM 342	Health Care Information Systems	3
HM 367 ♦	Professional Practice Experience	3
HM 444	Advanced Health Care Information Systems	4
HM 460	Advanced Data Management and Analytics	4
HM 477	HIA Assessment	1
HM 496	Internship	3
HM 499 ♦	Capstone	3
		Total 62

Total Semester Hours in Program 73

Sample curriculum plan for the Post-Baccalaureate Certificate in Health Information Administration Program

Freshman Year

Fall Semester		Semester Hours
GEN 105	Medical Terminology	1
HM 108	Concepts and Principles of HIM	3
BU 205	Advanced Computer Applications	2
HM 224	Anatomy and Physiology for HIM	4
BU 335	Managing Health Care Departments	3
		Total 13

Spring Semester		Semester Hours
HM 230	Coding I	3
BU 240	Health Care Delivery Systems	3
HM 324	Disease Process	4
HM 342	Health Care Information Systems	3

Total 13

Summer Semester		Semester Hours
HM 331	Coding II	3
HM 255	Legal and Ethical Aspects of Health Information	3
HM 260	Data Management and Analytics	3
BU 310	Revenue Cycle Management	3

Total 12

Sophomore Year

Fall Semester		Semester Hours
HM 332	Coding III	3
BU 425	Project Management	3
HM 444	Advanced Healthcare Information Systems	3
BU 411	Operations and Quality Management	3

Total 12

Spring Semester		Semester Hours
BU 375	Concepts of Leadership	2
HM 460	Advanced Data Management and Analytics	4
BU 320	Human Resources Management	3
HM 367 ◇	Professional Practice Experience	3

Total 12

Summer Semester		Semester Hours
BU 450	Strategic Management	3
BU 477	Health Information Administration Assessment	1
HM 496	Internship	3
HM 499 ◇	Capstone	3

Total 10

Grand Total Semester Hours 73

Associate of Science in Health Information Technology

Director of Health Care Business

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Introduction

The Associate of Science in Health Information Technology (HIT) is designed to provide a highly motivated individual with an understanding of quality health records, legal requirements for health information, and verification of complete and accurate health records, as well as coding and reimbursement systems.

Program Outcomes

Upon completion of the Associate of Science in Health Information Technology degree, graduates will:

- Ascertain the entry-level competencies of AHIMA's domains and sub-domains for a Registered Health Information Management Technician (RHIT).
- Identify cultural, ethnic, gender and lifestyle differences.
- Demonstrate proficiency of written and verbal communication skills necessary for the HIM environment.
- Apply and use the necessary technology and decision support tools in order to succeed in the health care and business setting.
- Exhibit ethical, professional and legal standards of conduct appropriate for the environment of HIM.

Curriculum Requirements

In order to complete an Associate of Science in Health Information Technology degree at Clarkson College, students must successfully complete a total of 68 semester hours. These hours must be completed as follows:

- **General Education = 15 semester hours** (which must include nine semester hours of the Clarkson College core curriculum).
- **Support Courses = 16 semester hours**
- **Major Courses = 37 semester hours**

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Core and designated service courses are identified using the following symbol: ◇

Required courses for Associate of Science in Health Information Technology Program

View course descriptions for [Health Care Business Program](#) or [General Education](#)

General Education Courses (15 semester hours)		Semester Hours
EN 101	English Composition I	3
◇ Intercultural Communication Health Care Core	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities Health Care Core	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy, and Advocacy Health Care Core	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
MA 120	College Algebra	3
		Total 15
Support Courses (16 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
BU 205	Advanced Computer Applications	2
GEN 105	Medical Terminology	1
HM 180	Essentials of Pharmacology	2
HM 224	Anatomy and Physiology for HIM	4
HM 324	Disease Process	4
		Total 16
Health Information Major Courses (37 semester hours)		Semester Hours
BU 240	Health Care Delivery Systems	3
BU 310	Revenue Cycle Management	3
BU 320	Human Resources Management	3
BU 335	Managing Healthcare Departments	3
HM 108	Concepts and Principles of HIM	3
HM 230	Coding I	3
HM 255	Legal and Ethical Aspects of Health Information	3
HM 260	Data Management and Analytics	3
HM 331	Coding II	3
HM 332	Coding III	3
HM 342	Health Care Information Systems	3

Health Information Major Courses (37 semester hours)	Semester Hours
HM 367 ◇ Professional Practice Experience	3
HM 445 HIT Assessment	1
	Total 37

Total Semester Hours in Program 68

Sample curriculum pan for Associate of Science in Health Information Technology Program

The following sample curriculum plan is provided to guide students in planning their college coursework. This sample plan is designed for a full-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

Freshman Year

Fall Semester	Semester Hours
GEN 105 Medical Terminology	1
HM 108 Concepts and Principles of HIM	3
HM 224 Anatomy and Physiology for HIM	4
BU 104 Basic Computer Applications	3
MA 120 College Algebra	3
	Total 14

Spring Semester	Semester Hours
HM 180 Essentials of Pharmacology	2
BU 205 Advanced Computer Applications	2
HM 230 Coding I	3
HM 324 Disease Process	4
	Total 11

Summer Semester	Semester Hours
HC Core Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
EN 101 English Composition I	3
HM 331 Coding II	3
HM 255 Legal and Ethical Aspects of Health Information	3
	Total 12

Sophomore Year

Fall Semester	Semester Hours
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Fall Semester		Semester Hours
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
HM 332	Coding III	3
BU 335	Managing Healthcare Departments	3
HM 367 ◇	Professional Practice Experience	3
Total 12		
Spring Semester		Semester Hours
BU 320	Human Resources Management	3
BU 240	Health Care Delivery Systems	3
HC Core	Health Care Core: ◇ Intercultural Communications IC , Humanities HU, Ethics, Empathy & Advocacy EA. View complete list of Health Care Core Courses .	3
HM 342	Health Care Information Systems	3
Total 12		
Summer Semester		Semester Hours
HM 260	Data Management and Analytics	3
BU 310	Revenue Cycle Management	3
HM 445	Health Information Technology Assessment	1
Total 7		

Grand Total Semester Hours 68

Certificate in Health Information Management

Director of Health Care Business

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This program is for individuals who are interested in coding and medical reimbursement.

Required courses for Certificate in Health Information Management Program

View course descriptions for [Health Care Business Program](#) or [General Education](#)

Course Requirements (26 semester hours)		Semester Hours
BU 310	Revenue Cycle Management	3
GEN 105	Medical Terminology	1
HM 108	Concepts and Principles of HIM	3

Course Requirements (26 semester hours)		Semester Hours
HM 180	Essentials of Pharmacology	2
HM 224	Anatomy and Physiology for HIM	4
HM 230	Coding I	3
HM 324	Disease Process	4
HM 331	Coding II	3
HM 332	Coding III	3

Total Semester Hours in Program 26

Sample curriculum plan for Certificate in Health Information Management Program

The following sample curriculum plan is provided to guide students in planning their college coursework. All students should seek the advice of their advisor to plan/customize their degree plan.

After completion of the 26 semester hours, students are eligible to apply for a Clarkson College Certificate of Completion.

Once the 26 semester hours in the Certificate program have been completed, an additional 42 semester hours will fulfill the requirements for the Associate's degree in Health Information Technology.

Freshman Year

Fall Semester		Semester Hours
HM 180	Essentials of Pharmacology	2
GEN 105	Medical Terminology	1
HM 224	Anatomy and Physiology for HIM	4
HM 108	Concepts and Principles of HIM	3
		Total 10

Spring Semester		Semester Hours
HM 230	Coding I	3
HM 324	Disease Process	4
		Total 7

Summer Semester		Semester Hours
BU 310	Revenue Cycle Management	3
HM 331	Coding II	3
		Total 6

Sophomore Year

Fall Semester		Semester Hours
HM 332	Coding III	3

Fall Semester**Semester Hours****Total 3****Grand Total Semester Hours 26**

Certificate in Health Care Informatics

Director of Health Care Business

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This program is for individuals who are interested in getting a certificate that specializes in Informatics and Data Analysis. The Certificate in Health Care Informatics complements any health care related field and provides the fundamental knowledge in the subject areas of healthcare information systems and data analysis.

Required courses for Certificate in Health Care Informatics.

Course Requirements (19 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
BU 205	Advanced Computer Applications	2
HM 260	Data Management and Analytics	3
HM 342	Health Care Information Systems	3
HM 444	Advanced Health Care Information Systems	4
HM 460	Advanced Data Management and Analytics	4

Total Semester Hours in Program 19**Sample curriculum plan for Certificate in Health Care Informatics Program**

The following sample curriculum plan is provided to guide students in planning their college coursework. All students should seek the advice of their advisor to plan/customize their degree plan.

After completion of the 19 semester hours, students are eligible to apply for a Clarkson College Certificate of Completion.

Year One

Spring Semester		Semester Hours
BU 104	Basic Computer Applications	3
HM 342	Health Care Information Systems	3
		Total 6
Summer Semester		Semester Hours
BU 205	Advanced Computer Applications	2

Summer Semester		Semester Hours
HM 260	Data Management and Analytics	3
		Total 5
Fall Semester		Semester Hours
HM 444	Advanced Health Care Information Systems	4
		Total 4
Year Two		
Spring Semester		Semester Hours
HM 460	Health Care Information Systems	4
		Total 4
Grand Total Semester Hours 19		

Minor in Health Care Informatics

Director of Health Care Business

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In conjunction with any Clarkson College degree program, students may earn a Minor in Health Care Informatics. The Minor in Health Care Informatics complements any major program in a health care related field and provides the fundamental knowledge in the subject areas of healthcare information systems and data analysis.

Curriculum Requirements

		Semester Hours
BU 104	Basic Computer Applications	3
BU 205	Advanced Computer Applications	2
HM 260	Data Management and Analytics	3
HM 342	Health Care Information Systems	3
HM 444	Advanced Health Care Information Systems	4
HM 460	Advanced Data Management and Analytics	4
		Total 19

Minor in Medical Coding

Director of Health Care Business

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In conjunction with any Clarkson College degree program, students may earn a Minor in Medical Coding. The Minor in Medical Coding complements any major program in a health care related field and provides the fundamental knowledge needed to understand the complex health care revenue cycle and application of medical codes.

Curriculum Requirements

		Semester Hours
BU 104	Basic Computer Applications	3
BU 310	Revenue Cycle Management	3
HM 108	Concepts and Principles of HIM	3
HM 230	Coding I	3
HM 331	Coding II	3
HM 332	Coding III	3
Total		18

Health Care Services Programs

Director of General Education

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Bachelor of Science in Health Care Services

Director of General Education

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Introduction

The Bachelor of Science degree in Health Care Services (HCS) program is designed to:

1. Provide an avenue for Clarkson students working on an Associate's degree to complete their Bachelor's degree.
2. Enable current health care employees to earn their Bachelor's degree for career advancement.
3. Provide traditional students not interested in direct patient care an opportunity to learn about and work in the health care arena.

Each option will enable graduates to better navigate the complicated health care delivery systems and optimize health care for their patients.

Program Outcomes

Upon successful completion of the Bachelor of Science degree in Health Care Services, graduates will:

- Demonstrate thoughtful communication through clear description, organization, and expression.
- Utilize critical thinking skills to analyze multidimensional topics and concepts.
- Evaluate the impact and importance of diversity in healthcare.
- Exhibit adaptability to changing technologies.
- Demonstrate ethical and professional conduct.

Dual Degree Curriculum

Clarkson College has dual degree options that will allow the Associate's degree obtained at Clarkson College to be used directly as electives in the Bachelor's degree program. The options are:

- Dual degree: Associate of Science degree in Physical Therapist Assistant/Bachelor of Science degree in Health Care Services.
- Dual degree: Associate of Science degree in Radiologic Technology/Bachelor of Science degree in Health Care Services.
- Dual degree: Associate of Science degree in Health Information Technology/Bachelor of Science degree in Health Care Services.

Minors

Students may earn a minor in conjunction with any Clarkson College degree program. The Health Care Services minors will complement any major program in a health care related field and will provide the background for students to work in a wide variety of health care settings.

Gerontology - The Gerontology minor is for students interested in the physical, psychological, social, and cultural aspects of the lifelong aging process. Coursework will explore contemporary policies and programs that impact quality of life, how to navigate current regulations, and the fundamentals of long-term care management. Students will also learn how to provide supportive care for patients approaching the end of life.

Human Services - The Human Services minor is for students interested in helping vulnerable people become more self-sufficient and learn new skills. Human Services professionals coordinate the provision of basic needs for clients who are unable to care for themselves.

Public Health - The Public Health minor is for students interested in disease prevention, health promotion, and emerging issues impacting public health and how changes in our health care systems impact these areas.

Women's Health - The Women's Health minor is for students interested in the study of historical and current issues related to the growth and development of women. Psychological, social and behavioral influences along with social, political, cultural and geographical factors will be covered.

Certificates

The 21 credit hour certificate programs are ideal for current health care practitioners or other individuals seeking to increase their knowledge and enhance their career goals. The certificate program courses were developed and are taught by a multi-disciplinary team of experienced and motivated faculty who are excited about sharing their expertise. Courses are offered year-round on a part-time or full-time basis.

Gerontology - These courses will explore the physical, psychological, social and cultural aspects of the lifelong aging process and how to effectively provide supportive care for patients approaching the end of life.

Contemporary policies, programs and services that impact quality of life, strategies used to develop programs for the older adult, and the fundamentals of long-term care management will also be discussed. Students will be prepared to work as home health and palliative care professionals, as long-term care managers or housing specialists focusing on the needs of older adults, just to name a few.

Human Services - This program will provide students with an understanding of the role, history, and importance of human service agencies. Characteristics of populations served, problem solving skills used to assess the needs of clients, the impact of family dynamics, crisis intervention techniques, and the importance of ethical decision making are also explored. Students will be prepared to work as health and wellness directors, child and family services specialists, youth program directors, abuse prevention program coordinators, disaster relief specialists, and community services managers.

Public Health - These courses will explore public policies that support individual and community health, epidemiology, and population-based health sciences. Students will also learn how to diagnose problems, develop programs to educate and empower people about health issues, and the importance of research to uncover new insights and innovative solutions. Students will be prepared for positions in environmental health, community health, corporate health and wellness, as well as biostatistics and informatics and health education

Women's Health - This program offers comprehensive study of historical and current issues related to the growth and development of women. Psychological, social, and behavioral influences along with the political, cultural and geographical factors will be explored. Students will be prepared to work as patient service representatives, sexual assault services program coordinators, domestic violence prevention educators, victim assistance advocates, youth ministry coordinators, and child/family services case workers.

Bachelor of Science in Health Care Services Curriculum Requirements

In order to complete a Bachelor of Science degree in Health Care Services, students must successfully complete 132-136 semester hours. These hours are distributed as follows:

- **General Education = 21 semester hours**
- **Health Care Core Courses = 9 semester hours**
- **Support Courses = 18 semester hours**
- **Health Care Services Major Courses = 12 semester hours**
- **Concentration Courses = 72 semester hours**

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol: ◇

Required courses for Bachelor of Science in Health Care Services Program

View course descriptions for [Health Care Services Program](#) or [General Education](#)

General Education Courses (21 semester hours)

Semester Hours

General Education Courses (21 semester hours)		Semester Hours
BU 104	Basic Computer Applications	3
EN 101	English Composition I	3
EN 102	English Composition II	3
GEN 105	Medical Terminology	1
MA 120	College Algebra	3
ST 310	Statistics	3
PY 101	Introduction to Psychology	3
SO 220	Medical Sociology	2
		Total 21
Health Care Core Courses (9 semester hours)		Semester Hours
◇ Intercultural Communication	IC 200 Developing Cultural Competence OR IC 250 Advancing Cultural Competence	3
Humanities	HU 200 A Cultural History of the Healing Arts OR HU 205 The History of Science, Technology and Medicine OR HU 210 American Social Movements OR HU 215 Academic Travel Abroad Humanities	3
Ethics, Empathy and Advocacy	EA 200 Biomedical Ethics in Health Care OR EA 205 Death and Dying OR EA 210 American Poverty and Health Care OR EA 215 Abnormal Psychology	3
		Total 9
Support Courses (18 semester hours)		Semester Hours
HM 224	Survey of Anatomy and Physiology for HIM OR Basic Anatomy (BI 211) and Physiology (BI 213)	4
BU 240	Health Care Delivery Systems	3
HM 260	Data Management and Analytics	3
HM 180	Essentials of Pharmacology	2
BU 371	Organizational Behavior	3
BU 411	Operations and Quality Management	3
		Total 18

Major Courses (12 semester hours)		Semester Hours
HCS 240	Health and Medical Aspects of Stress Management	3
HCS 320 ◇	Patient Advocacy and Health Literacy	3
HCS 410	Fieldwork (concentration-related)	3
HCS 420	Fieldwork (concentration-related)	3
		Total 12

Additional Major Concentration Courses (72 semester hours)

Traditional students will choose four of the five concentration areas to complete their degree.

Post-degree students will receive 54 direct transfer credit hours and will choose one of the five concentration areas to complete their degree. The degree must be received from an accredited institution.

Students will choose four of the following five concentration areas to complete the Bachelor of Science degree in Health Care Services.

Gerontology Concentration (18 semester hours)		Semester Hours
PY 220	Death and Dying: Perspectives for Health Care Providers	2
HC 220	Gerontology	2
HCS 330	Health and Physical Aspects of Aging	3
HCS 333	Psychological and Social Aspects of Aging	3
HCS 334	Managing End of Life Care	3
HCS 336	Seminar in Gerontology	2
BU 420	Long Term Care	3
		Total 18

Health Care Business Concentration (18 semester hours)		Semester Hours
BU 130	Principles of Financial Accounting	3
BU 210	Business Communications	3
BU 306	Principles of Management	3

Students choose three of the following electives:

BU 121	Survey of Economics	3
BU 199	Principles of Managerial Accounting	3
BU 211	Health Care Business Law	3
BU 355	Managing Health Care Departments	3
BU 310	Revenue Cycle Management	3
BU 320	Human Resources Management	3

Health Care Business Concentration (18 semester hours)		Semester Hours
BU 326	Principles of Marketing	3
BU 425	Project Management	3
BU 450	Strategic Management	3
BU 470	Issues and Policies in Public Health	3
Total 18		
Public Health Concentration (18 semester hours)		Semester Hours
HCS 250	Epidemiology	3
HCS 251	Environmental Risk Factors for Disease	3
HCS 351	Data Collection and Future Trends	3
HCS 353	Community Engagement in Public Health	3
ST 410	Advanced Statistics for Public Health Care	3
BU 470	Issues and Policies in Public Health	3
Total 18		
Human Services Concentration (18 semester hours)		Semester Hours
PY 200	Human Development	3
HCS 242	Human Services Theory and Application	3
HCS 244	Vulnerable Populations	3
HCS 245	Family Dynamics	1
HCS 246	Information and Referral	1
HCS 247	Understanding the Criminal Justice System	1
HCS 248	Introduction to Grant Writing	2
HCS 249	Crisis Intervention Seminar	1
HCS 340	Ethical and Professional Issues in Human Services	3
Total 18		
Women's Health Concentration (18 semester hours)		Semester Hours
HCS 260	Intro Women's Health Topics and Issues	3
HCS 261	Women's Health I	3
HCS 265	Literary Perspectives of Women's Health	3
HCS 362	Women's Health II	3
HCS 364	Mental Health of Women Throughout the Lifespan	3
HCS 365	Women's Health Seminar: Mammography	1
HCS 366	Women's Health Seminar: Pharmacology	1
HCS 367	Women's Health Seminar: Preventative and Restorative Topics	1

Health Care Services Minors

Director of General Education

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Students may earn a minor in conjunction with any Clarkson College degree program. The Health Care Services minors will complement any major program in a health care related field and will provide the background for students to work in a wide variety of health care settings.

Human Services Minor

Required courses		Semester Hours
PY 200	Human Development	3
HCS 242	Human Services Theory and Application	3
HCS 244	Vulnerable Populations	3
HCS 245	Family Dynamics	1
HCS 246	Information and Referral	1
HCS 247	Understanding the Criminal Justice System	1
HCS 248	Introduction to Grant Writing	2
HCS 249	Crisis Intervention Seminar	1
HCS 340	Ethical and Professional Issues in Human Services	3
		Total 18

Women's Health Minor

Required courses		Semester Hours
HCS 260	Introduction to Women's Health Topics and Issues	3
HCS 261	Women's Health I	3
HCS 265	Literary Perspectives of Women's Health	3
HCS 362	Women's Health II	3
HCS 364	Mental Health of Women Throughout the Lifespan	3
HCS 365	Women's Health Seminar: Mammography	1
HCS 366	Women's Health Seminar: Pharmacology	1
HCS 367	Women's Health Seminar: Preventative and Restorative Topics	1

Required courses	Semester Hours
	Total 18

Public Health Minor

Required courses	Semester Hours
HCS 250 Epidemiology	3
HCS 251 Environmental Risk Factors and Disease	3
HCS 351 Data Collection and Future Trends in Public Health	3
HCS 353 Community Engagement in Public Health	3
HCS 410 Advanced Statistics for Public Health	3
BU 470 Issues and Policies in Public Health	3
	Total 18

Gerontology Minor

Required courses	Semester Hours
PY 220 Death and Dying: Perspectives for Health Care Providers	2
HC 220 Gerontology	2
HCS 330 Health and Physical Aspects of Aging	3
HCS 333 Psychological and Social Aspects of Aging	3
HCS 334 Managing End of Life Care	3
HCS 336 Seminar in Gerontology	2
BU 420 Long Term Care	3
	Total 18

Gerontology Certificate

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The Gerontology Certificate program is ideal for individuals interested in the many issues facing our aging population. The Gerontology courses are designed to present the physical, psychological, social, and cultural aspects of the lifelong aging process. The important role of the health care provider in direct and supportive care of patients and loved ones at the end of life is highlighted. Students will also explore contemporary policies, programs, and services that impact quality of life, as well as strategies used to develop programs for the older adult.

Prerequisites: (available at Clarkson College or qualifying courses may transfer)

Students with an Associate's degree or higher in a health care related field may have the prerequisites waived after review by the admitting Program Director.

		Semester Hours
BI 211	Anatomy & BI 213 Physiology (minimum 4 semester hours of Anatomy & Physiology)	4
BU 104	Basic Computer Applications	3
EN 101	English Composition I	3
EN 102	English Composition II	3
MA 120	College Algebra	3
ST 310	Statistics	3
Total 19		

Required courses		Semester Hours
HC 220	Gerontology	2
HCS 330	Health and Physical Aspects of Aging	3
HCS 333	Psychological and Social Aspects of Aging	3
HCS 334	Managing End of Life Care	3
HCS 336	Seminar in Gerontology	2
BU 420	Long Term Care	3
PY 220	Dying and Death	2
HCS 410	Fieldwork	3
Total 21		

Human Services Certificate

Director of General Education

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The Human Services Certificate program is ideal for individuals who have a passion for helping people in need to improve their quality of life. This is a diverse group and may include children and families, the elderly, homeless people, immigrants, people with addictions, people with disabilities, and many more.

Prerequisites: (available at Clarkson College or qualifying courses may transfer)

Students with an Associate's degree or higher in a health care related field may have the prerequisites waived after review by the admitting Program Director.

		Semester Hours
BI 211	Anatomy & BI 213 Physiology (minimum 4 semester hours of Anatomy & Physiology)	4
BU 104	Basic Computer Applications	3
EN 101	English Composition I	3

Prerequisites: (available at Clarkson College or qualifying courses may transfer)

Students with an Associate's degree or higher in a health care related field may have the prerequisites waived after review by the admitting Program Director.

	Semester Hours
EN 102 English Composition II	3
MA 120 College Algebra	3
ST 310 Statistics	3
Total 19	

Required courses

	Semester Hours
HCS 242 Human Services Theory and Application	3
HCS 244 Vulnerable Populations	3
HCS 245 Family Dynamics	1
HCS 246 Information and Referral	1
HCS 247 Understanding the Criminal Justice System	1
HCS 248 Introduction to Grant Writing	2
HCS 249 Crisis Intervention Seminar	1
HCS 340 Ethical and Professional Issues in Human Services	3
PY 200 Human Development	3
HCS 410 Fieldwork	3
Total 21	

Public Health Certificate

Director of General Education

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The Certificate in Public Health is designed for individuals interested in obtaining knowledge about public health concepts to enhance their ability to succeed in their chosen field.

Prerequisites: (available at Clarkson College or qualifying courses may transfer)

Students with an Associate's degree or higher in a health care related field may have the prerequisites waived after review by the admitting Program Director.

*Statistics (ST 310 or equivalent) will be required for the Public Health Certificate.

	Semester Hours
BI 211 Anatomy & BI 213 Physiology (minimum 4 semester hours of Anatomy & Physiology)	4
BU 104 Basic Computer Applications	3
EN 101 English Composition I	3
EN 102 English Composition II	3

Prerequisites: (available at Clarkson College or qualifying courses may transfer)

Students with an Associate's degree or higher in a health care related field may have the prerequisites waived after review by the admitting Program Director.

*Statistics (ST 310 or equivalent) will be required for the Public Health Certificate.

	Semester Hours
MA 120 College Algebra	3
ST 310 *Statistics	3
Total 19	

Required courses	Semester Hours
HCS 250 Epidemiology	3
HCS 251 Environmental Risk Factors and Disease	3
HCS 351 Data Collection and Future Trends in Public Health	3
HCS 353 Community Engagement in Public Health	3
HCS 410 Advanced Statistics for Public Health	3
BU 470 Issues and Policies in Public Health	3
HCS 410 Fieldwork	3
Total 21	

Women's Health Certificate

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The Certificate in Women's Health is designed for those interested in studying the historical and current issues related to the growth and development of women.

Prerequisites: (available at Clarkson College or qualifying courses may transfer)

Students with an Associate's degree or higher in a health care related field may have the prerequisites waived after review by the admitting Program Director.

	Semester Hours
BI 211 Anatomy & BI 213 Physiology (minimum 4 semester hours of Anatomy & Physiology)	4
BU 104 Basic Computer Applications	3
EN 101 English Composition I	3
EN 102 English Composition II	3
MA 120 College Algebra	3
ST 310 Statistics	3
Total 19	

Required courses	Semester Hours
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Required courses	Semester Hours
HCS 260 Introduction to Women's Health Topics and Issues	3
HCS 261 Women's Health I	3
HCS 265 Literary Perspectives of Women's Health	3
HCS 362 Women's Health II	3
HCS 364 Mental Health of Women Throughout the Lifespan	3
HCS 365 Women's Health Seminar: Mammography	1
HCS 366 Women's Health Seminar: Pharmacology	1
HCS 367 Women's Health Seminar: Preventative and Restorative Topics	1
HCS 410 Fieldwork	3
Total 21	

Health Care Services Course Descriptions

These courses are also available as General Education electives.

HCS 240 Health and Medical Aspects of Stress Management

Three semester hours

This course will focus on the relationship between stress and health as well as current stress management practice and theory. Stress management techniques will be emphasized. Provided will be an understanding of stress and its physical, psychological and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress and current coping skills for handling stress in all life roles.

HCS 242 Human Services Theory and Application

Three semester hours

This course will introduce the role, history and theory of human services. The goal is to provide a context for understanding the societal need for human service workers from intake to discharge. The focus will be on understanding the framework for connecting people with the community services they may need, from a strengths-based perspective. This class requires an off-site service commitment in order to provide an opportunity for real world application

HCS 244 Vulnerable Populations

Three semester hours

This course will address human services practices and policy focusing on historical and current developments and content of the key social, legislative and governmental programs designed for groups in need across the lifespan. The course will consider factors that contribute to vulnerability. Students will explore and identify the eligibility requirements, barriers, and provisions of the programs related to vulnerable populations

HCS 245 Family Dynamics

One semester hour

This course serves to examine relationships within family systems across the life span, and their reciprocal

relationship with cultural and societal dynamics. An overview of family systems theory will serve as the foundation for exploring topics such as healthy relationships, problem solving, communication, conflict resolution, decision-making, time- and stress-management.

HCS 246 Information and Referral

One semester hour

The objective of this class is to help students effectively and efficiently identify appropriate resources for their clients/patients in need. Students will explore ways to help people in need identify their difficulties and create a co-planned approach to possible community assistance. Students will learn how to advocate for special populations and gain an understanding of creating a resource databank for themselves

HCS 247 Understanding the Criminal Justice System

One semester hour

This course explores the historical development, current operation, and future trends of criminal justice. Students will begin to understand the major components of the system: police, courts, and corrections. Students will develop an awareness of the intersection of healthcare and the criminal justice system, focusing on both mental health issues and health disparities.

HCS 248 Introduction to Grant Writing

Two semester hours

Grant writing is an important skill for professionals in a variety of settings. Students will learn the basics of grant writing, including needs assessment, identifying potential funding sources, creating goals, and identifying assessment plans.

HCS 249 Crisis Intervention Seminar

One semester hour

This seminar addresses different types of crises that may impact individuals, families or communities. A framework for assessing and intervening is offered and integrated throughout the following possible topics: substance abuse, mental health, medical crisis, acts of violence, natural disasters, death and loss. Information on family dynamics, self-care, stress relief and coping is included.

HCS 250 Epidemiology

Three semester hours

This is a foundational course for health professionals in the field of infection control in all health care settings. This course integrates microbiology, infection prevention, and patient care practices as applied to a population-focused practice. It provides major emphasis on risk identification and prevention strategies.

HCS 251 Environmental Risk Factors and Disease

Three semester hours

This course investigates physical, chemical and biological risk factors that may contribute to human disease. Disease processes, manipulation of the environment to prevent disease, and therapeutic interventions to cure diseases will be discussed.

HCS 260 Introduction to Women's Health Topics and Issues

Three semester hours

This course provides an introduction to women's health. A review of the historical and current issues related to the growth and development of women and the barriers to maintain a healthy lifestyle throughout the lifespan.

HCS 261 Women's Health I**Three semester hours**

This course examines psychological, social, and behavioral influences on women's health. It focuses on the relationship between lifestyle factors and mental and physical health in women. Topics covered include high-risk health behaviors, stress, weight, sexuality, fertility, and promoting health and wellness among women.

HCS 265 Literary Perspectives of Women's Health**Three semester hours**

This survey course explores women's health as portrayed in literature, including the multiple challenges women face in a healthcare context, particularly, though not limited to, women as the healthcare patient and women as the healthcare provider. Students will analyze literature both past and present to illuminate the complications and significance inherent in women's health.

◇ HCS 320 Patient Advocacy and Health Literacy**Three semester hours**

This course will examine recommended actions to promote a health literate society and how to be an advocate to not only the patient and family but at a local, state and national level. Content areas include an exploration of verbal and written techniques, tools and interventions implemented to ensure health information is clearly communicated and promotes patient access and resources for quality care. Students will also learn key principles and strategies of how to effectively provide resources to a variety of patient populations and improve health literacy, along with different methods of evaluating literacy and its impact on health. This is a designated service course.

HCS 330 Health and Physical Aspects of Aging**Three semester hours**

This course will explore the anatomy and physiology of adult body systems, age-related changes in structure and function and age-related disorders. Epidemiology of the major chronic diseases, risk factors, methods of prevention and current methods of treatment will be discussed. Students will also learn about the impact of physical activity and recreation, nutrition and infection control on health and disease in the aging population.

HCS 333 Psychological and Social Aspects of Aging**Three semester hours**

This course provides an overview of the psychological and social aspects of aging. The demographics of aging and the impact of aging on social institutions will be examined. This course provides an analysis of the individual and society, and an exploration of the changing roles and status of the aging population. It addresses both normal aging and psychopathology. Implications for cultural diversity and at-risk populations will also be explored.

HCS 334 Managing End of Life Care**Three semester hours**

This course surveys contemporary policies, programs and services for an aging population and explores the

impacts of an aging society on financial planning and retirement. Students, caregivers, professionals, family members, and friends are equipped with information to provide quality care for elderly people while taking care of their own needs for support and rest. Focus is on understanding a multidisciplinary approach to community, home, and institution based care which addresses social and ethical issues, problems, policies, and programs that affect the quality of life for our rapidly aging population. This course explores specific health needs of aging individuals and assists students in identifying techniques and strategies used in developing programs for the older adult.

HCS 336 Seminar in Gerontology

Two semester hours

An integrative course in which students will apply knowledge gained in earlier coursework to gerontology related areas such as advocacy, professionalism, family and workspace issues, education, vulnerability, and legal issues.

Prerequisite: HC 220.

HCS 340 Ethical and Professional Issues in Human Services

Three semester hours

This course will cover ethical, legal and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice.

Prerequisites: HCS 242 and HCS 244.

HCS 351 Data Collection and Future Trends in Public Health

Three semester hours

In this course, students will analyze information concerning future trends in Public Health Care using methods learned in Advanced Statistics. Students will also look at demographics, facilities, educational infrastructure and law, and analyze how future trends will affect public health.

Prerequisites: HCS 250, HCS 251, ST 410, and BU 470. HCS 353 may be taken concurrently or prior to HCS 351.

HCS 353 Community Engagement in Public Health

Three semester hours

This course will look at the concepts of community building and health improvement. Students will identify strategies for stakeholder outreach and implementation of community health initiatives. Active public engagement will assist with the exploration and identification of established programs within a community of interest.

Prerequisites: HCS 250, HCS 251, and BU 470. HCS 351 may be taken concurrently or prior to HCS 353.

HCS 362 Women's Health II

Three semester hours

This course examines women's health with an emphasis on global issues. Social, political, economic, cultural and geographical factors influencing women's health will be explored. Students will examine the basic health needs of all women and compare the availability of and types of services in different parts of the world.

Prerequisite: HCS 261.

HCS 364 Mental Health of Women Throughout the Lifespan

Three semester hours

This course examines the mental health of women throughout the lifespan, considering strengths and challenges related to life events and family roles. Topics such as sleep and self-care, substance abuse, co-dependency, anxiety, post-partum depression and empty-nest phenomena will be explored. Additionally, the effects of violence against women will be discussed to examine how violence affects the mental health of women.

HCS 365 Women's Health Seminar: Mammography**One semester hour**

This course examines the role of mammography in breast cancer detection. Breast cancer risk factors, the need for screening, breast health strategies and available technology will be discussed.

HCS 366 Women's Health Seminar: Pharmacology**One semester hour**

This course examines pharmacologic agents used during pregnancy, labor and delivery, and postpartum. Oral and long acting contraceptives, menopausal hormone replacement therapy, and the pharmacologic prevention and treatment of osteoporosis will also be discussed.

HCS 367 Women's Health Seminar: Preventative and Restorative Topics**One semester hour**

This course examines pharmacologic agents used during pregnancy, labor and delivery, and postpartum. Oral and long acting contraceptives, menopausal hormone replacement therapy, and the pharmacologic prevention and treatment of osteoporosis will be discussed. Students will also contrast pharmaceutical therapies with holistic and nutritional preventative approaches to healthcare for women.

HCS 410 Fieldwork (concentration related)**Three semester hours**

The fieldwork experience allows students to combine academic theory with new, career-related experience in their area of professional interest. Students must gain permission from the advisor before enrolling.

Course Grade: Pass/No Pass

HCS 420 Capstone (concentration related)**Three semester hours**

The capstone experience requires students to conduct programmatic research and implement a service project in their area of professional interest. Students must gain permission from the advisor before enrolling.

Course Grade: Pass/No Pass

General Education

Director of General Education

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At Clarkson College, the General Education Department has created courses specifically with health care students in mind. These courses are uniquely student-centered and facilitate the application of classroom learning to real life situations. General Education courses, as well as the carefully designed Health Care Core, ensure that we provide the foundations necessary for successful progression through each of Clarkson's programs of study.

Mission Statement

To impart upon the student broad knowledge of nature, society, and culture to complement their health care specialization and prepare them for a dynamic and ever changing world.

Philosophy

The Clarkson College General Education department provides a liberal arts foundation for personal, academic, and professional success by integrating into the curriculum unique learning experiences essential for health care professionals.

Department Outcomes

The goal of the Clarkson College General Education curriculum is to provide a comprehensive foundation of understanding and knowledge that incorporates our students' previous experiences, while serving as the basis for personal and professional success in the 21st Century. Specific objectives of the General Education curriculum are to:

- Provide appropriate and effective general education courses designed specifically to support the Clarkson College Mission.
- Present courses that permit students to expand their abilities in the natural sciences, mathematics, written and oral communication, the social sciences, the humanities and history.
- Offer general education courses in formats that permit integrative and applied learning through a variety of delivery systems.
- Develop teamwork and leadership skills and talents that will provide Clarkson College students the opportunity to assume dynamic roles in their chosen profession.
- Deliver the required health care core curriculum, consisting of a variety of courses organized into three categories, all designed to enhance each student's success while in college as well as after graduation.
- Provide a full range of courses that are flexible and innovative in assessing the needs of both our students and this institution.

Health Care Core Curriculum

Our Health Care Core not only provides common intellectual experiences, it also enhances student success while in college and enriches a student's professional skills in each of the following:

- Critical thinking and broad integrative learning;
- Written and oral communication;
- Analysis, problem solving and decision making;
- Personal, social, cultural and global awareness;
- Professional and biomedical ethics;
- Teamwork and leadership potential

All undergraduate students will complete one course from each of the following Health Care Core categories at Clarkson College (these courses may not be transferred):

Intercultural Communications (designated service course)

Clarkson College offers a variety of Intercultural Communication courses, designed specifically to meet the needs of all students, whether relatively new to the health care field, or those with more experience. These courses emphasize the value in learning how to interact effectively with others in the culturally diverse and beautifully complex world in which we live and prepare to work.

- **IC 200 Developing Cultural Competence**
- **IC 250 Advancing Cultural Competence**

Humanities

Clarkson College offers a variety of humanities courses to broaden each student's perspective of self and others. These courses emphasize that human knowledge, particularly in the areas of health and medicine, is constantly changing; only those who understand origins, context, causality, and trends will be prepared to innovate in the future. These courses are designed for all students, regardless of previous knowledge and experience.

- **HU 200 A Cultural History of the Healing Arts**
- **HU 205 The History of Science, Technology, and Medicine**
- **HU 210 American Social Movements**
- **HU 215 Academic Travel Abroad Humanities**

Ethics, Empathy and Advocacy

Clarkson College offers a variety of courses to develop an understanding of patients' rights on a deeper level by examining biomedical and social ethics through special populations that typically require greater advocacy. These courses emphasize how the health care system reflects the broader culture and its values. They are designed to meet the needs of all students in the health care field, regardless of experience level

- **EA 200 Biomedical Ethics in Health Care**
- **EA 205 Death and Dying**
- **EA 210 American Poverty and Health Care**
- **EA 215 Abnormal Psychology**

Health Care Core Outcomes

- **Communication:** Students will demonstrate thoughtful communication through clear description, organization, and expression.
- **Critical Thinking:** Students will analyze multidimensional topics and concepts.
- **Technology:** Students will exhibit adaptability to changing technologies.
- **Professionalism:** Students will demonstrate appropriate behaviors and interactions with others.
- **Diversity:** Students will evaluate the impact and importance of diversity in health care.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study. Successful completion of service experiences is required to pass the designated service courses. Designated

service courses are identified using the following symbol: ◇

General Education Requirements

A minimum of one Health Care Core courses from each category (outlined above) is required for students in an undergraduate program. Students have the option to choose additional Health Care Core, General Education, or Health Care Services courses for elective credit.

General Education Course Descriptions

ACADEMIC TRAVEL ABROAD (ATA)

ATA designated trips are scheduled between semesters as described below.

April – May ATA

Offered between spring and summer semesters, this two-week immersion experience is the keystone of several General Education courses – students will enroll for one or multiple courses below to meet ATA travel requirements.

- HU 215 (Health Care Core course) for 3 semester hours
- HC 280 for 1 - 2 semester hours
- HU 290 for 1 - 3 semester hours
- HU 291 for zero semester hours.

HU 215 Academic Travel Abroad Humanities

Three semester hours

This Academic Travel Abroad course satisfies the Health Care Core - Humanities requirement. A 12-day travel experience serves as the keystone of this hybrid courses, which consists of pre-trip preparations and post-trip assignments. It offers a student-centered, first-hand look at the history, arts, and cultural identity of the country or countries on the itinerary. It also traces the history of healing in that country, including a visit to a hospital or clinic for students to interact with providers, educators, and students from another system.

HC 280 International Health Care

One to two semester hours

This course examines health care systems in other countries and compares them to the American health care system. Students will participate in international visits to hospitals and other historical health care sites in the country visited by students participating in the Academic Travel Abroad program.

HU 290 Special Topics in Humanities

One to three semester hours

Taken through Academic Travel Abroad, this course provides a first-hand introduction to the historical and artistic identity shaped by a Western (but non-American) culture. Foci may include the history (people, places, ideas, events) and the arts (architecture, sculpture, literature, painting) that reflect a unique cultural identity. This ATA course may be taken in conjunction with HU 215 and/or HC 280, can be used as an elective, and may be repeated as different cultures are visited and studied.

HU 291 Special Topics in Humanities

No semester hours assigned

Taken through Academic Travel Abroad, this course provides a first-hand introduction to the historical and artistic identity shaped by a Western (but non-American) culture. Foci may include the history (people, places, ideas, events) and the arts (architecture, sculpture, literature, painting) that reflect a unique cultural identity. This ATA course is intended for students who do not need additional elective credit but wish to benefit from the opportunity to travel abroad. The course may be repeated as different cultures are visited and is graded Pass / No pass.

December ATA

Clarkson College offers a collaborative academic travel experience in which students from Clarkson College, Nebraska Methodist College, and Bryan College of Health Sciences have the opportunity to experience cultural diversity, an international view of health care, and travel together, as well as, learn together in either the ATA 270 or ATA 271 courses. These trips are scheduled between the fall and spring semesters.

ATA 270 Special Topics in ATA

This course is a team-taught variable credit course that satisfies one to three hours of General Education elective credit. It offers a first-hand introduction to the history, arts and health care systems of other cultures, including at least one hospital tour for students to interact with providers and educators from another system. The course may include more than one culture and may be repeated as different cultures are visited.

ATA 271 Special Topics in ATA

This course is a team-taught course intended for students who do not need elective credit but wish to benefit from the opportunity to travel abroad. It offers a first-hand introduction to the history, arts and health care systems of other cultures, including at least one hospital tour for students to interact with providers and educators from another system. The course may be repeated as different cultures are visited and is graded Pass / No pass.

BIOLOGICAL SCIENCE

BI 122 Nutrition Science

Three semester hours

This course provides an introduction to basic nutrition information. Cultural differences in food behaviors are discussed in relationship to healthy dietary habits. The course furthers the study of nutrition as students are guided through the concepts of medical nutrition therapy (MNT). Medical nutrition therapy involves specific diseases or conditions requiring modifications of the nutritional components of the normal diet. Each modified diet has a purpose or rationale and its use is usually determined by the physician and/or dietitian.

BI 210 Microbiology (lecture and lab)

Four semester hours

Microbiology is a course designed to introduce students to microbial structure, classification and identification. The characteristics of bacterial, viral, fungal and protozoan diseases will be examined. The impact of microbiology on health care professions will be emphasized.

Prerequisites: CH 110 and BI 211 are required for undergraduate nursing majors.

BI 210.RS Microbiology Recitation

Non-credit course

Microbiology recitation meets for one hour each week to reinforce the concepts and knowledge discussed in the lecture course. Topics such as study skills, reading, note-taking, time management, and test-taking strategies are explored in conjunction with course content. Recitation also provides students an opportunity to ask questions and practice new skills in a small group environment.

Co-requisite: BI 210 lecture and lab

Enrollment requirements: *Students with Conditional Admission Status and/or students below the Pre-Advisement Assessment Exam benchmark score.*

Note: *Students may enroll with Advisor and/or Faculty recommendation.*

BI 211 Anatomy (lecture and lab)**Four semester hours**

Students will gain important concepts about human anatomy in preparation for their degree program coursework. Because knowledge of the human anatomy is essential in understanding and practicing methods used in their skill, anatomy will provide students anatomical foundation they will need to become successful as a student and a future practitioner.

BI 211.RS Anatomy Recitation**Non-credit course**

Anatomy recitation meets for one hour each week to reinforce the concepts and knowledge discussed in the lecture course. Topics such as study skills, reading, note-taking, time management, and test-taking strategies are explored in conjunction with course content. Recitation also provides students an opportunity to ask questions and practice new skills in a small group environment.

Co-requisite: BI 211 lecture and lab

Enrollment requirements: *Students with Conditional Admission Status and/or students below the Pre-Advisement Assessment Exam benchmark score.*

Note: *Students may enroll with Advisor and/or Faculty recommendation.*

BI 213 Physiology (lecture and lab)**Four semester hours**

Physiology is a rigorous course designed for students pursuing health care careers. This course will provide a foundation of basic principles necessary for pathophysiology and pharmacology, as well as the study of related health care subjects. Emphasis is placed on relating anatomy to physiology, system connections, homeostatic mechanisms and clinical applications that will impact future patients. Instructional activities in lecture and lab are integrated to facilitate the application of basic principles and critical thinking to the health care field.

Prerequisites: *BI 211. CH 110 and BI 211 are required for undergraduate nursing majors.*

BI 213.RS Physiology Recitation**Non-credit course**

Physiology recitation meets for one hour each week to reinforce the concepts and knowledge discussed in the lecture course. Topics such as study skills, reading, note-taking, time management, and test-taking strategies are explored in conjunction with course content. Recitation also provides students an opportunity to ask questions and practice new skills in a small group environment.

Co-requisite: BI 213 lecture and lab

Enrollment requirements: *Students with Conditional Admission Status and/or students below the Pre-Advisement Assessment Exam benchmark score.*

Note: *Students may enroll with Advisor and/or Faculty recommendation.*

BI 227 Pathophysiology

Three semester hours

Human physiological responses to disease, stress and the environment are studied; and pathophysiological processes are analyzed to provide the scientific rationale for nursing interventions. Diagnostic and medical treatment modalities are studied in conjunction with pathological dynamics.

Prerequisites: *CH 110, BI 210, BI 211 and BI 213.*

BI 290 Special Topics in Biology

One to three semester hours

This course focuses on topics of interest in specific areas of study selected by Clarkson College. The course may be repeated as different topics are offered.

BI 312 Cadaver Applications in Anatomy (lecture and lab)

Four semester hours

Students will build on their basic anatomy knowledge through detailed cadaver dissection and lecture. This course will add depth and detail regarding anatomical structures and systems through correlation of regional anatomy to clinical cases.

Prerequisite: *BI 211 or equivalent.*

BI 806 Cadaver Applications in Anatomy (lecture and lab)

Four semester hours

Students will build on their undergraduate and clinical experiences through detailed cadaver dissection and lecture. Correlation of pertinent regional anatomy to clinical cases and/or areas of graduate study will be emphasized when relevant.

Prerequisite: *BI 211 or equivalent.*

CHEMISTRY

CH 110 General Chemistry I (lecture and lab)

Four semester hours

This course provides an introduction to the topics of inorganic chemistry, organic chemistry and biochemistry. Topics include: atomic structure and bonding; chemical reactions; nomenclature; gases; solutions; acids; bases and buffers; the function and structure of carbohydrates; lipids; proteins and nucleic acids; metabolic pathways and energy production. Emphasis will be placed on topics that relate to health care professions.

Prerequisite: *MA 101 may be taken concurrently or prior to CH 110.*

CH 110.RS General Chemistry Recitation

Non-credit course

Chemistry recitation meets for one hour each week to reinforce the concepts and knowledge discussed in the lecture course. Topics such as study skills, reading, note-taking, time management, and test-taking strategies are explored in conjunction with course content. Recitation also provides students an opportunity to ask

questions and practice new skills in a small group environment.

Co-requisite: CH 110 lecture and lab

Enrollment requirements: *Students with Conditional Admission Status and/or students below the Pre-Advisement Assessment Exam benchmark score.*

Note: *Students may enroll with Advisor and/or Faculty recommendation.*

COMMUNICATION

CA 110 Introduction to Sign Language for Communicating with the Hearing Impaired

Three semester hours

An overview of the Beginning Signing Exact English including the development of Signing Exact English (SEE II), the history of deaf education and the strategies employed for developing expressive and receptive skills to enhance manual conversation.

CA 111 Introduction to Sign Language for Communicating with the Hearing Impaired II

Three semester hours

Continuation of CA 110, with emphasis on signing practice and refinement.

Prerequisite: *CA 110 or permission of instructor.*

ENGLISH AND LITERATURE

EN 101 English Composition I

Three semester hours

This introduction to college-level writing proposes to develop individual style and voice in papers that are fully developed, well organized and grammatically accurate. This process includes invention, outline, drafting, peer review, revision and editing. Expository methods may include the abstract, comparison and contrast, cause and effect, problem solution and literary interpretation. The best writers focus on topics important to them. Therefore, within certain parameters, the student will choose the topic and point of view of each writing assignment.

EN 102 English Composition II

Three semester hours

English Composition II provides advanced instruction and practice in the art of writing. This course builds on Composition I by surpassing expository writing and focusing instead on metacognitive analysis and research integration, via analysis of nonfiction and rhetoric-based texts.

Prerequisite: *EN 101 or equivalent.*

EN 202 Writing Advancement

One semester hour

This writing course emphasizes individual attention and small group activity for advancement of student writing. The focus will be on writing skills that usually need the most help: initial drafting, synthesis of ideas, revising for professionalism and American Psychological Association (APA) style. Activities that advance these skills are paired with technological writing techniques in order to advance writing and keep it competitive within the healthcare arena.

Course Grade: Pass/No Pass

Prerequisites: *EN 101 and EN 102 or the equivalent.*

GENERAL

GEN 101 Strategies for Success

One semester hour

The purpose of this course is to provide students with the foundations for academic success. Topics will include; wellness, information literacy, time management, note-taking, test-taking, reading and listening skills, decision making, professionalism, money management, and resiliency.

Course Grade: Pass/No Pass

Undergraduate students who meet one of the following criteria will be required to enroll in GEN 101:

- 1. Students with New Student Experience status*
- 2. Students with Conditional Admission Status*
- 3. Students with a recommendation from their Academic Advisor.*

Note: *Students in on-campus programs must register for an on-campus section of the course.*

GEN 105 Medical Terminology

One semester hour

(One hour theory per week) This online course introduces the students to medical terminology utilizing word-building methodologies. The students will study various root words, prefixes, suffixes and connectors and develop their skills of analyzing, synthesizing, writing and communicating terminology pertinent to all health science-related disciplines.

HEALTH CARE

HC 200 Health Care Sciences Update I

Three semester hours

This course provides a review of the structural and functional relationships of the human body. Key elements of biochemistry and cell biology will be refreshed before the review of organ systems. Special emphasis will be placed on neuroanatomy and physiology, cardiac and vascular physiology and renal physiology. Finally, the function of the immune system components during its protection of the body from pathogenic microorganisms and cancer, during hypersensitivities autoimmune diseases and during transplant rejection will be discussed.

Prerequisite: *Admission into RN to BSN program.*

HC 205 Health Care Sciences Update II

Three semester hours

Current knowledge and insights in pathophysiological processes are analyzed to provide the scientific rationale for pharmacological advances used in today's health care environment.

Prerequisite: *Admission into RN to BSN program.*

HC 210 Health Care Sciences Update III

Three semester hours

This course provides a review of the basic principles of microbiology and biochemistry. The student's basic biochemistry knowledge will be expanded to include: stereochemistry, biomolecular chemistry, enzymology, pH influences, bioenergetics, metabolism, biosynthesis, amino and nucleic acids, lipids, proteins, genetic

coding and pathways in cellular metabolism. The student's basic microbiology knowledge will be expanded to include the structure, function and characteristics of bacteria, viruses, fungus and protozoa.

Prerequisite: Admission into RN to BSN program.

HC 220 Gerontology

Two semester hours

This course is an introduction to the field of human aging. The course of study will include a multidisciplinary examination of the way in which human aging is viewed, how we perceive the process of growing older and how society responds to the issues and problems of aging. The class will look at aging from the perspective of the social and political sciences, biological sciences, arts and humanities, care-giving and independent living, especially with the advent of the Baby Boomers in mind.

HEALTH CARE CORE

EA 200 Health Care Ethics

Three semester hours

This course introduces the frameworks and concepts useful to approaching, understanding, and resolving ethical issues. Students will use sociological and historical approaches to understand modern ethical dilemmas in health care. Analysis of these issues will go beyond the individual to include the family, organization, and community.

EA 205 Death and Dying

Three semester hours

This course promotes an increased understanding of topics related to dying, death and bereavement. The goal is to increase knowledge and confidence when interacting with patients, families, and support systems at the end of life. Emphasis is placed on practical interventions and building empathy during this unique time in the lifespan. This course includes tours of a local funeral home and cemetery

EA 210 American Poverty and Health Care

Three semester hours

Health and income are strongly correlated in America. People living in poverty suffer from more chronic and acute diseases, experience higher rates of mental illness, and die earlier. This course seeks to answer three questions. Why are people poor? How does poverty lead to health disparities? What can a health care professional do about it? This course will examine historical approaches to solving poverty, current policies, and future directions. Students will consider the influence of factors including race, gender, culture, education, location, power, politics, and markets.

EA 215 Abnormal Psychology

Three semester hours

This course will serve as a patient-focused examination of abnormal psychology by introducing the DSM-5, as well as contemporary research and theory in the broad field of psychopathology. We will examine the history, causes, consequences, and treatments of abnormal behavior. As healthcare professionals, we must recognize that normal and abnormal behaviors are usually the result of both physiological and psychological factors, and acquire an understanding of the neuroscience, medical, mental health, and pragmatic implications of these disorders

HU 200 A Cultural History of the Healing Arts

Three semester hours

A Cultural History of the Healing Arts positions the history of health care within a cultural framework. The course reviews the social, intellectual and cultural history of the healing arts from ancient times to the 21st century. Not limited to the Western tradition, this approach invites the student to identify and explore the people, practices, and beliefs that have shaped the healing professions.

HU 205 The History of Science, Technology, and Medicine**Three semester hours**

In this course, students will explore the distinct yet increasingly overlapping histories of science, technology, and medicine from prehistory to the present. Moving from stone choppers in prehistory, through the emergence of natural philosophy in Ancient Greece, and the x-ray in the modern era, students will understand how our modern tools and understanding of the world have been influenced by practical need, careful observation, and rigorous research. The course will also highlight the cultural and sociological influences on the development of science, technology, and medicine.

HU 210 American Social Movements**Three semester hours**

America has a rich history of social movements including American independence, abolition, states' rights, civil rights, women's rights, labor rights, environmentalism, religious freedom, and peace. This course will focus on the four major reform eras in history: antebellum America; the Progressive Era; the New Deal; and the 1960s. These moments are when Americans formed their national identity and decided the meaning of "America." We will address, to a greater or lesser extent, all of the major social movements in Americans' past, exploring the ideas and actions of both those who sought change and those who opposed it.

HU 215 Academic Travel Abroad Humanities**Three semester hours**

This Academic Travel Abroad course satisfies the Health Care Core – Humanities requirement. A 12-day travel experience serves as the keystone of this hybrid course, which consists of pre-trip preparations and post-trip assignments. It offers a student-centered, first-hand look at the history, arts, and cultural identity of the country or countries on the itinerary. It also traces the history of healing in that country, including a visit to a hospital or clinic for students to interact with providers, educators, and students from another system.

♦ IC 200 Developing Cultural Competence**Three semester hours**

This course serves students who are relatively new to the health care field or those with limited professional experience interacting with others of different racial, ethnic, linguistic or religious backgrounds. IC 200 introduces patient interactions, focusing on patient-centered techniques and building professional cultural competence. This course seeks to increase student self-assessment and reflection, considering ongoing professional growth. Course focus is on holistic patient assessment, identifying the influencing factors in patient health, illness, and treatment. This is a designated service course.

♦ IC 250 Advancing Cultural Competence**Three semester hours**

This course serves students with experience in the health care field or those with professional experience interacting with others of different racial, ethnic, linguistic and religious backgrounds. IC 250 provides opportunities for students to build upon their previous experiences in order to advance their cultural

competence when caring for patients of diverse backgrounds. Course focus is on holistic patient assessment with an emphasis on analyzing and incorporating culturally appropriate and patient-specific interventions and adjustments. This is a designated service course.

HEALTH CARE SERVICES

The Bachelor of Science degree in Health Care Services courses are also available as General Education electives.

MATHEMATICS

MA 101 Introduction to Algebra

Three semester hours

Basic concepts of the real number system, polynomials, first-degree equations, algebraic fractions, radicals and quadratic functions.

MA 120 College Algebra

Three semester hours

Covers axioms of real and complex numbers; equations and inequalities in a variable and solutions of these systems; polynomial, exponential and logarithmic functions.

PHYSICAL EDUCATION/ACTIVITY

PE 210 Promotion of Healthy Living

Three semester hours

An overview of the promotion of healthy living, including the determinants of healthy behavior, the models and theories that provide a framework for predicting healthy behavior, and the strategies employed to bring about behavioral changes for health and disease prevention.

PE 291 Self Defense

Two semester hours

Self-defense is a state of mind as well as a set of physical skills. In this course you will learn self- defense techniques and develop the self-confidence and control needed to execute them properly with an appreciation for the individual's physical abilities. This course will also help to broaden your base of knowledge of violence against women, teens, and safety measures for you and your family.

PSYCHOLOGY

PY 101 Introduction to Psychology

Three semester hours

Introduction to psychology is a course designed to acquaint students with the history, development and present status of the science of psychology. Students will be exposed to areas of behavior, cognition and learning; and special emphasis will be placed on the study of abnormal psychology and its impact on health care.

PY 200 Human Development

Three semester hours

A comprehensive exploration of the physical, psychosocial, cognitive and emotional development of individuals across their life span including the effect of culture on growth.

PY 220 Death and Dying: Perspectives for Health Care Providers**Two semester hours**

This course promotes an increased understanding of topics related to dying, death and bereavement. The goal is to increase knowledge and confidence when interacting with patients, families, and support systems at the end of life. Emphasis is placed on practical interventions and building empathy during this unique time in the lifespan. This course includes tours of a local funeral home and cemetery.

SOCIOLOGY**SO 101 Introduction to Sociology****Three semester hours**

Overview of the principles and methods of human behavior in groups. Includes group dynamics, cultural variation and social change.

SO 220 Medical Sociology**Two semester hours**

This course introduces students to some of the main topics of medical sociology: the social construction of health and illness; inequalities in the distribution of illness and health care; the organization of health care work; the medical profession and the health care system. Students will learn about such topics as who gets sick and why; how health professions have evolved in the United States and how the health care landscape has been divided among professions; why individuals in medical occupations typically have more authority and receive higher incomes in the U.S. than elsewhere; what the relationship is between hospitals and other health care organizations and how that relationship has changed over time.

Note: SO 101 or equivalent is recommended before registration for SO 220.

SPANISH**SP 103 Spanish for the Health Care Provider-Introduction****Three semester hours**

In this introductory course, students will be exposed to the basic Spanish language principles and learn practical vocabulary and insights into Hispanic cultural views on health care aimed at providing a foundation for basic conversation with Hispanic patients and family members.

SP 104 Spanish for the Health Care Provider-Conversation**Three semester hours**

This course is designed to provide students with intense conversation practice and advanced vocabulary for medical personnel to improve fluency and ease of expression in successfully managing interactions with Spanish-speaking individuals.

Prerequisite: SP 103.

STATISTICS

ST 310 Statistics

Three semester hours

Introduction to the fundamental principles of statistics, including the ability to describe a data set and interpret what the description of the sample says about the population as a whole. An examination of the relationship between probability, chance events and statistical tools will lead to an appreciation of the importance of statistics, both in research and in the real world.

ST 410 Advanced Statistics for Public Health Care

Three semester hours

Advanced Statistics will provide an introduction to statistical experimentation and research methods with applications to health sciences. Concepts of estimation and inferences will be covered. Systematic coverage of the more widely used statistical methods, including simple and multiple regression, single factor and multifactor analysis of variance, multiple comparisons, goodness of fit tests, contingency tables, nonparametric procedures, and power of tests. Students are expected to complete a data-based project as part of the course requirement.

Prerequisite: ST 310 or equivalent

Professional Development

Director of Professional Development

Judi Dunn, M.S., C.P.P., R.N.-B.C.

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For assistance and/or more information about programs offered, please contact professionaldevelopment@clarksoncollege.edu.

Introduction

The Clarkson College Professional Development office is dedicated to assisting health care professionals in their pursuit of lifelong learning.

Professional Development encompasses a broad spectrum of programs and courses, intended for adult learners. It involves developing an individual's knowledge, skills and attitudes to ensure that they can work confidently and effectively.

Learning activities may include non-degree career training, skill development for maintaining a specific career path and post graduate continuing education. These activities are intended to build on the educational and experiential bases of individuals. They are designed to enhance practice, education, administration, and further research or theory development with the goal of improving the health of the public.

The Professional Development office seeks to provide leadership to help establish and support the development of the following objectives:

- Sustaining learner attitudes on the value of lifelong learning.
- To provide College-sanctioned continuing education activities that meet accreditation standards established by sponsoring professional societies and organizations so as to contribute to the progress, maintenance and enhancement of competent practice.
- Design, implement, evaluate, direct and administer the Nurse Refresher, Nurse Aide and Medication Aide courses.

- Assisting College faculty, staff and alumni in promoting professional growth and advancing career goals.
- Collaborating with our constituencies to expand their knowledge base and stay relevant in the changing world of health care services.

Allied Health Continuing Education

The consistent development and delivery of quality continuing education programs that are relevant to allied health professionals and demonstrate a commitment to lifelong learning are offered. Theory, skills and practical application in a variety of topics are provided for the areas of Radiologic Technology, Medical Imaging and Physical Therapy.

Continuing Nursing Education

Continuing nursing education within Professional Development will contribute to the refinement, enhancement and maintenance of competence in nursing practice, theory, research, administration and nursing education. It will be planned, implemented and evaluated according to perceived, observed and/or documented needs. It should support professional and personal growth, further the nursing profession and promote self-directed learning. It will provide opportunity for increasing competence, improving patient outcomes and assisting nursing professionals, in a variety of nursing settings to expand their professional expertise. Finally, it will be innovative, anticipating change in health care systems, technologies and society.

Continuing nursing education programs may include both theory and practice. Innovative practice, in accordance with established adult education principles, will be employed and learners will be encouraged to be actively involved in the learning process. Continuing nursing education will be planned to meet a variety of learning style needs, by providing stimulating, topical, informative and participatory learning experiences. Continuing nursing education will be delivered through convenient, affordable methods and systems to reduce barriers in attendance.

Clarkson College is an approved provider of continuing nursing education by the Midwest Multistate Division, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Approved Iowa Provider #345

Health Information Management Continuing Education

Continuing education is offered online, on-site to advance an individual's career and knowledge in the Health Information Management (HIM) field. Courses are developed, implemented and evaluated to improve personal and professional growth and advancement. Theory, skills and practical application are provided to enhance competence in all aspects of health care business. Courses are appropriate for billers, coders, auditors, compliance officers, non-physician providers, managers and directors.

Programs Offered Through Professional Development

NR 100 LPN Refresher Course Theory
NR 101 LPN Refresher Course Skills Lab
NR 102 LPN Refresher Course Clinical Rotation

NR 200 RN Refresher Course Theory
NR 201 RN Refresher Course Skills Lab
NR 202 RN Refresher Course Clinical Rotation

A course of study is offered for nurses who have inactive or lapsed nursing license status and desire to return to clinical practice. The Nurse Refresher course is not classroom-based. The theory portion of the course is completed through access to an on-line learning management system. In addition, participants complete an on-campus skills lab day and a clinical rotation at a local medical facility.

NA 103 Adult Abuse and Neglect course

This course provides updated information for mandatory responders regarding the regulations and statutes in Nebraska pertaining to adult abuse and neglect. It covers topics such as causes of abuse and neglect, prevention and how to report to the appropriate authorities. It is available on-line. The requirements for successful completion are:

- The learner must listen to the entire class presentation.
- The learner must spend a minimum of 60 minutes participating in the class.
- The learner must complete the 25 question test at the conclusion of this course and score an 80% or better.

NA 100 Nurse Aide (CNA) course

Regularly scheduled courses are offered which provide training for the non-licensed individual to provide safe, effective and caring services to patients, residents and clients in many health care settings. Courses are approved by the Nebraska Department of Health and Human Services (NDHHS). Students successfully completing the course receive a certificate of completion from Clarkson College and may qualify for placement on the State of Nebraska Nurse Aide Registry. Courses are offered in Omaha both during the day and during the evening. College credit is not provided for this course.

Prerequisites:

- 16 years of age,
- Ability to read, speak and understand the English language,
- Be in good health and able to lift 50 lbs.

Applicants need to be aware of the eligibility requirements for placement on the state registry and/or for employment. Persons with a criminal record, substance abuse problems or health problems that would interfere with safe practices may be ineligible for placement on the state registry or for employment.

NA 101 and NA 102 Nurse Aide Competency Examinations

Individuals who meet the NE Department of Health & Human Services requirements for reinstatement of their placement on the Nurse Aide registry may complete either the written and/or clinical competency examinations through Clarkson College. Sessions are held on a regular basis during the week, in the evening and on Saturday.

NA 104 Nurse Aide Skills Review Session

A Skills Review Session provides an individual with the opportunity to work with a Nurse Aide Instructor and review skills in the hands-on environment of the nurse aide classroom and laboratory. In the three and one-half hour session, students are able to review and practice skills pertinent to the nurse aide role and receive guidance to assist them in successful completion of the Nurse Aide Skills Competency Examination. This is a review session; not all nurse aide course material is covered, nor is any guarantee given that participation will ensure passing the state examinations.

MAC 100 Medication Aide 40 hour course (CMA)

This course meets State of Nebraska requirements for 40 hour training of individuals to provide medications in nursing homes, assisted living centers, ICF-MR, schools, child care settings or patient homes. A medication aide is trained to work under direct supervision of a caretaker or a licensed health care professional. They provide routine medications by the oral, inhalation, topical and instillation routes when appropriate direction and monitoring is provided. The State of Nebraska Medication Aide written examination is handled outside the scope of this course. College credit is not provided for this course.

Prerequisites:

- Must be able to read, speak and write English.
- Competent in basic mathematics skills.
- Earned high school diploma or successfully passed the general educational development (GED) test.
- Proof of current certification in American Heart Association Basic Life Support for the health care provider (CPR with AED training).
- Successful completion of an approved Nurse Aide course (or its equivalent).
- Must be 18 years of age or older.
- Applicants need to be aware of the eligibility requirements for taking the state certification testing and employment. Persons with a criminal record, substance abuse problems or health problems that would interfere with safe practices may be ineligible for state testing and/or employment. Many employers may require an individual to be a Nurse Aide (CNA) before allowing them to function as a Medication Aide.

MAC 101 Medication Aide Competency Assessment

Medication aides, child care providers and staff members of schools must demonstrate competency in the provision of medication. Prior to reinstatement of a Medication Aide 40 hour on the Nebraska Medication Aide registry, documentation must be submitted to the Nebraska Department of Health & Human Services regarding demonstration of competency in provision of medication. Individuals may complete this Competency Assessment through Clarkson College.

MAC 104 Medication Aide Skills Review Session

A Skills Review Session provides an individual with the opportunity to work with a Medication Aide Instructor and review skills in the hands-on environment of the classroom and laboratory. In the three and one-half hour session, students are able to review and practice skills pertinent to the medication aide role and receive guidance to assist them in successful completion of the Medication Aide Competency Assessment. This is a review session; not all medication aide course material is covered, nor is any guarantee given that participation will ensure passing the competency assessment.

Life Support Courses

Clarkson College is an approved American Heart Association (AHA) Training Center. AHA Certification Courses are designed to teach health care professionals and non-health care professionals the skills of Basic

Life Support (CPR) and relief of foreign body airway obstruction and the use of an external defibrillator (AED).

AHA two-year certification courses are intended for those who must meet licensure or credentialing requirements. However, certified or non-certified individuals are eligible to enroll in the AHA Basic Life Support and First Aid courses. The Advanced Cardiovascular Life Support Course is for those will provide their knowledge and skills for the patient in critical care within the first 10 minutes of cardiac arrest.

LS 100 Basic Life Support Course: Initial

LS 101 Basic Life Support Course: Renewal

The initial BLS health care provider course teaches CPR skills for helping victims of all ages (including doing ventilation with a barrier device, a bag-mask device and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). It's intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital for certified or noncertified, licensed or non-licensed health care professionals. Upon successful completion of the written examination, the course participant will receive a two-year American Heart Association (AHA) certification card.

The renewal BLS health care provider course renews health care providers who are current in American Heart Association health care provider training. The course provides a review of current AHA guidelines for basic life support. Successful completion of the course requires the participant to be able to demonstrate skills learned and pass the AHA examination for health care providers.

Health care provider courses are offered regularly at the Clarkson College campus. The staff will also make arrangements with organizations and businesses to provide training on-site (dependent upon instructor availability).

LS 051 Family & Friends CPR AED

This American Heart Association, Instructor led course is designed to teach small or large groups of lay rescuers the basics of CPR, AED use; and relief of choking. Students receive a participation card, there is not a certification provided for this course.

LS 060 Heartsaver Bloodborne Pathogens

The Heartsaver Bloodborne Pathogens course is designed to meet OSHA requirements for bloodborne pathogens training when paired with site or facility specific training. It can be utilized as a stand alone course, or added to first aid or CPR training. Students receive a participation card, there is not a certification provided for this course.

LS 095 Heartsaver First Aid CPR AED Course

The Heartsaver First Aid CPR AED course provides the skills to effectively assess and maintain life from the critical minutes immediately following an emergency, until the arrival of emergency medical services personnel. The course also provides corporations with a complete health and safety training solution for First Aid, CPR and AED. A two year certification is provided upon successful completion of this 2 hour course.

LS 095 Heartsaver First Aid Course

the Heartsaver First Aid course provides training in basic first aid procedures - including first aid skills recommended by OSHA. This course is ideal for anyone who has a duty to respond to a first aid emergency

because of job responsibilities or regulatory requirements, as well as for others who want or need first aid training. A two year certification is provided upon successful completion of this 5-6 hour course.

LS 200 Advanced Cardiovascular Life Support (ACLS): Initial

LS 201 Advanced Cardiovascular Life Support (ACLS): Renewal

The American Heart Association's Advanced Cardiovascular Life Support course is for health care providers who direct or participate in the resuscitation of a patient, whether in or out of hospital. Through the ACLS course, providers will enhance their skills in the treatment of the adult victim of a cardiac arrest or other cardiopulmonary emergencies. ACLS emphasizes the importance of basic life support CPR to patient survival; the integration of effective basic life support with advanced cardiovascular life support interventions; and the importance of effective team interaction and communication during resuscitation.

ACLS is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students will practice essential skills individually, as part of a team, and as team leader. Realistic simulations reinforce the following key concepts: proficiency in basic life support care; recognizing and initiating early management of peri-arrest conditions; managing cardiac arrest; identifying and treating ischemic chest pain and acute coronary syndromes; recognizing other life-threatening clinical situations (such as stroke) and providing initial care; ACLS algorithms; and effective resuscitation team dynamics.

Online Education

Center for Teaching Excellence

PH 402.552.2216 TF 800.647.5500

cte@clarksoncollege.edu

Clarkson College offers a number of online and hybrid courses each semester via the Online Campus.

Online education is a form of distance education where the educational content is delivered asynchronously over the Internet. Expectations of online education students are the same as students attending classes on campus. An online course will take at least the same amount of time as a traditional course. Time spent in the classroom is replaced with reading, completing assignments, listening to presentations, participating in online discussions, and using web-based technologies such as email to communicate with classmates and faculty.

Some courses are offered in hybrid format. Hybrid courses include aspects of both online and face-to-face instruction, where up to 49% of the traditional face-to-face instructional time is replaced with online work. Students are typically expected to complete assignments, quizzes, and exams via the Online Campus, and required to be on Campus for other portions of the course. A hybrid course will take at least the same amount of time as a traditional or online course. Support services are provided to ensure online and hybrid education students have similar access to the educational resources available on campus.

Admissions

Online and hybrid education students follow similar admission processes as students attending on-campus courses and are governed by the same policies found elsewhere in this catalog. Contact the Admissions office for further information.

Advising

Advising for the online and hybrid education student is handled by the academic advisors. These individuals are ready to provide personal service and attention to students' needs. They can direct and guide students to

resources in support of the coursework and answer questions. Clarkson College advisors are only a phone call or email away.

Online Education Test Proctors/Preceptors

Local students enrolled in online and/or hybrid courses which require exam proctoring services are required to use the Clarkson College Testing Center. Students who are located outside the immediate Omaha/Council Bluffs are required to locate an off-site proctor which meets the criteria for Clarkson College Off-Site proctors. Students wanting to use off-site proctors must submit an Off-Site Test Proctor Information Form to the Testing Center within the first two weeks of a term. Detailed information is listed in the Online Education Manual posted on the College website.

Online education students completing courses that require preceptors are encouraged to enroll early and complete all the necessary paperwork for identifying a preceptor prior to the semester in which the preceptor will be necessary.

Equipment/Software Requirements and Internet Service Provider

Students enrolled in an online or hybrid education course MUST download the Online Education Manual for the latest computer hardware and software requirements.

If a student is thinking about purchasing a computer and/or software, they can call the Clarkson College Director of the Center for Teaching Excellence at 800.647.5500. The Director can assist in identifying the equipment and software that will best serve a student while attending Clarkson College.

Some programs require students to visit campus for a skills assessment. Contact the appropriate department for current information concerning campus visits for skills assessment.

Financial Aid

Online and hybrid education students qualify for financial aid under the same regulations as students attending courses on campus. Refer to the Student Financial Services section of this catalog for specific qualifications and regulations for financial aid.

Preliminary Degree Plan

Clarkson College offers students information about the length of time and the number of courses necessary for completion of an online degree program prior to seeking admission to the College. This is accomplished through a preliminary degree plan. After the student discusses their educational goals with the admissions counselor and provides copies of previous college transcripts, a personal degree plan is developed.

The plan includes the courses the student is required to complete, the courses which will be accepted in transfer, the proposed coursework credit the student will receive for past military or work experience and the sequence for completing the student's desired degree, based upon the student's workload.

The plan is preliminary until official transcripts verifying the courses the student has completed are reviewed and assessed by the College Registrar. The plan does not obligate the student to attend Clarkson College but provides them with the information needed to make a decision.

Schedule of Classes

Each semester, the schedule of classes identifies the courses being offered online or in hybrid format. The schedule of classes can be accessed through the Clarkson College website.

Textbooks

In order to receive textbooks in a timely manner, it is suggested that students purchase their books as soon as they have registered for class.

Programs Offered Through Online Education

Minors

- Health Care Business
- Gerontology
- Human Services
- Public Health
- Women's Health

Certificates

- Gerontology
- Health Information Management
- Human Services
- Imaging Informatics
- Long-Term Care Administration
- Public Health
- Women's Health

Associate of Science Degree

- Health Information Technology

Bachelor of Science Degrees

- Health Care Business with a major in Health Information Administration and Management
- Health Care Services
- Medical Imaging
- Registered Nurse (RN) to Bachelor of Science in Nursing (BSN)

Post-Baccalaureate Certificates

- Health Information Administration

Master of Science Degrees

- Health Care Administration
- Nursing with options in: Adult–Gerontology Primary Care Nurse Practitioner, Family Nurse Practitioner, Nursing Education, Nursing Health Care Administration Registered Nurse (RN) to Master of Science in Nursing (MSN)

Post-Master's Certificates

- Health Care Administration

- Nursing with options in: Adult–Gerontology Primary Care Nurse Practitioner, Family Nurse Practitioner, Nursing Education, Nursing Health Care Administration

Doctoral Degrees

- Health Care Education and Leadership (EdD)
- Nursing Practice (DNP)

Reserve Officers' Training Corps

UNO ROTC

PH 402.554.2318

<http://www.unomaha.edu/air-force-rotc/>

Creighton Army ROTC

PH 402.280.2828

www.armyrotc.com/edu/creighton/

For students interested in pursuing an ROTC program while working on their undergraduate degree, Clarkson College makes it possible to do so. Through a partnership agreement with Clarkson College, students may choose from the Army Officer Training Corps program at Creighton University. Students also may decide on the Air Force ROTC program at the University of Nebraska at Omaha.

Air Force ROTC

Air Force ROTC training leading to a commission as a lieutenant in the United States Air Force is available to qualified Clarkson College students through the AFROTC program at the University of Nebraska at Omaha (UNO). Clarkson College students register for the courses at Clarkson College but attend Aerospace Studies classes at UNO while pursuing their degree at Clarkson College. This opportunity results from an agreement between the College and UNO. Students interested in this program should contact UNO ROTC at 402.554.2318.

The following course descriptions are of Aerospace Studies offered by Clarkson College through the four-year UNO program.

AES 001 Leadership Laboratory

AFROTC Leadership Laboratory provides initial and advanced military leadership experiences including cadet squadron operations, commanding, training, recruiting, communicating, drill and ceremonies, customs and courtesies, career planning and staff action practice designed to simulate the professional world of the Air Force officer. Leadership Laboratory is an integral part of all Aerospace Studies courses. All cadets must participate.

AES 131-132 The Air Force Today

A survey of the USAF with students studying the mission, function and organization of the Air Force. Emphasis is placed on the major Air Force commands, the environment in which the Air Force operates and how the Air Force works in coordination with the military services. This course provides a basic understanding of the armed forces of the Air Force.

AES 231-232 The Development of Air Power

An introduction to the study of air power. The course is developed from the historical perspective starting with the Wright Brothers and continuing through the 1990s. Emphasis is placed on factors contributing to change in the nature of military conflict and leading to the development of air power as a primary element in national security.

AES 311-312 Air Force Management and Leadership

A study of management from the point of view of the Air Force junior officer. Basic managerial processes, individual motivational and behavioral processes, organizational and group dynamics of change, leadership and communication are discussed to provide a foundation for the development of junior officer professional skills. Actual Air Force case histories are used.

AES 411-412 National Security Forces in Contemporary American Society

The armed forces as an element of society, with emphasis on the broad range of American civil-military relations and the environmental context in which U.S. defense policy is exercised. Course themes include the role of the professional military leader-manager in a democratic society; political, economic and social constraints on the national defense structure; the military justice system; and the variables involved in the formulation and implementation of national security policy.

AES 490 Advanced Air Force Leadership/Planning Seminar

This course instructs Air Force officer candidates on advanced leadership principles and planning/organizational skills through a series of group and individual projects. Special emphasis is placed on communication skills. In addition, topics on performance feedback/reporting, drill and ceremonies and ethics are discussed.

Army ROTC

The Army Officer Training Corps program at Creighton University has a partnership agreement with Clarkson College. This agreement affords Clarkson students the opportunity to participate in the Army ROTC program at Creighton while pursuing an undergraduate degree at Clarkson College. Students interested in this program should contact Creighton University Army ROTC at 402.280.2828.

Military Science is an elective managerial training program designed to develop college men and women for positions of leadership and responsibility as junior officers in the U.S. Army, Army Reserve or Army National Guard, or for subsequent managerial careers in civilian industry.

Its curriculum encourages reflective thinking, goal setting and problem-solving through an interdisciplinary study of leadership and managerial principles. Specifically, the program is structured to develop skills in the following areas: interpersonal-motivation, decision-making, communication and general supervision. Compatible with any academic major, the program enhances the student's development in college and is open to undergraduate and graduate students.

The Army ROTC program offers two-, three- and four-year programs of instruction. The program itself is essentially divided into two parts: the basic course (100- to 200-level courses) and the advanced course (300- to 400-level courses). The basic course, normally taken during the freshman and sophomore years, is designed to familiarize the student with the military, the role of an Army officer, and the fundamentals of effective leadership. It is open to all students and incurs no obligation whatsoever. Thus, it affords an opportunity to see what ROTC is all about while qualifying the student to enter the advanced course.

It is the advanced course, however, that represents the real officer development portion of ROTC. While the basic course provides fundamental knowledge in leadership, the advanced course refines and further develops managerial talents through leadership seminars and extensive practical application. Additionally, the student develops basic military skills common to the Army. Students successfully completing the advanced course will be commissioned as second lieutenants in the U. S. Army, Army Reserves or Army National Guard. Admission into the advanced course is by Military Science department approval.

The student with prior military service, Reserve/National Guard service or four years of high school ROTC, however, may be given equivalency credit for the basic course and allowed to proceed directly into the advanced course. Likewise, other students are afforded the same opportunity for the two-year program through an accelerated five-week summer program in lieu of the basic course. All ROTC students are eligible to compete for two- and three-year scholarships. Advanced course students receive \$150 per month, up to 10 months a year, for a subsistence allowance.

Students who are members of the Army Reserve or National Guard and who have attained sophomore status may enroll in the ROTC advanced course without taking any basic course classes. They must graduate no later than eight months after commissioning.

Those students qualifying for this two-year program will receive \$150 per month in pay as a subsistence allowance and may also receive tuition assistance of 50 percent if in the Army Reserve or Army National Guard.

After the junior year, ROTC cadets attend Advanced Camp. This is five weeks of intensive leadership and management training conducted during the summer months at Fort Lewis, Wash. The student's ability to lead their unit and to plan and conduct small unit operations is thoroughly evaluated. Travel pay and salary stipend are provided through the Army.

Nursing students may also attend the Nurse Summer Training Program (NSTP) after their junior year. The clinical phase is three weeks long and takes place at various Army Medical Centers across the United States, including Hawaii. Students work on a nursing unit in a preceptor program with an Army nurse. They receive valuable clinical and leadership skills before heading into the senior year at school. NSTP is optional; however, it is highly recommended as students receive valuable training and experience. Travel pay and salary stipend are provided.

The following course descriptions are the Military Science courses offered at Clarkson College through Creighton University's Army ROTC program.

MIL 100 Leadership Laboratory

Leadership Laboratory provides basic and advanced military leadership experience in military courtesy, drill and ceremonies and practical application of classroom-taught subjects. Functions and responsibilities of leadership positions are developed through cadet staff actions and command positions. Leadership Laboratory meets Fridays from 6:30 to 8:00 a.m. at the Peter Kiewit Fitness Center at Creighton University. ***Note:** All military science scholarship and advanced course students must register for MIL 100.*

MIL 101 Introduction to Officer Professionalism I

Examines the role of the commissioned officer in the U.S. Army. Discussion focuses on the role and organization of the Army, role of the National Guard and Reserve, branches of the Army, sources of commissions, role of the non-commissioned officer, customs of the service, military pay and benefits, career opportunities and scholarships.

MIL 202 United States Military History

This course will introduce students to the history of the American military establishment and its relationships to American society from colonial times to the present. Students will become acquainted with the evolution of warfare, military theory and the military profession, with particular emphasis on the place of military institutions in society, so as to develop a sense of historical awareness.

MIL 205 Basic Camp-ROTC

Six weeks of training at Fort Knox, Kentucky. Travel pay and salary stipend provided through the Department of Military Science. The student is not obligated to any military service as a result of attending Basic Camp. Camp graduates are eligible to enroll in Advanced Military Science courses and can compete for two-year military science scholarships.

MIL 206 Basic Camp-SMP

Under the Simultaneous Membership Program (SMP), students who have completed an Army, Army National Guard, or Army Reserves Basic Training Camp may receive credit for the first two years of Army ROTC and enter the ROTC Advanced Program culminating in the awarding of a commission as a Second Lieutenant in the Army Reserve or Army National Guard in two years. Contact the Military Science Department at Creighton University for further details.

MIL 207 Fundamentals of Army Ranger Training

Course designated to challenge the individual in leadership, physical endurance, special operations and small-unit tactics. Competitive area success would lead to regional championship participation at Fort Lewis, Washington.

Prerequisite: Creighton University Department approval.

MIL 208 Advanced Army Ranger Training

A continuation of Military Science 207.

Prerequisite: Creighton University Department approval.

MIL 211 Basic Individual Military Techniques

Develops student leadership and critical individual skills. Training is basic in nature and includes leadership techniques, written and oral communication, rifle marksmanship, fundamentals of land navigation and physical fitness.

Prerequisites: MIL 100 and MIL 101.

MIL 212 Advanced Individual Military Techniques

Continues the development of student leadership and critical individual military skills. Training focuses on advanced military skill and includes orientation to field survival skills operation and training.

Prerequisite: MIL 211.

MIL 301 Advanced Leadership I

Students can learn the fundamentals of land navigation, the role and functions of a military line and staff organization, the role of the non-commissioned officer, training management, how to prepare military correspondence, how to conduct oral presentations and how to arrange and conduct meetings and conferences.

Includes physical training.

Prerequisite: *Department approval and/or enrollment in MIL 211 and MIL 212.*

MIL 302 Advanced Leadership II

Students learn the fundamentals of small-unit leadership skills and tactics, how to conduct personal, performance and discipline counseling, and how to examine leadership case studies in detail. Includes physical training.

Prerequisite: *MIL 301.*

MIL 307 ROTC Advanced Camp Training

The ROTC cadet attends five weeks of intensive leadership and management training. The training is conducted during the summer months at Fort Lewis, Washington. The student's ability to lead their unit and to plan and conduct small unit operations is thoroughly evaluated. Travel pay and salary stipend are provided through the Army.

Prerequisites: *MIL 301 and MIL 302.*

MIL 401 Military Professionalism and Ethics

Leadership seminar on military ethics, ethical reasoning, decision-making and values clarification. Contemporary problems and ethical issues are discussed using the case study method. Entering a new organization, communications and human relations skills, the importance of power and influence are learned. Includes physical training.

Prerequisite: *MIL 301 and MIL 302 or Creighton University Department approval.*

MIL 402 Military Management Seminar

Develops military management skills by providing a working knowledge of the Army personnel management system, the military justice system, the Army logistical system and post and installations support agencies. The focus of this course is to provide an understanding of basic leadership and management skills required by newly commissioned officers.

Prerequisite: *MIL 401.*

MIL 495 Directed Independent Study

A Military Science course designed to consider an issue or field of interest that relates to the military establishment. Student should contact a designated faculty member for specific course requirements prior to registration.

Prerequisite: *Creighton University Department approval.*

General Information

Clarkson College

101 South 42 Street Omaha, NE 68131-2739

PH 402.552.3100 TF 800.647.5500

This section contains general information about the College, its facilities and its rich history of educating health care students.

Since 1888, the College has experienced both triumphs and challenges that have strengthened the institution and allowed it to flourish. It began with the dream of Bishop Robert H. Clarkson in the late 1800s to establish a hospital in Nebraska. It continued with the dedication of his wife, Meliora, to develop a training school for nurses.

Today, Clarkson College continues to build on a tradition of innovative education that anticipates changes in health care systems, technology and society. The individuals we serve have always been and will continue to be our success.

About the College

Clarkson College is a private, non-profit college that offers certificates, undergraduate degrees, graduate degrees and post-graduate certificates in health sciences and health care business.

Clarkson College exists to educate and ensure the personal and professional development of individuals seeking a career in health care. Through various activities, the College provides an intellectual environment for the development of literate, knowledgeable and scholarly individuals motivated to pursue lifelong learning and capable of solving problems through the health care disciplines in which they major.

The success of each student at Clarkson College is the center of the College Mission. For this reason, faculty works closely with students as teachers, mentors, advisors and role models. Faculty and staff are friendly and helpful and care about your progress and success.

The College also provides a variety of co-curricular experiences on campus. The opportunity to serve in student groups and organizations, College committees or to participate in service promotes development of interpersonal skills and experiences that assist students in attaining personal and career success.

Students at Clarkson College may choose to study in any one of several areas in the Nursing, Health Care Business, Health Care Services, Radiologic Technology, Medical Imaging/Imaging Informatics and Physical Therapist Assistant.

The Clarkson College Professional Development office is dedicated to assisting health care professionals in their pursuit of lifelong learning. Professional Development encompasses a broad spectrum of programs and courses intended for adult learners. It involves developing an individual's knowledge, skills and attitudes to ensure that they can work confidently and effectively.

Online Education provides students who are unable to attend classes on campus an opportunity to complete their education in a flexible setting suitable for their individual lifestyle. Accessibility, convenience and personalized instruction make the Online Education experience a popular option.

Students are central to decisions made and are included in many of the operational activities of the College through the Student Government Association (SGA) and other organizations.

Clarkson College delivers a high-quality education emphasizing early hands-on experiences, personal attention from faculty, flexibility in program selection and high first-time pass rates on board examinations for graduates. The College prepares students for a profession embedded with opportunities and the potential of multiple careers that enable a variety of jobs, settings, geographical locations, colleagues and salary potential.

Board of Directors

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Clarkson College Student Government Association Representative

Stephanie Sprinkel

**Past Chair*

Diversity

Clarkson College recognizes that we live in a diverse society. We value the diversity of our employees, students and the community, and strive to create an environment where all people have equal opportunity. Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs.

The following designated position coordinates the Clarkson College effort to comply with the regulations implementing Title IX, Section 504 and the Age Act:

Vice President of Operations

Clarkson College 101 South 42 Street Omaha, NE 68131-2739 PH 402.552.6109

We will demonstrate our commitment to diversify through the following actions:

- We will create an environment where all people are treated with dignity and respect, and where difference is valued.
- We will create an atmosphere where all people feel welcomed, and where their unique cultural differences are respected.
- We will create an environment where all people have the same ability to provide and receive quality health care education. This will include awareness of the many cultural barriers, language and customs of our employees, students and the community in order to provide health care education to a diverse population.
- We will openly embrace the diversity of our employee, student and customer population. We acknowledge that creating a diverse environment must have the support and commitment of all levels of the organization.
- We will celebrate diversity to create an environment of inclusion.

Facilities

The Student Center houses the campus bookstore, community lounge, mailboxes, café and Student Government Association office on the first floor. On the second level, Howard Hall, a multi-purpose room, provides gym space as well as seating for 400 people. Next door is the J.W. Upright Success Center, which caters to the study, tutoring and counseling needs of students.

In the main building at 42 and Dodge Streets, the lower level (LL) houses the Professional Development office, Life Support training center, Nurse Aide classroom, Testing Center and skills laboratory for the Radiologic Technology and Medical Imaging programs. The Educational Resource Center (ERC) is also located in the lower level.

On the first floor lobby of the College main building you will find the Student Services Suite. The Admissions, Registrar, Student Financial Services and Facilities offices are housed in this suite. The Student Services Suite provides centralization of student services and information to students and visitors. The first floor also houses classroom 110.

The second floor houses the College Library. Maintaining convenient hours, the Library provides students with knowledgeable staff and resources necessary to complete projects and conduct research.

The second floor also houses classrooms and a science lab for the anatomy, physiology, chemistry and biology classes. Just beyond the science lab is Second Floor South, which houses the Center for Teaching Excellence (CTE) and the skills laboratory for the Physical Therapist Assistant program.

The Center for Teaching Excellence (CTE) was established in 2008 to support teaching and learning at Clarkson College by assisting faculty and academic programs in their continued pursuit of course improvement and student learning. CTE manages and coordinates instructional design, faculty development, online education, testing center, diversity, community service, Service-Learning, accommodations, and institutional effectiveness services for faculty and academic program needs.

The third floor provides the College with a multipurpose area that can quickly be configured as two large rooms or three areas for instruction, activities or workshops. The third floor also houses the College computer lab. Faculty members are also located on the third floor.

Located on the fourth floor are classrooms and the offices for the Director of Radiologic Technology and Medical Imaging and the Technology and Computer Services department. Also housed on the fourth floor is the Nursing Skills Lab and state-of-the-art Simulation Lab.

Clarkson College faculty offices, the Director of Undergraduate Nursing and the Assistant Director of Undergraduate Nursing are located on the fifth floor.

The sixth floor of the College houses the administrative offices of the President, Vice President of Academic Affairs, Vice President of Operations, Dean of Nursing, Director of Graduate Nursing and Doctor of Nursing Practice, Director of Health Care Business, Director of General Education, Fiscal Services, Human Resources, Marketing, Academic Travel Abroad (ATA) and Alumni Relations.

Advanced technology is architecturally designed into the main building of the College, Student Center and Residence Hall including wireless Internet access in each building and the courtyard. The facilities were built to handle current and future computer and technological needs. All main building classrooms are equipped with television monitors as well as numerous types of audio/visual projection equipment. The capability exists to transmit live or taped productions into all classrooms simultaneously. Throughout the College facilities are connections that link users of technology with computers, modems, satellites and the Internet. Education at Clarkson College is truly global.

History

Clarkson College traces its roots to Omaha's Good Samaritan Hospital, which opened in 1869 and became the forerunner of Bishop Clarkson Memorial Hospital. The first student nurse completed a two-year training period in 1890. In 1902, a three-year nurses training school accepted students at the Hospital's 17th and Dodge Street location. A Clarkson superintendent called civic leaders to the first meeting of the Nebraska Nurses Association at Clarkson in 1906; three years later, the founding members achieved their initial goal of registration for 10 trained nurses who passed a state examination.

The Alumni Association was formed in 1910. By 1913, Clarkson was the first Nebraska school to reduce the standard on-duty requirement from 12 hours per day (six-and-a-half days a week) to eight hours per day. The Hospital and School moved in 1936 to 26 and Dewey Streets where students were housed in several homes nearby.

During World War II, a new nurse's home (dormitory) was built across the street from the Hospital. The School of Nursing also actively participated in the U.S. Cadet Nurse Corps program, which funded student tuition, books, uniforms and monthly stipends as a way to recruit nurses for the war effort.

After the war, the Hospital moved to its current location at 42 and Dewey Streets. However, related budget problems led the Nursing program to close in 1955. A very generous donation from Mr. and Mrs. Peter Kiewit enabled the Nursing program to reopen in 1960 with the completion of Kiewit Tower.

The 1970s saw Clarkson College admit male students to its burgeoning program. In the 1980s, Clarkson College received accreditation from the North Central Association and National League for Nursing. Development of the Online Education, Professional Development, Radiologic Technology/Medical Imaging, Physical Therapist Assistant and graduate programs swiftly followed. Today, the College also offers degrees and certificates in Health Care Business, Imaging Informatics, Post-Master's certificates in Nursing and a host of Professional Development, Basic and Advanced Life Support and Continuing Education opportunities.

Since 1888, Clarkson College graduates have distinguished themselves at home and abroad, in peacetime and in wartime. Now in its second century, the College continues to build on its solid tradition by developing health care programs to provide for safe, compassionate and effective care.

In the new millennium, a focus on diversity led to the development of the Gateway to Success Minority Nursing Scholarship. In order to serve our diverse population the College began the "Building on the Legacy of Enriching Campus Life for Students" effort in 2004 to create an environment of living and learning by constructing the new Student Village campus. The new campus includes a Student Center, apartment-style Residence Hall and courtyard complete with the Clarkson College Service League Heritage Garden.

In 2008, Clarkson College enhanced student services by opening a newly renovated lobby with student access to admissions and student records services. In addition, a newly renovated lower level allows easier access to professional development and basic life support services from a 42 Street entrance. The Center for Teaching Excellence also opened its doors in 2008.

Only two years later in 2010, the College reconstructed the first floor main lobby area and developed the Student Services Suite to establish convenient access to all facets of student information.

Accommodations

Clarkson College, in compliance with Section 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA") (as amended, 2008), and the Nebraska Fair Employment Practices Act, provides equal access to educational opportunities to otherwise qualified individuals with disabilities. The College will provide reasonable accommodations to otherwise qualified individuals provided these accommodations do not: 1) fundamentally alter the nature or operation of the programs, services, or activities at the College, 2) cause undue burden to the College, or 3) pose a direct threat

to the health and safety of others. To request accommodation(s) or additional information, please contact the Accommodations Coordinator at accommodations@clarksoncollege.edu.

Emotional Support Animal

Aligned with the Fair Housing Amendments Act of 1988 and Section 504 of the Rehabilitation Act of 1973, Clarkson College (hereafter referred to as "College") recognizes the importance of Emotional Support Animals (ESA) in providing emotional support to individuals with disabilities. The College is committed to allowing ESAs when necessary to provide individuals with disabilities an equal opportunity to use and enjoy Student Housing. Approval of an ESA in Student Housing requires: 1) the individual has a disability, 2) the animal is necessary to afford the individual an equal opportunity to use and enjoy a dwelling, and 3) there is an identifiable relationship between the disability and the support the animal provides.

Definition of Emotional Support Animal

An ESA pertains to a category of animals that provide necessary emotional support to an individual with a disability such that this support alleviates one or more identified symptoms of an individual's disability. Unlike a Service Animal, an ESA does not need to be trained to provide a service or a task and does not accompany a person with a disability at all times. Fair Housing regulations only apply to housing facilities; therefore, ESAs are allowed only in Student Housing and not in other areas of the College unless approved.

Care and Supervision of Emotional Support Animal

The individual with the disability who has requested an accommodation of an ESA and received approval of said accommodation is the "owner." The care, supervision, and custody of the ESA are the sole responsibility of the owner. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in the immediate removal of the animal and/or discipline for the owner. The owner must be in full control of the ESA at all times. The ESA must be maintained (e.g., kept clean, free from fleas and/or ticks, etc.) by its owner and may not create safety hazards for other people.

The owner must abide by current city, county, and state ordinances, laws and regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. The College has a right to require documentation of compliance with such ordinances, laws, and regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing the animal has been licensed. An ESA's behavior, noise, and odor should not create unreasonable disruptions for other residents in Student Housing. The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner. The College retains the right to designate a particular area for the ESA to relieve itself and/or for the disposal of its waste.

The owner may not leave an ESA overnight in student housing to be cared for by any individual other than the owner. The owner is responsible for ensuring that the ESA is contained, as appropriate, when the owner is not present during the day while attending classes or other activities. The owner must provide the name and contact information of a person who is willing and able to take the ESA in the event of an emergency.

Request for Emotional Support Animal in Student Housing

Students must receive approval for an ESA by the Accommodations Coordinator prior to bringing their animal to campus. Therefore, the College requests that the student provide as much advance notice as possible prior to the desired move-in date so that the College can best accommodate the student and the animal. The Accommodations Coordinator, on a case-by-case basis, will review documentation, make a decision, and communicate with the appropriate members of the College community. If approved, the Accommodations

Coordinator will notify the Residence Hall Coordinator and Director of Facilities. The Residence Hall Coordinator will then contact the student for additional details and, along with the student's other housing preferences and/or needs, make a Student Housing assignment.

A request for an ESA may be denied if: 1) there is not a determination of necessity for the presence of an ESA to create equal opportunity to use and enjoy a dwelling, 2) there is no relationship identified between the disability of the individual and the support the animal provides, 3) the presence of the animal imposes an undue financial and/or administrative burden, 4) the presence of the animal fundamentally alters student housing policies, and/or 5) the presence of the animal would pose a direct threat to the health and safety of others or would cause property damage.

The College will not ask for or require the owner to pay a fee or surcharge for an ESA. However, the owner may be charged for any damage caused by the ESA beyond reasonable wear and tear to the same extent that other individuals are charged for damages beyond reasonable wear and tear. The owner's living accommodations also may be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in Student Housing.

Violation of Policy

The owner must fully cooperate with College personnel with regards to meeting the terms of this policy and developing procedures for care of the ESA. The College may require the owner to remove the animal from Student Housing if: 1) the animal poses a direct threat to the health and safety of persons at the College, 2) the animal causes physical damage to property, 3) the presence of the animal fundamentally alters the nature of College operations, 4) the animal creates an unmanageable disturbance or interference with the College community, and 5) the owner does not comply with the owner responsibilities set forth in this policy. Any removal of an ESA will be done in consultation with the Accommodations Coordinator and may be appealed through the College's grievance procedures.

It is the policy of Clarkson College ("College") to afford individuals with disabilities, who require the assistance of a Service Animal, with equal opportunity to access Clarkson College (hereafter referred to as "College") property, courses, programs, and activities. This policy complies with the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("Rehabilitation Act"). Among other things, the ADA and the Rehabilitation Act require the College to make reasonable modifications to its policies, practices, or procedures to permit the use of Service Animals by students, faculty, staff or visitors with a disability.

Articulation Agreements

Clarkson College shall create articulation agreements and/or Memos of Understanding with any accredited community college/health system according to the wishes of the academic program directors and administration. The articulation agreement and/or Memo of Understanding is a formal, signed agreement that specifically states the Clarkson College degree requirements and the community college/health system courses that may be transferred. Current articulation agreements can be found in the Admissions section of the College website.

Computer Equipment Recommendations

In order to increase their likelihood of academic success, it is recommended that all Clarkson College on-campus students have access to personal computers with a specified minimum level of hardware and software. The specific recommendations are available to current and prospective students in the Online Education manual.

Online Education students are required to have access to specific equipment. These requirements are listed in the Online Education manual.

Service League Library

Guided by the mission of Clarkson College, the Service League Library supports the curriculum needs of Clarkson College students, faculty and staff by providing access to scholarly resources and quality services. The collection includes a wide variety of print and electronic journals, books and research databases. Access to resources is available off-campus from any internet-enabled computer. The Library also provides a variety of services to support the information needs of our users such as interlibrary loan, information literacy instruction, and one-on-one reference assistance. In addition to the collection, the Library houses computers, printers, copiers and two group study rooms are available for reservation. The Library is open 72 hours per week.

Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination and does not discriminate on the basis race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs.

The following position coordinates compliance with regulations in the implementation of Title IX, Section 504 and the Age Act:

Vice President of Operations

Clarkson College 101 South 42 Street Omaha, NE 68131-2739 PH 402.552.6109

Research

In fulfilling its Mission, the College actively supports and encourages scholarly activity and research. Members of the Clarkson College community or members of the scientific community wishing to conduct research within Clarkson College are to contact the chair of the Clarkson College Institutional Review Board.

Science Laboratory

The Science Lab accommodates areas for chemistry, microbiology, physiology and anatomy to support the general education science curriculum. It allows the student to gain valuable, hands-on experience with the subject matter. Each semester, designated open lab hours are established to allow students flexibility in completing required coursework.

Skills Laboratories

Nursing Skills Lab

The Nursing Skills Lab is designed to provide realistic, hands-on practice for students in an area that simulates a variety of realistic medical facility environments. There are numerous resources available to facilitate group or individual learning. The south end of the lab features eight patient care cubicles arranged to simulate semi-private hospital rooms equipped with items necessary for direct nursing care.

The north end of the lab has two patient care cubicles arranged to simulate one-bed hospital rooms, a pediatric examination room, an adult examination room, a gynecological examination room, five mobile workstations and a conference area. The classroom contains a video viewing conference area and a computer workstation.

Students using the lab will have access to realistic mannequins and models allowing them to practice skills needed in today's advanced health care setting. Designated open lab hours are established to allow students to complete required coursework and additional practice. Qualified faculty is available to assist students in practicing skills.

Simulation Lab

The cutting-edge simulation lab allows students to manage hypothetical patient cases using digitally enhanced mannequins that mimic real-life human health conditions.

Located on the fourth floor, the 375 square-foot facility includes a fully-equipped patient room where students can practice procedures such as intravenous line insertion, breathing tube insertion and medication administration; a control room where instructors can manipulate the mannequins by raising their blood pressure or even sending them into cardiac arrest; and a debriefing room where students and their instructors will gather to review and analyze a video recording of how the students reacted to the patient cases.

The simulation lab also houses high-tech, computerized adult and child tetherless mannequins that mimic real patients and are able to talk and respond to the students. These life-like mannequins are controlled remotely by instructors who can make them cry out in pain, move about and even react to a student's touch. They exhibit symptoms of minor or major injury, as well as mild to life-threatening diseases—almost anything clinical staff might see in live patients.

Physical Therapist Assistant Skills Lab

The Physical Therapist Assistant Skills Lab provides students with an opportunity to practice a variety of clinically related patient intervention techniques. Students have access to an assortment of therapeutic equipment reflective of the current practice of physical therapy. Lab time is scheduled as part of the curriculum and reserved lab hours can be established to allow students to complete required coursework and additional practice.

Radiologic Technology Energized Skills Lab

The Radiologic Technology Lab suite contains a classroom; two x-ray rooms, one of which is energized; a darkroom and a film library. The energized x-ray room is lead-shielded and the viewing window is constructed of leaded glass for student safety. The energized x-ray machine is capable of performing digital fluoroscopy and diagnostic examinations. Two methods of image acquisition are offered. A fully functional darkroom is available for film processing and a CR reader and imaging plates are available for digital acquisition. Completing the digital imaging chain is a quality control workstation and PACS workstation for

image manipulation and storage. An energized mammography machine, portable x-ray machine and C-arm are also located within the suite to facilitate student learning.

Nurse Aide Center

Nurse Aide and Medication Aide courses are provided in a classroom-skills lab suite. This facility—located in the lower level of the main College building—offers students the ability to learn as they practice skills needed to provide high quality patient care.

Student Center

The new Student Center enriches campus life for students. Students can socialize in the café-style lounge area, exercise in the fitness center, visit The Bookstore or seek academic and career guidance in the Success Center. Computer access is available and also study areas for study collaboration. The Student Center also has wireless capabilities for those students who wish to use their laptop computers in this area. The Student Center also offers student meeting and recreational space for events and intramurals in Howard Hall.

Student Housing

The new, apartment-style Residence Hall is conveniently located on campus and provides a greater community connection with other students. Each apartment has four private, furnished bedrooms; two private baths with double vanities; and a spacious, fully-equipped kitchen with dining/study counter. The Residence Hall has 24-hour staff and front desk services and each of the 35 apartments has controlled entry. The Residence Hall, which houses up to 140 students, also offers laundry facilities, group study areas and wireless Internet for its residents. Each apartment is also set up for Internet and cable access in each bedroom and living room. Our Resident Assistants (RAs) and onsite Resident Director (RD) encourage student involvement and activities and assist the on-campus residents in a living and learning environment.

Success Center

The mission of the Dr. J.W. Upright Success Center is to provide College-based resources and support services to assist students in achieving their academic, professional, and personal goals during their time at Clarkson College. The Success Center operates under the philosophy that students, regardless of previous success, can and should become better learners.

Some of the major services offered by the Success Center include: learning styles assessment, counseling, academic skill development, tutoring, mentoring, career planning and job postings. These are all free services to students. Counseling is also available off-campus both within the Omaha area as well as within the vicinity of where the student lives if outside the Omaha area through the College's partnership with Arbor Family Counseling. With respect to these off-site counseling services, students are eligible for three free counseling sessions per concern/per year. To make an appointment, contact Arbor Family Counseling at 1.800.922.7379. If a student needs to speak to someone immediately, whether in crisis or for a request for a phone consultation, counselors are available 24 hours a day by calling 1.800.922.7379. This is also a service provided through the College's partnership with Arbor Family Counseling.

The Success Center, located on the second floor of the Student Center, also provides individual and group study space and has five computers available for students to use. Students are encouraged to take advantage of the Success Center services throughout their collegiate careers. For more information, contact the Success Center at 402.552.2694 or under Student Life/Campus Services/Student Success of the College website.

Supplemental Instruction

Supplemental Instruction (SI) improves student success in courses that have proven to be more challenging than others. Student peers (SI Leaders) who have successfully completed the courses lead weekly group review sessions. Sessions use hands on learning activities to discuss learning strategies, study skills and overall understanding of course material. SI session attendance is completely voluntary and confidential.

Courses offering SI vary from semester to semester and are open to all students enrolled in those courses—free of charge.

Technology Resources

Students have access to computers in the College Computer Laboratory, Success Center, Educational Resources Area and Library. Word processing and desktop publishing software is available for students who need to prepare class papers. Spreadsheets and database management software permit students to analyze data. Interactive technologies provide unique learning opportunities for students. Additionally, there are several multimedia machines in the Library for viewing class assignments. Clarkson College is a wireless campus, and students have access to the Internet in the Student Center, Residence Hall, main building or the courtyard.

Electronic Resources Use, Copyright Infringement & Network Management Policy

Clarkson College electronic resources are defined as the hardware, software, network and network connections within Clarkson College and all connections to the Internet. This definition also includes P2P processes and use.

All electronic resources at Clarkson College are provided for the exclusive use of enrolled students, faculty, staff and individuals directly affiliated with Clarkson College consistent with the Mission of the College.

Computer and network system users are responsible for following the published restrictions to access Clarkson College computing systems and networks.

1. A user must use only the computer account(s) that has been authorized for his/her use.
2. Users are responsible for the use of their computer accounts. Users should make appropriate use of systems-provided protection features such as passwords and file protections and should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose. If assistance is needed in using computer resources, contact the Information Systems (IS) department.
3. Computer accounts and access to networks (Internet, College Network (LAN), etc.) must be used only for the purposes for which they are authorized. For example, student, faculty and staff accounts issued for legitimate classroom or office work cannot be used for private consulting, commercial enterprises and/or personal financial gain.
4. Users will not download (or attempt to download) music, data or any other copyright materials from others that are engaged in illegal activities involving copyrighted, trademarked or patented products.
5. Users will not access, copy or transport programs, files or data without prior authorization. User software may be used on computers only if it has been legally obtained and if its use does not violate license or copyright restrictions. This policy specifically pertains to any Peer-to-Peer uses as well as

other types of electronic copyright violations. Peer-to-Peer practices are not authorized on the Clarkson College network unless specially approved by the Information Systems (IS) department.

6. Users will not (or attempt to) inspect, modify, distribute or copy privileged data, music or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting, etc.
7. Users will not infringe on others' use of the electronic services or deprive them of those resources.
8. Users will not attempt to modify systems infrastructure. Users will not damage or obstruct the operation of any of computer systems or networks of the College.
9. Users will not supply or attempt to supply false or misleading information or identification in order to access computer systems or networks.
10. Users will not attempt to subvert the restrictions associated with any computer accounts.
11. Playing computer games (other than for educational purposes) on Clarkson College computers is not allowed and may result in the loss of access to Clarkson College computers and networks.
12. The computer will not be used as an instrument to intimidate or offend persons. Using the computer as a means of communication to terrify, intimidate, threaten, harass, annoy or offend another person constitutes grounds for cancellation of access to Clarkson College computers/networks and may result in disciplinary and/or legal action. Use of a computer as a means of: a) communicating indecent, lewd or obscene language to another person, or: b) communicating a threat or lewd suggestion to another person shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy or offend.
13. Software will be used on computers only if it has been legally obtained and if its use does not violate license or copyright restrictions. Any software not approved or purchased by Clarkson College will not be placed on network machines without approval from the Information Services (IS) department. Such software may not receive support from the IS department. Users may not (nor attempt to) inspect, modify, distribute or copy privileged data or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting, etc.
14. Users shall not supply or attempt to supply false or misleading information or identification in order to access computer systems or networks.

Violations of any on the above items will lead to loss of access privileges to all Clarkson College computing and networking systems.

Further disciplinary actions for violating the policy will be governed by but may not be limited to the applicable provisions of student handbooks, faculty and staff handbooks, policies of Clarkson College, statutes of the State of Nebraska and federal law, including civil and criminal legal actions.

Information Services will review user accounts and network traffic to insure that violations to this policy are reported to administration for disciplinary action of all offenders.

Testing Center

The Testing Center, located on the lower level of the Main Building at the College, is the test proctor by default for all students enrolled at Clarkson College. Hours of operation, rules, and regulations are posted on the College website. Additional information about the Testing Center, including how to make appointments to schedule tests and quizzes, is available on the College [website](#). To contact the Testing Center, email testingcenter@clarksoncollege.edu or call 402.552.3034.

Website

The website for Clarkson College is located at ClarksonCollege.edu. The website contains detailed information about programs and courses offered by the College and online academic catalog as well as admission requirements, applications, forms, directories and contact information. Other features include:

calendar of events, schedule of classes, Bookstore and link access to eCollege (online campus), Self-Service, Library databases and e-mail accounts for students, faculty/staff and alumni. Tools for searching our website and navigation include: Search Clarkson College, dropdown main menu and sitemap. Students are also able to follow Clarkson College on [Facebook](#), [Twitter](#), [Linkedin](#), [Instagram](#) and [Youtube](#).

Writing Lab

The Clarkson College Writing Lab is a resource for all undergraduate and graduate students—both on campus and online. The Writing Lab serves as a welcoming space for students to receive help on their writing and revisions. If a student is unsure how to begin a paper, how to write a thesis, how to organize their ideas, how to articulate their ideas, how to apply APA style, or if they simply want a second pair of eyes to look over their essay, the Writing Lab can help with all of this and more. The Writing Lab emphasizes the process of writing; rather than correct, edit, or proofread, Writing Lab tutors work *with* writers to build their confidence with writing, as well as to provide them with the skills needed to revise and edit their own writing. To learn more about the hours of operation and scheduling appointments please visit the Writing Lab webpage.

Academic Calendar

Clarkson College publishes academic calendars two years in advance. This section gives you access to these calendars.

August 2017

25 Fall Undergraduate Orientation for New Students

28 Fall Semester Begins

28 Health Care Administration 1st - 6 week Session Begins

September 2017

1 Last day to withdraw from a regular semester course and receive 100% refund of tuition and fees

4 Labor Day (No Classes, College Closed)

15 Tuition and Fees Payment Due Date

15 Constitution Day

28-29 Graduate Weekend (NS 830)

October 2017

6 Health Care Administration 1st - 6 week Session Ends

6-7 Graduate Weekend (NS 832/844)

9-13 Fall Mid-Term Exams

16 Health Care Administration 2nd - 6 week Session Begins
17 Fall Mid-semester Grades Due
20 Last day to withdraw a course with a “W” (Withdrawal) Grade

November 2017

3 Deadline for Spring 2018 Graduation Application
24 Health Care Administration 2nd - 6 week Session Ends
23-24 Thanksgiving Holiday (No Classes, College Closed)

December 2017

1 Last Day to Withdraw a Course with a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) Grade
8 Fall Semester Ends
8 Graduate Symposium
9 Fall Graduation
10 – 20th Academic Travel Partnership
12 Final Grades Due For Fall Semester
22-26 Christmas Holiday (College Closed)
29th Holiday (College Closed)

January 2018

1-2 Holiday (College Closed)
5 Spring Undergraduate Orientation New Students
8 Spring Semester Begins
8 Health Care Administration 1st - 6 week Session Begins
12 Last day to withdraw from a regular semester course and receive 100% refund of tuition & fees
15 Martin Luther King, Jr. Day Observed (No Classes, College Open, Strategic Planning)
26 Tuition and Fees Payment Due Date

February 2018

1-2 Graduate Weekend (NS 830)

16 Health Care Administration 1st - 6 week Session Ends

16-17 Graduate Weekend (NS 832/844)

19-23 Spring Mid-Term Exams

26 Health Care Administration 2nd - 6 week Session Begins

27 Spring Mid-semester Grades Due

March 2018

2 Last Day to Withdraw a Course with a “W” (Withdrawal) Grade

23 Deadline for Summer 2018 Graduation Application

5-9 Spring Break Faculty off campus (No Classes, College Open)

30 Good Friday (No Classes, College Closed)

April 2018

6 Health Care Administration 2nd - 6 week Session Ends

20 Last day to withdraw a course with a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) Grade

27 Spring Semester Ends

27 Graduate Symposium

28 Spring Graduation 29- May 10 Academic Travel Traditional

May 2018

1 Final Grades Due For Spring Semester

7 Health Care Administration 1st - 6 week Session Begins

9 Faculty Report

11 Summer Undergraduate Orientation New Students

14 Summer Session Begins

18 Last day to withdraw from a regular semester course and receive

100% refund of tuition & fees

28 Memorial Day Observed (No Classes, College Closed)

June 2018

1 Tuition & Fees Payment Due Date

8 Deadline for Fall 2018 Graduation Application

7-8 Graduate Weekend (NS 830)

15 Health Care Administration 1st - 6 week Session Ends

18-22 Summer Mid-Term Exams

22-23 Graduate Weekend (NS 832/844)

25 Health Care Administration 2nd - 6 week Session Begins

26 Summer Mid-semester Grades Due

29 Last Day to Withdraw a Course with a “W” (Withdrawal) Grade

July 2018

4 Independence Day (No Classes, College Closed)

27 Last Day to Withdraw a Course with a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) Grade

27 Graduating Students; Summer Grades Due

August 2018

3 Summer Semester Ends

3 Graduate Symposium

3 Health Care Administration 2nd - 6 week Session Ends

4 Summer Graduation

7 Final Grades Due For Summer Semester

24 Fall Undergraduate Orientation for New Students

27 Fall Semester Begins

27 Health Care Administration 1st - 6 week Session Begins

31 Last day to withdraw from a regular semester course and receive 100% refund of tuition and fees

September 2018

3 Labor Day (No Classes, College Closed)

14 Tuition and Fees Payment Due Date

17 Constitution Day

20-21 Graduate Weekend (NS 830)

21 Alumni CEU Event

20-21 Graduate Weekend (NS 830)

October 2018

5 Health Care Administration 1st - 6 week Session Ends

5-6 Graduate Weekend (NS 832/844)

8-12 Fall Mid-Term Exams

15 Health Care Administration 2nd - 6 week Session Begins

16 Fall Mid-semester Grades Due

19 Last day to withdraw a course with a “W” (Withdrawal) Grade

November 2018

2 Deadline for Spring 2019 Graduation Application

23 Health Care Administration 2nd - 6 week Session Ends

22-23 Thanksgiving Holiday (No Classes, College Closed)

30 Last Day to Withdraw a Course with a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) Grade

30 Graduating Students; Fall Grades Due

December 2018

7 Fall Semester Ends

7 Graduate Symposium

8 Fall Graduation

9-19 Academic Travel Partnership

11 Final Grades Due For Fall Semester

24-31 Christmas Holiday (College Closed)

January 2019

1 Holiday (College Closed)

4 Spring Undergraduate Orientation New Students

7 Spring Semester Begins

7 Health Care Administration 1st - 6 week Session Begins

11 Last day to withdraw from a regular semester course and receive 100% refund of tuition & fees

21 Martin Luther King, Jr. Day Observed (No Classes, College Open, Strategic Planning)

25 Tuition and Fees Payment Due Date

31-Feb 1 Graduate Weekend (NS 830)

February 2019

15 Health Care Administration 1st - 6 week Session Ends

18-22 Spring Mid-Term Exams

22-23 Graduate Weekend (NS 832/844)

25 Health Care Administration 2nd - 6 week Session Begins

26 Spring Mid-semester Grades Due

March 2019

1 Last Day to Withdraw a Course with a “W” (Withdrawal) Grade

4-8 Spring Break Faculty off campus (No Classes, College Open)

22 Deadline for Summer 2019 Graduation Application

April 2019

5 Health Care Administration 2nd - 6 week Session Ends

18 Last day to withdraw a course with a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) Grade

19 Good Friday (No Classes, College Closed)

26 Spring Semester Ends

26 Graduate Symposium

27 Spring Graduation

28-9 Academic Travel Traditional

30 Final Grades Due For Spring Semester

May 2019

6 Health Care Administration 1st - 6 week Session Begins

10 Summer Undergraduate Orientation New Students

13 Summer Session Begins

17 Last day to withdraw from a regular semester course and receive 100% refund of tuition & fees

27 Memorial Day Observed (No Classes, College Closed)

31 Tuition & Fees Payment Due Date

June 2019

6-7 Graduate Weekend (NS 830)

7 Deadline for Fall 2019 Graduation Application

14 Health Care Administration 1st - 6 week Session Ends

17-21 Summer Mid-Term Exams

24 Health Care Administration 2nd - 6 week Session Begins

25 Summer Mid-semester Grades Due

28 Last Day to Withdraw a Course with a “W” (Withdrawal) Grade

28-29 Graduate Weekend (NS 832/844)

July 2019

4 Independence Day (No Classes, College Closed)

26 Last Day to Withdraw a Course with a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) Grade

26 Graduating Students; Summer Grades Due

August 2019

2 Summer Semester Ends

2 Graduate Symposium

2 Health Care Administration 2nd - 6 week Session Ends

3 Summer Graduation

6 Final Grades Due For Summer Semester

23 Fall Undergraduate Orientation for New Students

26 Fall Semester Begins

26 Health Care Administration 1st - 6 week Session Begins

Academic Travel Abroad

Coordinator of Academic Travel Abroad

Patricia Brennan, Ph.D.

PH 402.552.6125 TF 800.647.5500

brennan@clarksoncollege.edu

Inspired by the belief that some of the best learning experiences cannot be duplicated in the classroom, Academic Travel Abroad (ATA) offers a student-centered, first-hand introduction to the people, arts, history and health care of Western (non-American) cultures. Under faculty guidance, ATA exposes students to other cultures, including its challenges and perspectives, with the possibility of earning college credit. Guided tours include hospital visits, medical history sites and other customized tours. Free days are included to foster students' self-directed learning skills. In conjunction with traditional ways of acquiring knowledge, experimental components such as discovery learning help transform students' finite educational experiences into a lifetime of learning.

ACADEMIC TRAVEL ABROAD (ATA)

ATA is scheduled between semesters as described below.

April – May ATA

Offered between spring and summer semesters, this two-week immersion experience is the keystone of several General Education courses – students may enroll for one or multiple courses.

- HU 215 (Health Care Core course) for 3 semester hours
- HC 280 for 1 - 2 semester hours

- HU 290 for 1 - 3 semester hours
- HU 291 for zero semester hours.

HU 215 Academic Travel Abroad Humanities

Three semester hours

This Academic Travel Abroad course satisfies the Health Care Core - Humanities requirement. A 12-day travel experience serves as the keystone of this hybrid courses, which consists of pre-trip preparations and post-trip assignments. It offers a student-centered, first-hand look at the history, arts, and cultural identity of the country or countries on the itinerary. It also traces the history of healing in that country, including a visit to a hospital or clinic for students to interact with providers, educators, and students from another system.

HC 280 International Health Care

One to two semester hours

International Health Care examines health care systems in other countries and compares them to the American health care system. Students will participate in international visits to hospitals and other historical health care sites in the country visited by students participating in the Academic Travel Abroad program.

HU 290 Special Topics in Humanities

One to three semester hours

Taken through Academic Travel Abroad, this course provides a first-hand introduction to the historical and artistic identity shaped by a Western (but non-American) culture. Foci may include the history (people, places, ideas, events) and the arts (architecture, sculpture, literature, painting) that reflect a unique cultural identity. This ATA course may be taken in conjunction with HU 215 and/or HC 280, can be used as an elective, and may be repeated as different cultures are visited and studied.

HU 291 Special Topics in Humanities

No semester hours assigned

Taken through Academic Travel Abroad, this course provides a first-hand introduction to the historical and artistic identity shaped by a Western (but non-American) culture. Foci may include the history (people, places, ideas, events) and the arts (architecture, sculpture, literature, painting) that reflect a unique cultural identity. This ATA course is intended for students who do not need additional elective credit but wish to benefit from the opportunity to travel abroad. The course may be repeated as different cultures are visited and is graded Pass / No pass.

December ATA

Clarkson College offers a collaborative academic travel experience in which students from Clarkson College, Nebraska Methodist College, and Bryan College of Health Sciences have the opportunity to experience cultural diversity and travel, as well as, an international view of health care through ATA 270 or ATA 271. These trips are scheduled between the fall and spring semesters.

ATA 270 Special Topics in Academic Travel Collaboration

This course is a team-taught variable credit course that satisfies one to three hours of General Education credit. It offers a first-hand introduction to the history, arts and health care systems of other cultures, including at least one hospital tour for students to interact with providers and educators from another system. The course may include more than one culture and may be repeated as different cultures are visited.

ATA 271 Special Topics in Academic Travel Collaboration

This course is a team-taught course intended for students who do not need elective credit but wish to benefit from the opportunity to travel abroad. It offers a first-hand introduction to the history, arts and health care systems of other cultures, including at least one hospital tour for students to interact with providers and educators from another system. The course may be repeated as different cultures are visited and is graded Pass / No pass.

Admissions

Director of Admissions

Denise Work

Admissions Office

101 South 42 Street Omaha, NE 68131-2739

PH 402.552.3100 TF 800.647.5500

admissions@clarksoncollege.edu

In this section you will find information about applying as an undergraduate, graduate, doctoral, international or non-degree student. Our admissions staff is available to guide you through the admissions process. We want to make your transition to Clarkson College a smooth one.

Meeting all criteria for admission does not guarantee admission into Clarkson College. Qualified applicants are admitted without regard to national or ethnic origin, gender, age, marital status, religion, race, color, sexual orientation, creed or disability in the administration of its educational policies, financial aid or other school administered programs.

Undergraduate Degree-Seeking Students

Applications for undergraduate degree-seeking students are reviewed based on the following criteria:

- 2.5 cumulative GPA.
- 2.5 math and science GPA.
- ACT or SAT scores (May be considered within two years of high school graduation).
- Class rank.
- High school and college coursework.
- English Proficiency - Student must meet one of the following:
 - Official TOEFL (Test of English as a Foreign Language) score (Minimum of 100 total score on the TOEFL iBT, minimum of 250 total score computer-based TOEFL, or minimum of 600 total score on the paper-based TOEFL).
 - ACT English score of 20 or higher.
 - Graduation from an accredited U.S. high school.
 - U.S. GED English score of 500 or equivalent.
 - Bachelor's or higher level degree from a U.S. accredited college or university.

Additional Admission Requirements:

- Students who have completed the GED are reviewed with a score of 500 or above on each of the five GED tests.

- Students that have been home schooled are required to submit GED scores.
- All transcripts from high school and post-secondary institutions will be evaluated for “Ds,” “Fs,” no pass, withdrawals and withdrawal fails.
- International Nurse Applicants are also required to submit documentation of successful achievement of the Commission on Graduates of Foreign Nursing Schools (CGFNS) qualifying examination.
- Applicants must be in good standing from all previous institutions attended.

Undergraduate Application Materials Required for Degree-Seeking Students:

Undergraduate degree seeking students will be required to submit the following items to be considered for admission. Only students who have submitted all necessary items will be considered for admission.

- Undergraduate application for admission and application fee.
- Transcripts: Official transcripts are required from high school and all postsecondary institutions attended or currently attending. Clarkson College will not accept transcripts issued to the student. Post-secondary institutions include college and universities, professional, technical and business schools regardless of whether or not credit was earned. Transcripts from all institutions outside the U.S. must be official, translated to English and credentialed.
- Typed 2-3 page motivational essay or program specific application questions.
- Official ACT or SAT scores: Required within two years of high school graduation for students graduating from a U.S. accredited high school

Additional admission requirements for the following programs:

- **Physical Therapist Assistant** (Bachelor's and Associate's) – PTA application packet.
- **Radiologic Technology** – RT application packet.
- **Traditional BSN** – BSN Application Packet, Active status on a nurse aide registry. Applications may be reviewed for acceptance with proof of intent to complete a nurse aide course.
- **LPN to BSN, RN to BSN, RN to MSN** – Technical Standards form, Copy of current unencumbered nursing licensure.
- **Medical Imaging** – Copy of current American Registry of Radiologic Technologist (ARRT) card.

Graduate Degree-Seeking Students: Master's Level

Applications for master's degree-seeking students are reviewed based on the following criteria:

- 3.0 cumulative GPA on a 4.0 scale
- English Proficiency - Student must meet one of the following:
 - Official TOEFL (Test of English as a Foreign Language) score (Minimum of 100 total score on the TOEFL iBT, minimum of 250 total score computer-based TOEFL, or minimum of 600 total score on the paper-based TOEFL)
 - ACT English score of 20 or higher
 - Graduation from an accredited U.S. high school
 - U.S. GED English score of 500 or equivalent
 - Bachelor's or higher level degree from a U.S. accredited college or university

Students entering the master's degree programs are reviewed based on the following application materials and requirements:

- Graduate application for admission and application fee.
- Scholarly essay.

- Official academic transcripts from each post-secondary institution previously attended. Transcripts must be sent directly from each institution to Clarkson College. Transcripts from all institutions outside the U.S. must be official, translated to English and credentialed.
- Two professional recommendations using the [Graduate Professional Reference forms](#).
- Current resume.

Additional admission requirements for the following programs:

Master of Science in Nursing:

- Baccalaureate degree in nursing from a professionally accredited institution by National League for Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE).
- A valid state unencumbered RN license. License must be effective in the state where practicing or where clinical experience will occur.
- One year of professional RN work experience prior to registration for the MSN Nurse Educator and Health Care Administration specialty option courses.
- Two years of professional RN work experience prior to registration for MSN Nurse Practitioner specialty option courses.
- Completion of the Acute Care Skills Assessment form for the MSN Nurse Practitioner options.
- Technical Standards Form.

Master of Science in Nursing with specialization in Nurse Anesthesia:

- Complete at least one year of recent full-time critical care nursing experience (post-ADN or post-BSN) as an RN prior to application to the program.
- Submit a current curriculum vitae indicating critical care nursing experience and length, any professional or scholastic honors, and listing of all colleges attended and degrees obtained.
- Provide proof of advanced nursing specialty certifications in BLS, ACLS and PALS
- Completion of the Assessment of Critical Care Skills form.
- Completion of a graduate-level statistics course equivalent to Clarkson College NS 847 prior to enrolling in the program.
- Core professional standards form.

Post-Masters in Nursing Certification:

- Master's degree in nursing from a professionally accredited institution by Commission on Collegiate Nursing Education (CCNE).
- A valid state unencumbered RN license. License must be effective in the state where practicing or where clinical experience will occur.
- Two years of professional RN work experience prior to registration for MSN Nurse Practitioner specialty courses.
- Technical Standards Form

Masters in Health Care Administration:

- Baccalaureate degree from a regionally accredited institution.

Graduate Degree-Seeking Students: Doctorate Level

Applications for doctoral degree-seeking students are reviewed based on the following criteria:

- 3.0 cumulative master's level GPA on a 4.0 scale
- English Proficiency - Student must meet one of the following:
 - Official TOEFL (Test of English as a Foreign Language) score (Minimum of 100 total score on the TOEFL iBT, minimum of 250 total score computer-based TOEFL, or minimum of 600 total score on the paper-based TOEFL)
 - ACT English score of 20 or higher
 - Graduation from an accredited U.S. high school
 - U.S. GED English score of 500 or equivalent
 - Bachelor's or higher level degree from a U.S. accredited college or university

Students entering the doctoral degree programs are reviewed based on the following application materials and requirements:

- Graduate application for admission and application fee.
- Statement of educational goals to include evidence of potential dissertation/residence project.
- Official academic transcripts from each institution where courses were taken at the graduate level. Transcripts must be sent directly from each institution to Clarkson College. Transcripts from all institutions outside the U.S. must be official, translated to English and credentialed.
- Three faculty or professional recommendations using the [Graduate Professional Reference forms](#).
- Current resume or curriculum vitae.
- Sample of a formal master's degree level scholarly paper.
- Three credit hour graduate-level statistics course to be completed prior to enrollment.
- Three credit hour graduate-level research course to be completed prior to enrollment.

Additional admission requirements for the following programs:

Doctor of Nursing Practice:

- Unencumbered APRN license. License must be valid in the state of practice or where an immersion experience will occur.
- One year of work experience as an APRN.
- Master of Science degree in Nursing from an accredited program/institution.

Doctor in Health Care Education and Leadership:

- Minimum of one year of work experience, preferably in the health care field.
- Master's degree or higher from an accredited institution.

International Applicants Admission Requirements

Clarkson College allows applications from students who have been educated in another country who meet the admission requirements established by the College and the academic program of interest. Additional requirements from the Student and Exchange Visitor Program may be required. Applications are reviewed based on the criteria of academic performance and English proficiency as outlined for undergraduate and graduate degrees.

Students who are not U.S. Citizens may be required to submit additional documentation prior to registration. This may include but is not limited to evidence of the student's status as a permanent resident, DACA (Deferred Action for Childhood Arrival), or F1 Visa.

Non-Degree Seeking Students & Visiting Students

Students may wish to enroll in coursework without the intention of earning a degree from Clarkson College. Any person may register for and take courses offered at Clarkson College if that person fulfills the course prerequisites and selected requirements for admission. Proof of English proficiency as outlined for degree-seeking students is required.

Additional requirements include:

For undergraduate coursework: Proof of high school graduation, GED or current enrollment in high school.

For graduate coursework: Documented completion of an appropriate undergraduate degree.

Admission to Clarkson College as a non-degree seeking student does not guarantee later admission into a degree program. Application to a degree-seeking program may be requested at any time. All admission requirements must be met for acceptance.

Acceptance

Accepted students will receive an official letter of acceptance from Clarkson College along with an Admissions Confirmation form. To accept an offer of admission, the student must sign the Admissions Confirmation form and return it with a non-refundable enrollment fee. This fee reserves a student's place in the program.

The enrollment fee is requested within 30 days of admission notification.

Conditional Admission Status

Undergraduate and graduate applicants who do not meet all of the admission criteria may be granted Conditional Admission Status.

Undergraduate students admitted under conditional admission status will remain conditional for two (2) consecutive semesters. During each semester, the following requirements must be met:

- Enroll in their first semester and successfully complete General Education course Strategies for Success (GEN 101);
 - Only students in online programs are eligible for the online section of Strategies for Success (GEN 101).
- Students are only allowed to take a maximum of 15 credit hours each semester;
- Students needing to enroll in BI 211 Anatomy, BI 222 Anatomy/Physiology, BI 210 Microbiology, CH 110 Chemistry or BI 213 Physiology may only enroll in one course per semester;
- Students will be enrolled in the recitation course corresponding to the science course in which they are enrolled (listed in previous bullet). Additional fees will apply. Recitation courses include: BI 210.RS, BI 211.RS, BI 213.RS and CH 110.RS.
- Earn at least a 2.0 Cumulative grade point average; and
- Will not have received any of the following end-of-the-semester course grades: "D," "F," "NP," "WF" or "I" grades.

The Registrar will track and review all conditionally admitted undergraduate students at the end of each semester of conditional status. The program director and Registrar will review and determine if they may continue as fully admitted students. Upon evaluation by the program director at the end of the second

semester the student on conditional status may be removed from conditional status or undergraduate students who do not meet requirements will be dismissed from the program of study.

Graduate students admitted under conditional admission status must meet the following requirements:

- Complete at least six hours of credit;
- Earn a 3.0 cumulative grade point average; and
- Will not have received any of the following end-of-the-semester course grades: “C,” “D,” “F,” “NP,” “WF” or “I” grades.

The Registrar will track all conditionally admitted graduate students at the end of each semester of conditional status. The Program Director and Registrar will review and determine if they may continue as fully admitted students. At the discretion of the Program Director, a Graduate student who does not meet the requirements may be dismissed from the program of study. Upon evaluation by the program director at the end of the second semester the student on conditional status may be removed from conditional status or students who do not meet requirements will be dismissed from the program of study.

Doctoral students will not be admitted conditionally.

The above conditions may result in a change in the anticipated graduation date for a conditionally admitted student. Meeting the above conditions may affect the length of a student’s program. Concerns should be directed to the Admissions office or academic advisor prior to a conditionally admitted student reserving a spot in their academic program.

Re-Admission Applicants

Re-application is required for applicants previously denied or who have been admitted and moved their enrollment date forward more than one year.

Cooperative Programs

Bachelor of Science in Nursing

This program is based on an agreement between Grace University and Clarkson College. Bachelor of Science in Nursing (BSN) degree graduates are eligible to take the National Council Licensure Examination (NCLEX). Grace University provides Clarkson College with appropriate admissions-related documentation upon acceptance of the student. Students who complete the cooperative program should be able to:

1. Demonstrate proficiency in the professional field of nursing established by Clarkson College.
2. Fulfill the objectives of Grace University’s Biblical Studies division.
3. Fulfill the objectives of Grace University’s general education division.

Bachelor of Science in Medical Imaging

This program is based on agreements with Radiologic Technology programs at Southeast Community College in Lincoln, Neb., Alegent Health School of Radiologic Technology in Omaha, Neb. And Mary Lanning School of Radiologic Technology in Hastings, Neb. and Clarkson College. These agreements allow students to enroll in the Clarkson College Medical Imaging program after completing their first year of Radiologic Technology training. This option allows students to simultaneously pursue both degrees. Students must obtain ARRT licensure and successfully complete all degree requirements before the degree will be conferred.

For more information regarding cooperative programs, contact the Clarkson College Admissions office.

Double Majors

Students must apply and be properly admitted to both majors. It may be possible to pursue both majors at the same time. An official degree plan must be completed for both majors. Admission into one major does not guarantee later admission into a second major.

Non-Matriculated Student Record Retention

Clarkson College will retain application materials including official academic transcripts, letters of reference, student essays, observation hours and letters from the College for two years for students who apply but do not enroll. Updated documents may be required if the student would like to re-apply. Records from applicants who do not enroll are not covered under The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).

Application Deadlines & Start Dates

Application deadlines and start dates are determined by program. Students are encouraged to visit the [Clarkson College website](#) for the most up-to-date deadline and start date information.

All application materials must be received prior to the application deadline. After deadlines pass, applications will be reviewed as complete if space is available in the program. Wait lists for programs will be formed as necessary. Applications may be held over to be reviewed at a later date at the discretion of the Admissions Committee.

Application Deadlines for International Students

International students must meet program-specific requirements and deadlines. The following deadlines must be met by international students considering programs with rolling admission:

- Fall semester – June 1
- Spring semester – October 1
- Summer semester – March 1

State Authorization

Clarkson College and its educational offerings are accredited by the Higher Learning Commission. Our graduates are allowed to sit for national licensure board examinations. Because state licensure requirements vary by state, Clarkson College is unable to ascertain licensure requirements in every state. It is up to the individual student to be aware of and abide by licensure requirements in the states in which the student chooses to obtain licensure and employment.

Clarkson College is currently authorized to offer online education in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri,

Montana, Nebraska, New Jersey, New York, Nevada, North Carolina, North Dakota, New Hampshire, New Mexico, Oklahoma, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia and Wyoming. In addition, Clarkson College is able to offer limited online programs in Massachusetts. If you reside in a state offering limited online programs and wish to apply, please contact us at 800.647.5500 prior to completing the application process.

While the College has aimed to offer online education in various other states throughout the nation, specific state requirements have made it cost-prohibitive or unreasonable at this time. We are optimistic about expanding our reach in the future, as state authorization is a fluid situation that is subject to change.

Licensure Contact Information

Clarkson College recommends that you contact the appropriate licensing agency in your state for requirement information prior to enrolling.

Alabama

Nursing:

Alabama Board of Nursing
770 Washington Avenue, Suite 250
Montgomery, AL 36130-3900

Alaska

Nursing:

Nancy Sanders
Commerce, Community & Economic Development
907.269.8161
nancy.sanders@alaska.gov

Allied Health Professions and Related Programs:

Nicole Ornelas-Garcia
Commerce, Community & Economic Development
907.269.8169
nicole.ornelas-garcia.alaska.gov

Arizona

Nursing:

AZ Board of Nursing
602.889.5150

Arkansas

Nursing:

Arkansas State Board of Nursing
1123 South University Avenue, Suite 800
Little Rock, AR 72204
501.686.2712

Colorado

Nursing:

Colorado State Board of Nursing, DORA
1560 Broadway, Suite 1350, Denver, CO 80202
303.894.2430 or 303.894.2458

Allied Health Professions and Related Programs:

DORA
1560 Broadway, Suite 110, Denver, CO 80202
303.894.7855 or 800.886.7675

Georgia

Nursing:

214 State Capitol
Atlanta, Ga. 30334
404.656.2881

[Email](#)

Physical Therapy:

Georgia Board of Physical Therapy
237 Coliseum Drive, Macon, Ga. 31217-3858
478.207.2440

Idaho

Nursing:

Idaho Board of Nursing
<http://ibn.idaho.gov/IBNPortal/>

Allied Health Professions and Related Programs:

Idaho Bureau of Occupational Licenses

Physical Address

700 West State Street, Boise, ID 83702

Mailing Address

PO Box 83720, Boise, Idaho 83720-0063

If you contact the IBOL, please reference your license / registration number or an appropriate case number, and write out your question(s) completely before you make contact. The individual board web pages contain licensure, renewal, and process information that may answer your questions.

ibol@ibol.idaho.gov

Fax: 208.334.3945

Phone: 208.334.3233

Illinois

Nursing:

Nursing is regulated through the Illinois Department of Financial and Professional Regulation Division of Professional Regulation and the Board of Nursing.

www.idfpr.com/profs/Nursing.asp

Allied Health Professions and Related Programs:

Illinois Department of Financial and Professional Regulation Division of Professional Regulation:

Professional Regulation

320 W. Washington

Springfield, IL 62786

Phone: 217.785.0800

TDD: 217.524.6735

Fax: 217.782.7645

www.idfpr.com/DPR/default.asp

Indiana**Nursing:**

Indiana Professional Licensing Agency/Indiana State Board of Nursing:

317.234.2043

<http://www.in.gov/pla/nursing.htm>

Allied Health Professions and Related Programs:

Indiana Professional Licensing Agency:

317.234.2043

<http://www.in.gov/pla>

Indiana Department of Health/Division of Long Term Care:

317.233.7442

<http://www.in.gov/isdh/23260.htm>

Kansas**Nursing:**

Kansas Board of Nursing

Mary Carol Pomatto, RN, ARNP, EdD

Landon State Office Building

900 SW Jackson Street, Suite 1051

Topeka, Kansas, 66612-1230

785.296.4929

<http://ksbn.org/index.htm>

Allied Health Professions and Related Programs:

Health Occupations Credentialing, Kansas Department of Health and Environment

<http://www.kdheks.gov/hoc/index.html>

Kansas State Board of Healing Arts,

<http://www.kdheks.gov/hoc/index.html>

Louisiana

Nursing:

Louisiana State Board of Nursing, Barbara Morvant
morvantb@lsbn.state.la.us
Louisiana State Board of Nursing

Maine**Nursing:**

Maine State Board of Nursing
161 Capitol St.
158 State House Station
Augusta, Maine , 04333-0158
Phone: 207.287.1133
Fax: 207.287.1149

Allied Health:

Department of Professional & Financial Regulation
Office of Professional and Occupational Regulation
35 State House Station
Augusta, Maine 04333-0035
Phone: 207.624.8603

Maryland**Nursing:**

Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, MD 21215-2254
www.mbon.org

Michigan**Nursing:**

Michigan Board of Nursing,
Department of Community Health
Bureau of Health Professions
P.O. Box 30670
Lansing, Michigan 48909
517.373.4674

Nurse Aide Training
The Department of Community Health
Bureau of Health Professions
P.O. Box 30670
Lansing, Michigan 48909
517.241.3728

Minnesota

Nursing:

Main Telephone Number: 612.317.3000

Toll-free Number (MN, IA, ND, SD, WI): 888.234.2690

TTY Number (Relay service for hearing/speech impaired): 800.627.3529

Fax Number: 612.617.2190

[mn.gov/health-licensing-boards/nursing/
nursing.board@state.mn.us](http://mn.gov/health-licensing-boards/nursing/nursing.board@state.mn.us)

Mailing Address

Minnesota Board of Nursing

2829 University Avenue SE # 200

Minneapolis, MN 55414-3253

Allied Health Professions and Related Programs:

<http://mn.gov/health-licensing-boards/>

Missouri**Nursing:**

State Board of Nursing Lori Scheidt Executive Director

3605 Missouri Boulevard P.O. Box 656 Jefferson City, MO 65102-0656

573.751.0681

lori.scheidt@pr.mo.gov

Mississippi**Nursing:**

MS Board of Trustees for State Institutions of Higher Learning

Dr. Janette McCrory, Director of Nursing Education

jmccrory@mississippi.edu

MS Community College Board

Dr. Shawn Mackey, Associate Executive Director
of Workforce and Career & Technical Education

smackey@mccb.edu

Montana**Nursing:**

Dr. Cynthia Gustafson

Executive Director

cgustafson@mt.gov

Allied Health Professions and Related Programs:

For any clinical components in health professions, please contact our State Authorization Compliance Officer to investigate whether specific requirements exist.

<http://mus.edu/che/arsa/StateAuthorization/default.asp>

Ohio

Nursing:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-7410
614.466.3947

Allied Health Professions and Related Programs:

State Medical Board of Ohio
30 E Board Street, 3rd Floor
Columbus, Ohio 43215-6127

Oklahoma**Nursing:**

Oklahoma Board of Nursing
2915 N. Classen, Suite 524
Oklahoma City, Oklahoma 73106
Phone: 405.962.1800
Fax: 405.962.1821

Nevada**Nursing:**

Roseann Colisimo
702.486.5800

New Hampshire**Nursing:**

NH Board of Nursing
603.271.6282

Allied Health Professions and Related Programs:

Licensed, Certified & Registered Occupations in New Hampshire
www.nh.gov/nhes

New Mexico**Nursing:**

New Mexico Board of Nursing
www.bon.state.nm.us or <http://nmbon.sks.com/>

Allied Health Professions and Related Programs:

New Mexico Dept of Health
EMS Program approval - <http://nmems.org/index.shtml>
CNA Program approval - <http://dhi.health.state.nm.us/nar/nar.php>

North Dakota

Nursing:

State Board of Nursing

www.ndbon.org

Oregon**Nursing:**

Oregon Board of Nursing

17938 SW Upper Boone's Ferry Rd., Portland, OR 97224-7012

oregon.bn.info@state.or.us

971.673.0685

Allied Health Professions and Related Programs:

Oregon Health Licensing Agency

700 Summer St. NE, Suite 320, Salem, OR 97301-1287

ohla.info@state.or.us

503.378.8667

Rhode Island**Nursing:**

Pamela McCue, Director

Nurse Registration & Nursing Education

RI Department of Health

3 Capitol Hill Room 105, Providence, RI 02908

401.222.1741

Pamela.mccue@health.ri.gov

Allied Health Professions and Related Programs:

Pamela McCue, Director

Nurse Registration & Nursing Education

RI Department of Health

3 Capitol Hill Room 105, Providence, RI 02908

401.222.1741

Pamela.mccue@health.ri.gov

South Dakota**Nursing:**

Linda Young, RN; MS, FRE

Nursing Program Specialist and Project Director, SDCNW

605.362.2772

<http://doh.sd.gov/Boards/nursing/staff.aspx>

Tennessee

Tennessee Department of Health:

<http://tn.gov/health/article/health-contact-information>

Nursing:

Tennessee Department of Health: Board of Nursing
615.532.5166

Health Related Boards:

CNA: Division of Health Care Facilities 615.532.5171
X-Ray Operators: Board of Medical Examiners

Texas**Nursing:**

Texas Board of Nursing
333 Guadalupe, Suite 3-460, Austin, TX 78701
512.305.6816
www.bon.texas.gov

Allied Health Professions and Related Programs:

Texas Health and Human Services Commission
Brown-Heatly Building, 4900 N. Lamar Blvd, Austin, TX 78751-2316
512.424.6500
www.hhsc.state.tx.us

Texas Department of State Health Services
PO Box 149347, Austin, TX 78714-9347
512.458.7111
www.dshs.state.tx.us

Texas Department of Aging and Disability Services
PO Box 149030, Austin, TX 78714-9030
512.438.3011
www.dads.state.tx.us

Vermont**Nursing:**

Office of Professional Regulation
Board of Nursing
89 Main Street, Floor 3
Montpelier, VT 05620-3402

Mailing Address

Office of Professional Regulation
Board of Nursing
89 Main Street, Floor 3
Montpelier, VT 05620-3402

Website: <https://www.sec.state.vt.us>

Phone: 802.828.2396

Fax: 802.828.2484

Virginia

Nursing:

Virginia Board of Nursing

All non-degree nursing programs that lead to licensure

Dr. Paula Saxby, Deputy Executive Director

804.367.4597

Washington**Nursing:**

Kansas Board of Nursing

Certified Nursing Assistant programs

Department of Social and Health Services/Residential Care Services Administration

www.dshs.wa.gov

Department of Health

Health Professions Quality Assurance

www.doh.wa.gov

West Virginia**Nursing:**

West Virginia Board of Examiners for Registered Professional Nurses

101 Dee Drive, Suite 102, Charleston, WV 25311-1620

Phone: 304.558.3596 or 877.743.NURS (6877)

Fax: 304.558.3666

Email: rnboard@wv.gov

Wyoming:**Nursing:**

For Licensing Questions and General Information:

wsbn-info-licensing@wyo.gov

Mailing Address

130 Hobbs Avenue, Suite B

Cheyenne, Wyoming 82002

Phone: 307.777.7601

Fax: 307.777.3519

Cynthia LaBonde, MN, RN

Executive Director

Financial Aid

Student Financial Services Office

101 South 42 Street Omaha, NE 68131-2739

PH 402.552.2749 TF 800.647.5500

sfsassist@clarksoncollege.edu

Clarkson College Federal School Code: 009862

The mission of the Student Financial Services department is to provide education, counseling and support services designed to assist students and their families in financing their education at Clarkson College.

Financial aid is money provided by federal, state, institutional and private sources to help students meet expenses while attending college. Financial aid only supports a portion of a student's educational costs. **The student and his or her family are expected to assist in meeting college expenses.**

Clarkson College is committed to providing access to financial assistance for qualified students who, without such aid, would be unable to attend college. Financial assistance includes scholarships, grants, loans and part-time employment which may be offered to students in various combinations, depending upon the student's degree of financial need. Financial need is determined by comparing results of the Free Application for Federal Student Aid (FAFSA) with the total estimated cost of attendance for the academic year. Financial aid received from Clarkson College is intended to supplement student and family resources.

If you would like to explore more after reading this section of the catalog, please visit the [Financial Aid section](#) of our website.

Financial Aid Application Process & Available Programs

Please visit the [Tuition & Financial Aid section](#) of the College website for detailed information regarding the financial aid application process, deadlines and available financial aid programs at Clarkson College.

Financial Aid Eligibility Determination

In order to uniformly determine the need of students applying for financial assistance, all applicants must complete a Free Application for Federal Student Aid (FAFSA) and indicate Clarkson College (**federal school code 009862**) as a recipient of the results. The award year at Clarkson College begins with the fall semester and concludes with the summer semester. If eligible, the student will be offered via official award notification, a financial aid package consisting of one or more types of assistance. The student may accept the aid in total or in part.

To be considered for financial aid, a student must also:

- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Have earned a high school diploma or GED certificate.
- Not be in default on a federal student loan or owe a refund to any federal financial aid program at any institution.
- Have not received a conviction for any offense—during a period of enrollment for which the student was receiving federal financial aid—under any federal or state law involving the possession or sale of illegal drugs.
- Register with the U.S. Selective Service if required to do so.
- Be admitted into an eligible degree-seeking program at Clarkson College.
- Be enrolled in at least half-time (undergraduate students: six credit hours; graduate students: three credit hours) for each semester the student wishes to be considered for financial aid.
- Be enrolled in courses that fulfill the student's degree requirements.
- Submit additional documents or information as requested by the Student Financial Services department.
- Maintain all Satisfactory Academic Progress requirements each academic term.
- Certify that federal student aid awards will be used only for educational purposes.

Award Notifications

Students who qualify for financial aid and have successfully completed the financial aid application process may view their award notifications online through [My Financial Aid](#) (accessed through the Clarkson College website). My Financial Aid access instructions, log-on ID information and instructions on how obtain your password will be sent to the student the first time financial aid is awarded from Clarkson College. The student's financial aid counselor will send the student notifications of subsequent and revised awards.

My Financial Aid allows the student to view, accept or decline awards and to receive specific information about award offers. The student must accept financial aid award offers through My Financial Aid before the aid can be disbursed. The student also has the option to decline awards or reduce student loan award offers.

Disbursement of Financial Aid

Financial aid will be applied directly to Clarkson College tuition, fees, on-campus housing (if applicable) and other charges before funds will be released to the student for other educational expenses. If financial aid received exceeds the semester charges, a refund check will be issued to the student and mailed to the address on record with the Registrar.

If a balance remains after financial aid is received, the student is responsible to pay the outstanding balance by the tuition payment due date.

Enrollment Status Requirements for Financial Aid Purposes

To receive most financial awards, including a student loan, the student must be enrolled at least half-time. Some financial aid awards are prorated based on a student's enrollment status.

Undergraduate Students:

Enrollment Status	Semesters	Credit Hours
Full-time	Fall, spring and summer	12 or more per semester
Three-quarter time	Fall, spring and summer	9-11 per semester
Half-time	Fall, spring and summer	6-8 per semester

Graduate Students:

Enrollment Status	Semesters	Credit Hours
Full-time	Fall, spring and summer	6 or more per semester
Half-time	Fall, spring and summer	3-5 per semester

Repayment of Financial Aid

When a student withdraws from all Clarkson College courses and the student received financial aid, he or she may be required to return/repay a certain percentage of federal financial aid that was or could have been disbursed. The amount of repayment required is based on formulas mandated by the Federal government. Federal funds that may have to be returned, in order of their required return, are unsubsidized Federal Direct Loans, subsidized Federal Direct Loans, Federal PLUS Loans, Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG).

Students must realize this policy may result in the student owing a balance to Clarkson College and/or to the federal government.

Satisfactory Academic Progress (SAP)

Federal regulations require that students attending an educational institution maintain satisfactory academic progress in the degree program they are pursuing in order to receive federal financial assistance. The purpose of these regulations is to ensure that limited federal financial assistance is disbursed only to those students sincere about pursuing and obtaining their educational objectives.

In order to comply with these federal regulations, Clarkson College has established certain standards of satisfactory academic progress. All continuing and former students who apply for financial aid must meet the academic standards listed below before federal assistance is certified and disbursed to the student.

The progress for each student will be verified with official Clarkson College enrollment records at the completion of each semester/quarter/term. To meet satisfactory academic progress, Clarkson College students must meet the following standards:

Undergraduate Qualitative Standard

- An undergraduate student must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.0 scale.

Undergraduate Pace Standards

- An undergraduate student must successfully complete at least 66 percent of total credit hours attempted. Grades of F, Incomplete (I), Withdrawal (W, WF, WP) and No Pass (NP) are not considered successful. A student's transfer hours that count toward the student's program will be considered as both hours attempted and hours successfully completed when calculating the student's SAP pace.
- A student pursuing an undergraduate degree at Clarkson College may not receive financial assistance when the student has attempted more than 150 percent of the required number of credit hours to complete the degree. The total number of credit hours includes courses taken at other institutions, which are applied to Clarkson College degree requirements. For example, if the undergraduate degree requires 130 credit hours for completion, the student may receive financial aid for up to 195 credit hours (150 percent of the credit hours required).

Graduate Qualitative Standard

- A graduate student must maintain a minimum Cumulative Grade Point Average (CGPA) of 3.0 on a 4.0 scale.

Graduate Pace Standards

- A graduate student must successfully complete at least 75 percent of the total semester hours attempted. Grades F, Incomplete (I), Withdraw (W, WF, WP) and No Pass (NP) are not considered successful. A student's transfer hours that count toward the student's program will be considered as both hours attempted and hours successfully completed when calculating the student's SAP pace.
- A student pursuing a graduate degree at Clarkson College may not receive financial assistance when the student has attempted more than 150 percent of the required number of credit hours to complete the degree. The total number of credit hours includes courses taken at other institutions which are applied to Clarkson College degree requirements. For example, if the graduate degree requires 40 credit hours for completion, the student may receive financial aid for up to 60 credit hours (150 percent of the credit hours required).

Warning, Suspension, Appeal & Reinstatement of Financial Aid Eligibility

Satisfactory Academic Progress Warning: A student who fails to meet one or more of the Satisfactory Academic Progress (SAP) standards will be placed on financial aid warning for one semester/quarter/term. This means the student may receive financial assistance during the warning period. The student's academic progress will be verified at the end of the warning period.

Satisfactory Academic Progress Suspension (Loss of Financial Aid Eligibility): If the student fails to meet the SAP standards during the warning period, the student will be placed on financial aid suspension. This means the student is ineligible to receive funding from federal and non-federal financial aid programs at Clarkson College.

Satisfactory Academic Progress Suspension Appeal: A student whose financial aid eligibility has been suspended may submit a written appeal to his or her Financial Aid counselor. The appeal must be typed or written clearly, must provide a full explanation why SAP standards were not met and how the student will ensure the standards will be met in the future if his or her eligibility for financial assistance is reinstated. The appeal must explain any special or extenuating circumstances beyond the student's control that may have prevented all standards from being met. The student must sign and date the appeal. Supporting documentation from a physician, counselor, academic advisor or faculty member may be included with the written appeal but is not required.

The Financial Aid counselor will present the student's appeal for reinstatement of financial assistance to the Financial Aid Committee for review. The student will be notified by mail whether or not the appeal has been approved.

An appeal denied by the Financial Aid Committee may, at the student's request, be forwarded to the Director of Student Financial Services for further review. The Director's decision will be final.

Satisfactory Academic Progress Probation: A student whose SAP appeal is approved will be placed on SAP probation for one semester/quarter/term. This means the student may receive financial assistance during the probationary period and may continue to receive financial assistance as long as SAP standards are maintained. A probationary status may require the student to enter into a financial aid academic plan that, when followed, will ensure the student will meet SAP standards for a specific time.

A student who fails to meet SAP standards by the end of the probationary period will no longer be eligible to receive funding from federal and non-federal financial aid programs at Clarkson College, and the student is no longer eligible to file an appeal.

Satisfactory Academic Progress Reinstatement: A student who has failed to maintain SAP standards may reinstate his or her financial aid eligibility by successfully completing sufficient semester hours and/or attaining the required cumulative grade point average. A student remains ineligible for financial assistance until the semester following his or her attainment of the SAP standards.

When a student has attempted 150 percent of the required number of credit hours to complete the degree, the student is ineligible for federal and non-federal financial aid from Clarkson College. There is no appeal or reinstatement process for this SAP requirement.

Federal Student Employment & Loan Programs

Federal Work-Study (FW-S) Program

The Federal Work-Study (FW-S) program is funded by both the federal government and Clarkson College. The program provides on-campus employment opportunities for undergraduate students with financial need. An eligible student will be awarded a dollar amount that may be earned each semester. The FW-S awards and amounts are determined by Clarkson College. A FW-S award is not a guarantee of employment. The student must be eligible for employment with The Nebraska Medical Center, which includes a successful interview, background check and drug screening. Employment is also contingent upon availability of job openings within the College. To view current Federal Work-Study job openings at Clarkson College, [visit the Nebraska Medicine website](#).

Federal Direct Loans

Federal Direct Loans are federally funded, low interest rate loans that are available to both undergraduate and graduate students. A student's eligibility for a Federal Direct Loan and the amount of the award is determined by Clarkson College based on Federal regulations. Several factors are used in the calculation of a student's loan award, including the student's grade level, cost of attendance, enrollment status, expected family contribution (EFC) and other financial aid awarded to the student. A student must file the FAFSA, complete a Master Promissory Note (MPN), complete loan entrance counseling and be enrolled at least half-time to receive a Federal Direct Loan award.

Federal Direct Loans are usually awarded for a two-semester loan period. The first disbursement will occur at the beginning of the first semester and the second will occur at beginning of the second semester.

The fixed interest rate on Federal Direct Loans is established through federal regulation and may change for new loans disbursed after July 1 of each year. The Department of Education charges an up-front loan origination fee on Direct Loans. See the [Clarkson College website](#) for current fee rates.

Repayment of Direct Loans (except for PLUS loans) begins six months after the student either graduates or ceases to be enrolled at least half-time. The maximum aggregate (life-time) loan amount a student may borrow under the Federal Direct Loan program is: \$31,000 (no more than \$23,000 of which can be subsidized) for a dependent, undergraduate student; \$57,000 (no more than \$23,000 of which can be subsidized) for an independent, undergraduate student; and \$138,500 for a graduate student.

Subsidized Federal Direct Loans

The interest on a subsidized Federal Direct Loan will begin to accrue when the loan funds are disbursed to the student. However, that interest is paid by the federal government while the student is enrolled at least half-time.

Maximum annual subsidized Direct Loan limits are: \$3,500 for first year undergraduate students; \$4,500 for second year undergraduate students; and \$5,500 for third and fourth year undergraduate students. A student's grade level is determined by the student's current academic status at Clarkson College.

Graduate students are not eligible for subsidized Direct Loans.

Unsubsidized Federal Direct Loans

Unsubsidized Federal Direct Loans are similar to the subsidized Federal Direct Loans except that the student is immediately responsible for payment of the interest on these loans. Students can make interest payments while in school, or the interest can be capitalized and added to the principal loan balance when the student graduates or ceases to be enrolled at least half-time.

Maximum annual unsubsidized Direct Loan limits are: \$6,000 for first and second year undergraduate students; \$7,000 for third and fourth year undergraduate students; and \$20,500 for graduate students. A student's grade level is determined by the student's current academic status at Clarkson College.

Federal Direct Parent PLUS Loan

The Federal Direct Parent PLUS Loan is a federally funded, low interest rate loan for parents of dependent, undergraduate students. A parent may borrow a Direct Parent PLUS, regardless of financial need, for each dependent, undergraduate student enrolled at least half-time (six credit hours per semester). Potential borrowers will have their credit reviewed by the U.S. Department of Education as part of the loan origination process. A parent may borrow up to the student's estimated cost of attendance, less any financial assistance received by the student. The fixed interest rate on a Parent PLUS is established through Federal regulation and may change for new loans disbursed after July 1 of each year. Repayment of principal and interest usually begins 30-60 days after the loan has been fully disbursed. To apply for a Direct Parent PLUS loan, one parent of the student must complete a Master Promissory Note (MPN) on the Direct Loan website, StudentLoans.gov and a [Direct PLUS Request form](#). A parent who applies for a Direct PLUS must be a parent whose information is provided on the student's current academic year's FAFSA. Completed forms must be returned to, the Student Financial Services department.

Federal Direct Graduate PLUS Loan

Federal Direct Graduate PLUS Loans are available to graduate students to help pay for educational expenses. A graduate student must be enrolled at least half-time (three credit hours) to borrow from this program. The student may borrow up to his or her estimated cost of attendance, less Federal Direct Stafford Loan amounts and/or other financial assistance received.

The fixed interest rate on a Graduate PLUS is established through Federal regulation and may change for new loans disbursed after July 1 of each year. Repayment usually begins 30-60 days after loan funds are fully disbursed. The borrower may receive a deferment while he or she is enrolled at least half-time at an eligible institution. Deferment requests must be made directly to the lending institution.

Federal Nursing Student Loans

The Federal Nursing Student Loan Program is a federally funded loan program, administered by Clarkson College. Loans are awarded to undergraduate and graduate nursing students and are based on the student's financial need. The interest rate is fixed at five percent, which begins to accrue nine months after the student either graduates or ceases to be enrolled at least half-time. Award amounts are determined by Clarkson College. The maximum lifetime amount a student can borrow from the Federal Nursing Student Loan Program is \$13,000.

Federal Grant Programs

The federal government provides a variety of grant programs for undergraduate students. The grants are awarded based on a student's financial need as determined from the student's Free Application for Federal Student Aid (FAFSA).

Federal Pell Grants

Federal Pell Grants are designed to provide educational financial assistance to those undergraduate students with the greatest financial need. Federal Pell Grants provide the foundation for many financial aid packages to which other federal and non-federal funds can be added. Students who have earned a bachelor's degree are ineligible for a Federal Pell Grant. A student is limited to receive 12 semesters (or its equivalent) of Federal Pell Grants.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Supplemental Educational Opportunity Grants are awarded to undergraduate students with financial need and have not earned a bachelor's degree. Students receiving a Federal Pell Grant, and who have remaining financial need, will be given priority when awarding FSEOG funds. FSEOG awards and amounts are determined by Clarkson College.

State Grant Programs

Nebraska Opportunity Grants

Nebraska Opportunity Grants (NOG) are funded by the State of Nebraska and where applicable, other contributing partners. The grants are awarded to undergraduate Nebraska resident students who demonstrate financial need as determined from the students' FAFSA results. NOG awards and amounts are determined by Clarkson College. Estimated NOG awards that appear on a student's award letter are contingent upon approval by the Nebraska Coordinating Commission for Postsecondary Education.

Undergraduate Merit-Based Scholarships

Scholarships are awarded each year to students who demonstrate qualities such as—but not limited to—outstanding academic achievement, leadership involvement and financial need. The funds come from multiple sources and do not have to be repaid.

For most scholarships, eligibility for a merit-based and/or need-based scholarship is determined at the time the student is first admitted to an undergraduate program at Clarkson College and are based on prior academic strengths and financial need as determined by the student's FAFSA. Typically, the student will retain scholarship eligibility for subsequent academic years, as long as the following criteria are met:

- Undergraduate student.
- Enrolled at least half-time (six credit hours).
- Maintain the [Satisfactory Academic Progress standards](#).
- Maintain minimum grade point average requirements

The first step to be considered for scholarships is to be admitted to Clarkson College in an undergraduate program. We encourage you to apply for admission early with the intent to meet the first application deadline

for your program of interest.

[Academic Scholarships](#)

Scholarships are awarded to new, incoming undergraduate students only.

- Must have cumulative GPA of at least 3.4 on 4.0 scale.
- Must have an ACT score greater than or equal to 24 (within two years of high school graduation).
- Must be an incoming undergraduate Clarkson College student.
- Must be granted full acceptance (not conditional) as a degree-seeking undergraduate student at Clarkson College.

Clarkson College is selective, and fulfillment of minimum scholarship academic requirements is not a guarantee of award. Students will be considered for scholarships following their acceptance. Students who are accepted early will be given priority. Top candidates may be invited to campus for an interview.

Scholarship amounts are based on the student's full time enrollment status (12 or more credit hours) and will be prorated for three-quarter time (9-11 credit hours) and half-time (6-8 credit hours) enrollment.

Gateway to Success Scholarship for Minority Nursing Students

To be eligible for consideration, a student must have a high school cumulative grade point average of 2.5, be an American racial minority student (African-American, Asian-American, Hispanic or Native American). The student must be accepted to the Clarkson College traditional Bachelor of Science in Nursing program. The Gateway to Success Scholarship application deadline is April 1. Scholarships awarded will be disbursed in the subsequent academic year (disbursement in the fall and spring semesters). [Application forms](#) and a [detailed list of requirements](#) are available on the Clarkson College website and from the Student Financial Services department.

Academic Achievement Scholarship

To be eligible for consideration, an undergraduate student must have completed 24 semester hours at Clarkson College (does not include transfer hours), maintained a 3.90 or higher cumulative grade point average, be enrolled full-time and be in good standing at the College. Students may apply by completing a scholarship application form, submitting a short essay as described on the application form and submitting a letter of reference from a Clarkson College faculty member. Eligible students will be sent an Academic Achievement Scholarship application following the spring semester of each academic year. Select applicants will interview with the scholarship committee. Submission of an application does not guarantee an interview. The application deadline is June 1.

Endowed Scholarships

Due to the generous support of alumni and friends of Clarkson College, several endowed scholarships are available to students each year. The awards vary in eligibility criteria but generally are designed to reward those students who demonstrate high academic ability, leadership, high personal standards and special attention to the needs of patients. The amount of each award is based on fund availability. Scholarship applications are accepted each spring and awards will be disbursed during the subsequent academic year (disbursements in fall and spring semesters). The Student Financial Services department will notify students via e-mail when Endowed Scholarship applications are being accepted.

Endowed Scholarships include:

- Rachel E. Dinsmoor
- Founders Endowed Fund
- Margaret E. Christensen
- Clarkson College Alumni Association
- Virginia Cox
- Dr. and Mrs. Ali Ebadi
- Lorraine Wilbur
- Anne Armstrong
- Rita VanFleet
- Endowed Service League
- Ellen R. Miller
- Dr. Patricia B. Perry
- Dr. George Loomis
- E. Lorraine "Skip" Filkins

Other Scholarships

Various individuals, agencies and corporations also provide scholarships for Clarkson College students. The awards vary in eligibility criteria, which are based on specifications established by the donor. Award amounts are based on fund availability. Clarkson College is appreciative of the donors' generosity and our students are privileged to receive this additional source of financial assistance. Annually, Clarkson College receives scholarship funding from the EducationQuest Foundation.

Clarkson College Financial Assistance

In addition to scholarships, Clarkson College offers students financial assistance through grant, Resident Advisor and Ambassador programs.

Clarkson College Grants

Clarkson College Grants are awarded to undergraduate students with financial need. Students who do not qualify for Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and Nebraska Opportunity Grants (NOG) are given priority when awarding the Clarkson College Grant. Amounts awarded are determined by Clarkson College.

Resident Advisor

A Resident Advisor (RA) is a Clarkson College student leader who is knowledgeable about the resources, services and activities available to students residing in on-campus housing. RAs live in the Clarkson College Residence Hall and have the primary responsibility of facilitating the development of a community atmosphere. RAs are awarded a Housing Scholarship from the residential management corporation.

Student Ambassador

Clarkson College Ambassadors are students selected to assist the Admissions Office with recruitment and special College events. Ambassadors receive a \$750 scholarship each semester. Ambassador applications are available from the Admissions office. Interviews are conducted and Ambassador appointments are made on a space-available basis. Please contact the [Admissions office](#) for additional information on how you can become a Clarkson College Ambassador.

Outside & Private Scholarships

The Clarkson College Student Financial Services department occasionally receives information regarding scholarship opportunities from sources outside the College. When such information is received, all current Clarkson College students are sent an e-mail describing the scholarship and application process.

Students are encouraged to search for scholarships from other sources outside of Clarkson College. Several websites are available for students to search for scholarship opportunities. A listing of reputable sites is available on the [Clarkson College website](#) and from the Student Financial Services department.

Clarkson College students are required to report all outside scholarships received to the Student Financial Services department. In addition, any outside scholarship checks received by students are required to be processed through the Student Financial Services department.

ROTC Scholarships

Air Force ROTC

Air Force ROTC students are eligible to compete for college scholarships. Students should enroll in Air Force ROTC classes offered at the University of Nebraska at Omaha (UNO). Eligibility and application requirements can be found on UNO's website at www.unomaha.edu/afrotc.

For further information about the Air Force ROTC Scholarship programs, please contact UNO ROTC at 402.554.2318 or visit their website at unomaha.edu/afrotc.

Army ROTC

The Army ROTC program at Creighton University has a partnership agreement with Clarkson College. This agreement affords Clarkson College students the opportunity to participate in the Army ROTC program at Creighton while pursuing an undergraduate degree at Clarkson College.

Army ROTC scholarships may be available to both college-bound high school students as well as students already attending a college or university. Scholarships are awarded based on a student's merit and grades, not financial need.

Army ROTC scholarship options include:

- Two-, three- and four-year scholarship options are offered based on the time remaining for the student to complete his or her degree.
- Full-tuition scholarships.
- Additional allowances pay for books and fees.
- Living expenses: Based on the student's level in the Army ROTC curriculum, the student may earn certain scholarship amounts to help cover the cost of monthly living expenses: first year - \$300 per month; second year - \$350 per month; third year - \$450 per month; and fourth year - \$500 per month. This allowance is also available to all non-scholarship Cadets enrolled in the Army ROTC Advanced Course (third and fourth year).

To learn more about any of these programs, please refer to the Army ROTC website at armyrotc.com/edu/creighton.

Safeguarding Customer Information

Clarkson College complies with federal regulations in accordance with the Family Educational Rights to Privacy Act (FERPA) and the Federal Trade Commission (FTC) rule under the Gramm-Leach-Bliley (GLB) Act to safeguard all student records, including personal financial information.

Before any account or financial information can be disclosed to someone other than the student, the student must submit a signed and dated FERPA Information Release form to the Student Financial Service department. The student must specify on the FERPA Information Release form the name(s) of the person(s) to whom information may be released. Information Release forms are available on the Clarkson College website and from the Student Financial Services department.

Student Accounts

Student Accounts Coordinator

Beckie Humanik

Student Accounts Representative

Carli Halstead

Student Accounts Office

101 South 42 Street Omaha, NE 68131-2739

PH 402.552.2749 TF 800.647.5500

sfsassist@clarksoncollege.edu

The Student Accounts office is responsible for charging tuition, fees and on-campus housing costs (if applicable).

Student Accounts staff members assist students with questions concerning billing statements, charges and payments on accounts. Please visit the [Students Accounts](#) section of the Clarkson College website for additional information.

Statement of Financial Responsibility

All students new to Clarkson College are required to sign a Statement of Financial Responsibility. This form must be returned to the Student Accounts office prior to the first day of the semester in which the student enrolls. The Statement outlines the student's financial obligations to the College and serves as the student's acknowledgement of Clarkson College policies related to payment of charges for tuition, fees and on-campus housing (if applicable).

Billing Statements

Billing statements for tuition, fees and on-campus housing (if applicable) are available online through [Self-Service](#). Statements are not mailed to students. It is the student's responsibility to view his/her billing statement and submit payment by the tuition and fees payment due date.

Account Payments

Upon registering for classes, a student becomes financially responsible for all tuition, fees and on-campus housing charges (if applicable). Student Account balances must be paid in full or an approved payment agreement must be arranged with the Student Accounts office, before the **third** week of the semester. It is the student's responsibility to make appropriate payment arrangements and payments on time. Failure to comply with this payment policy may result in assessment of up to four late payment fees per semester or the student may be withdrawn or dropped from classes.

Clarkson College accepts cash, checks, credit cards, money orders and cashier's checks for payment of tuition, fees and housing charges. Payments can be made in person, by mail, or through [Self-Service](#) by using a credit/debit card. Personal checks returned due to insufficient funds or a closed account will be charged a returned check processing fee. Students whose checks are returned may be required to make subsequent payments to Clarkson College with cash, credit card, money order or a cashier's check.

International Student Payment Policy

International students are required to make advance payment for all tuition, fees and on-campus housing (if applicable) each semester in which the student is enrolled. The student's payment must be received by the Student Accounts office by the fourth day of the semester. If the student's account is not paid in full by the due date, the student will be dropped from all courses on the fifth day of the semester.

Third party billing or alternative payment arrangements are not available to international students.

Payment must be made in U.S. dollars. Clarkson College accepts payment by cash, electronic funds transfer, credit card (VISA, Mastercard and Discover) and U.S. Postal Service money order only.

All international students new to Clarkson College are required to sign a Statement of Financial Responsibility and submit it to the Student Accounts office prior to the first day of the first term in which the student enrolls at the College.

Bookstore Vouchers

A book voucher allows eligible students to charge textbooks (purchased from the Bookstore) to their student account. A student may be eligible for a book voucher only if he or she will receive financial aid in excess of tuition, fees and on-campus housing charges, and a refund check will not be available on the first day of classes.

Cashier

The cashier is located in the Student Accounts office on the first floor of the main Clarkson College building. Students may make payments on accounts, receive copies of account history and verify the status of financial aid application and disbursement processing.

COPPER (Clarkson Optional Payment Plan - Employee Reimbursement)

The COPPER plan allows students who are employed by Nebraska Medicine and who qualify for tuition reimbursement to defer payment of tuition for up to two weeks after grades are issued. Deferment is for tuition only. Payment of fees and other charges is due by the end of the third week of classes. A COPPER Agreement form must be signed each semester and submitted to the Student Accounts office before the tuition and fees payment due date. A payment plan fee will be assessed to the student's account for participation in this program.

Deferred Payment Plan

The Deferred Payment Plan (DPP) is offered as a service to all Clarkson College students. This program allows students to make three payments of one-third of the tuition and fees charged for the semester. The student must contact the Student Accounts office prior to the tuition and fees payment due date each semester to participate. A payment plan fee will be assessed to the student's account for participation in this program.

Financial Aid Extension

Students who have completed the application process for financial aid but whose funds will not be disbursed before the tuition payment due date may request an extension of the due date. Requests must be made in writing and submitted to the Student Accounts Coordinator before the tuition payment due date. Payment for an amount not covered by financial aid must be received in the Student Accounts office by the payment due date.

Refund Checks

A student with a credit balance on his or her student account will be issued a refund check for the amount of the credit. Refund checks are mailed to the student's address listed with the Registrar's office. Students may request to pick-up their refund check in the Student Accounts office by notifying that office at 402.552.2749 before the check is issued. Refund checks are available for pick-up Mondays after noon unless otherwise posted. Students may be required to provide a valid Clarkson College photo ID at the time of check release.

A student may request that the credit balance remain on his or her student account to cover future charges by completing a Credit Balance Retention form. The form must be submitted to the Student Accounts Coordinator prior to the issuance a refund check.

Tuition Assistance

It is the student's responsibility to contact the Student Accounts Coordinator if the student is eligible for tuition assistance from a source outside of Clarkson College, such as Veterans' Administration, the student's employer, Workforce Development or Vocational Rehabilitation. Billing statements from Clarkson College may be mailed to an agency that will make payments on the student's behalf. However, the Student Accounts Coordinator must grant approval before special billing is established. The student must submit a completed Release of Information form to the Student Accounts Coordinator before any account information can be shared with an outside party.

Tuition Refund Policy

Fees are non-refundable after the first week of the semester. To receive a 100 percent refund of tuition and fees for traditional 15- or 12-week courses, the official Change of Registration/Leave of Absence/Withdraw form must be completed and received by the Registrar's office on or before the last day of the first week of the semester. After the appropriate form has been received, the refund schedule published in the schedule of classes will be applied. Refund schedules are available on the [Clarkson College website](#) and in the Student Accounts office. A change of registration fee will be assessed to the student's account for change in registration beginning the second week of the semester.

To receive a 100 percent refund of tuition and fees for a six week online course, the official Change of Registration/Leave of Absence/Withdraw form must be completed and received by the Registrar's office no

later than the second business day of the session. Fees are nonrefundable after the second business day. A change of registration fee will be assessed to the student's account beginning the third day of the course.

Clarkson College tuition refunds will be credited to the student's account. It is the student's responsibility to be aware of the tuition refund policy and to pay remaining balances by the tuition payment due date.

Only the Student Accounts Coordinator can approve exceptions to the tuition and fee refund schedule. Deans, directors, faculty members and staff are **not** authorized to make exceptions. Refunds are calculated based on the date the completed paperwork is received by the Registrar.

***Note:** It is strongly recommended that students consult with a Financial Aid counselor prior to withdrawing from or dropping any classes. A change in credit hour enrollment may result in the return of financial funds to the source from which they originated (i.e. the U.S. Department of Education, the student loan lender or agency). Returned funds may result in a charge to the student's account and may result in a balance due for which the student will be responsible for immediate repayment.*

Tuition & Fees

Tuition	
Undergraduate Courses	\$516 / credit hour
Graduate Courses	\$575 / credit hour
Nebraska Medicine Partnership Rate – Undergraduate Courses	\$335 / credit hour
Nebraska Medicine Partnership Rate – Graduate Courses	\$377/ credit hour
Nurse Anesthesia Program	\$891 / credit hour
Doctoral Programs	\$810 / credit hour
Nebraska Medicine Partnership Rate – Doctoral Program	\$672 / credit hour

Mandatory Fees	
Activity Fee (except off-campus sections)	\$4 / credit hour
Administrative Service Fee	\$5 / credit hour
Technology Fee: Online	\$45 / credit hour
Technology Fee: Hybrid	\$18 / credit hour
Technology Fee: On Campus	\$18 / credit hour

Course Lab and Fee Schedule	

Course Lab and Fee Schedule	
HIM: RHIT Exam (HM 445)	\$299 / class
HIM: RHIA Exam (HM 477)	\$299 / class
MHA: Cultural Assessment Fee (MB 810 course fee)	\$70 / class
MHA: Simulation Fee (MB 836 course fee)	\$15 / class
Gen. Ed.: Lab Supplies Fee (all Gen. Ed. labs)	\$40 / lab
Gen. Ed.: Cadaver Lab Supplies Fee (BI 311, BI 805)	\$200 / class
Recitation Fee (BI 210, BI 211.RS, BI 213.RS, CH 110.RS)	\$50 / class
PTA: Lab Supplies Fee (all PTA labs)	\$30 / lab
PTA: APTA Membership (PTA 106)	\$80 / student
PTA: Board Prep Course Fee (PTA 212)	\$200 / student
RT: Lab Fee (RT 105L, RT 110L, RT 120L, RT 125L, RT 140L)	\$30 / lab
RT: NSRT Dues (RT 101)	\$30 / student
RT: Markers	\$26 / student
RT: Trajecsystm (RT 265, clinical tracking)	\$100 / student
RT: Board Review Testing (RT 285)	\$65 / student
RT: NRST Conference (RT 275)	\$90 / student
PN: Lab Fee (NUR 110, NUR 130, NUR 142, NUR 150, NUR 161)	\$30 / class
Nursing - ATI Testing Fee - Phase 1 (NS115, NS125, NS233, NS235, NS254)	\$140 / student
Nursing - ATI Testing Fee - Phase 2 (NS342, NS344, NS468, NS476)	\$97 / student
Nursing - ATI Testing Fee - Phase 3 (NS467, NS470, NS472, NS474)	\$70 / student
BSN: Lab Fee (NS 126, NS 234, NS 255, NS 343, NS 345, NS 431, NS 469, NS 477)	\$30 / class

Course Lab and Fee Schedule	
NP Tracking System (NS 830, student tracking program, one-time fee)	\$95 / class
MSN: Lab Fee – Graduate Weekend (NS 830, NS 832, NS 844, supplies kit) (NP only)	\$77 / class
MSN: Cultural Assessment (NS 799)	\$70 / class
NA - National Online Board Rev Course (AN 870)	\$395 / student

Additional Fees and Charges	
Advanced Placement Exam Fee	varies by exam
HESI Pre-Cert for Nurse Practitioners (NS 844)	\$69 / student
Application Fee	\$35 / each
Health & Safety Fees/Certified Profile	Paid directly by student*
Change of Registration Fee	\$25 / each
Enrollment Fee (first-time students)	\$100 / each
Late Payment Fee – Balance < \$1000	\$25 / each
Late Payment Fee – Balance > \$1000	\$50 / each
Late Registration Fee	\$50 / each
Life Learning Evaluation Fee	50 percent tuition
Transcripts (non-graduates only)	\$5 / each

Miscellaneous	
Payment Plan Service Charge	\$20 / semester
Returned Check Fee	\$35 / each
Nebraska Medicine Parking Fee	Contact Parking Services at 402.559.8580

Residence Hall Rate

Please visit the Rent Schedule Addendum page in the Housing section of our website for rent package rates and fees.

***Note:** All tuition, fees, policies and programs are subject to change. Notice of any change will be communicated to students, faculty and staff.*

*The student fees for drug/alcohol screenings and background checks will be the responsibility of the student per specific program requirements. Estimated expense per student is \$30-\$125 dependent on his or her academic program.

Academic Information & Policies

This section lists all of the official academic information and policies pertaining to Clarkson College students. The academic policies are provided to ensure a quality education and equity. For additional information, you may go to the Registrar section of our website.

Academic Advising

Each student at Clarkson College is assigned an academic advisor. The advisor provides assistance with course selections and program progression. Advisors may also provide professional and career assistance. After admission to the College, students meet with their advisor to initially register for classes. Each semester thereafter, students maintain regular contact with their academic advisor each term.

Academic Integrity

Students at Clarkson College are expected to be honest and forthright in their academic endeavors. The Clarkson College Mission includes the expectation of high standards in ethical behavior as well as in scholarship. Academic integrity is an integral component of the Clarkson College Mission and Values. The College seeks to foster respect (for self and others), truth in honest achievement and positive relationships among stakeholders in our academic community.

Academic dishonesty includes any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and demean the educational environment for all students.

Definitions of academic dishonesty include, but are not limited to:

1. ***Fabrication:*** Making any oral or written statement, which the individual knows, or should have known, to be untrue. Examples of fabrication include, but are not limited to, the following actions:
 1. Making a false statement to faculty, Clarkson College employee(s), fellow students or clinical agency personnel.
 2. Altering records or other academic materials.
2. ***Cheating:*** Giving or receiving, offering or soliciting information on any examination, quiz, or other assignment, not authorized by the instructor. Examples of cheating include, but are not limited to, the following actions:
 1. Copying from another student's paper.
 2. Use of unauthorized aide/materials during examinations, quizzes or any other assignment.
 3. Collaboration with another student without instructor approval on any examination, quiz, nursing care plan, computer or laboratory work, or any other assignment. Collaboration includes the exchange of materials or ideas verbally or non-verbally.
 4. Buying, selling, possessing, soliciting, transmitting, or using any material purported to be the unreleased contents of any assignment, including examinations and quizzes.
 5. Bribery or solicitation of any person to obtain or to provide any information relating to examinations, quizzes or other assignments.
 6. Substitution for another person during an examination or quiz.

3. **Collusion:** Working together with another person with an “illegal” or “deceitful” purpose in the preparation of work which an instructor expects to be accomplished on an individual basis.
4. **Plagiarism:** To steal or pass off the ideas or words of another as one’s own, without crediting the source. Examples of plagiarism include, but are not limited to, the following actions:
 1. Quoting word for word from a source without using quotation marks, footnotes, reference, or bibliographic citation.
 2. Summarizing and paraphrasing ideas without acknowledging the source.
 3. Submitting work for credit which has not been written by the student, including, but not limited to material from an on-line source, papers written by another person, or buying a paper from a commercial source.
 4. Submitting, without prior permission, academic work that has been previously submitted in identical or similar form.
5. **Failure to Report:** When behavior suspicious of an Honor Code violation is not brought to the attention of the faculty for investigation.
6. **Misrepresentation:** “Providing false information to an instructor concerning an academic exercise” (Hollinger & Lanza-Kanduce, 1996). Examples of misrepresentation include, but are not limited to, the following actions:
 1. Giving a false excuse for missing an examination, quiz or assignment deadline
 2. Falsely claiming to have submitted a paper or assignment.
7. **Sabotage:** “Consists of actions that prevent others from completing their work” (Stern & Havlicek, 1986). Examples of sabotage include, but are not limited to, the following actions:
 1. Disturbing someone’s lab experiment or project.
 2. Moving materials from a reserved reading file so that others cannot use them.

Faculty Responsibility:

Because academic honesty is of vital concern to the faculty and because each discipline may raise its own specific set of issues, all faculty members are required to discuss the issue of academic integrity in their classrooms and to explain how the College policy applies in each of their courses. Faculty that have specific outcomes/consequences for incidences of academic dishonesty related to specific assignments in their courses are strongly encouraged to provide this information to their students within the course syllabus.

Student Responsibility:

At a minimum, the College expects the student to complete any assignment, exams, and other academic endeavors with the utmost honesty, which requires the student to:

- Acknowledge the contributions of other sources to their scholastic efforts
- Complete assignments independently unless otherwise instructed
- Follow instructions for assignments and exams, and observe the standards of academic discipline
- Avoid engaging in any form of academic dishonesty on behalf of the student or another student
- Ask the faculty if there are any questions regarding academic honesty

Students found guilty of violating the Academic Integrity policy may face academic sanctions by the faculty for the course. Possible sanctions faculty may impose include, but are not limited to the following:

- Loss of credit on the assignment/exam
- Have the student redo the assignment
- Lower the student’s grade for the assignment
- Lower the student’s grade for the course
- Fail the student in the course

Academic Integrity Violation Procedure

Incidents of academic dishonesty will not be tolerated and students suspected of such conduct are subject to disciplinary measures as outlined below. Faculty and students involved in the academic integrity issue will be held to the strictest guidelines of confidentiality in all matters pertaining to the issue.

Step 1: The faculty member notifies their program director (or designee) of the alleged academic integrity issue. The faculty member must complete the Academic Integrity Conference Form. The burden of proof rests with the faculty.

Step 2: Faculty contacts the student regarding the alleged violation to the Academic Integrity policy and schedules a meeting with the student to take place within five (5) business (not including holidays and/or semester breaks) days of when the occurrence was identified. The faculty advises student to bring all supporting evidence to the meeting with the faculty.

Step 3: Faculty discusses the issue with the student, and the student completes and returns Part II of the form to faculty within one (1) business day of the meeting, attaching any additional evidence as needed.

Step 4: At the meeting, the faculty member documents what disciplinary actions will be taken. Disciplinary action will be at the discretion of the faculty. Faculty informs student of their right to due process and timeline. *

Faculty member then forwards a copy of the form along with the evidence to those designated at the bottom of the form.

If the student fails to meet with the faculty member within the forementioned deadline or return the form with signature within 24 hours, the standing decision is final.

***If Academic Integrity violations occur within one week of graduation, the VPAA will design an appropriate due process timeline**

Step 5: Upon completion of the Academic Integrity Violation Procedure, the VPAA will forward the appropriate completed documents to the following people:

- Program Director and Academic Advisor–Academic Integrity Conference Form with supporting evidence and Sanction letter from VPAA
- Registrar–Sanction letter from VPAA
- Student – Sanction letter from VPAA

Step 6: The office of the VPAA will maintain a record of student violations to the Academic Integrity policy and make appropriate sanctions to students who are found to be in repeated violation of the Academic Integrity policy. In addition, the VPAA will review and track issues of academic integrity, and report data and trends of academic integrity to the college community.

Step 7: The faculty will refrain from assigning a final course grade for the student until the academic integrity issue is resolved. If the course concludes before resolution, the faculty will assign a grade that reflects faculty's decision post-violation, which will align with the results section of the Academic Integrity Conference Form. Note that, in the event of an overturned violation due to appeal, a grade change form must be submitted within one semester following completion of the course

Sanctions

In the event a student is found guilty of violations to the Academic Integrity Policy, the VPAA will provide documentation to the student regarding their level of violation:

- First violation: Warning
 - The office of the VPAA will send a letter to the student informing them of the Academic Integrity violation and possible consequences of future violations to the policy.
 - At this level the student must meet with the program director to discuss the Academic Integrity policy and remediate as appropriate.
 - The program director must document what remediation was given.
 - If the violation is substantiated, the student is not eligible for the Academic Excellence Award.
- Second violation: Academic Integrity Probation
 - The office of the VPAA will send a letter to the student informing them of the Academic Integrity violation and possible consequences of future violations to the policy. The office of the VPAA will notify the Registrar.
 - The student is placed on Academic Integrity Probation.
 - A student is placed on Academic Integrity Probation for their second violation to the Academic Integrity Policy. A notation is placed in the student's file to serve as an alert to the student that their academic behavior is unacceptable and to impress upon them the importance of giving serious attention to their academic integrity behavior in order to continue to be a student at Clarkson College.
 - The student will remain on Academic Integrity Probation until graduation.
 - At this level the student must meet with the program director to discuss the Academic Integrity policy and remediate as appropriate.
 - The program director must document what remediation was given.
 - Third violation: Dismissal from the College
 - The office of the VPAA will send a letter to the student informing them of the Academic Integrity violation and dismissal from the College.
 - Three violations to the Academic Integrity policy will result in the student being dismissed from the College by the VPAA.

Academic Integrity policy violations that involve substantial dishonesty, pre-meditation, and disregard for the Academic Integrity policy may warrant a more severe sanction regardless of prior violation.

Due Process

Academic integrity issues should be resolved at the lowest level possible. However, when a student disagrees with a faculty member regarding the issue of academic integrity, the student has fourteen (14) business days to submit an appeal in writing to the VPAA. If the student fails to meet the above deadline for appealing a decision, the standing decision is final. The VPAA will convene the Academic Integrity Committee to review the appeal within fourteen (14) business days of the request.

Academic Integrity Committee

The Academic Integrity Committee's purpose is to serve as an appellate board. The membership of the Academic Integrity Committee will consist of the following: the Vice President of Academic Affairs (VPAA) and the Vice President of Operations (VPO) will be the co-chairs and non-voting members of the Academic Integrity Committee. The co-chairs will de-identify the dispute to maintain confidentiality. The co-chairs will convene five (5) members of the academic community for the Academic Integrity Committee. The co-chairs convene administration, faculty, and students that are deemed to not have any conflicts of interest with regards to any part of the dispute. Members of the Academic Integrity Committee will be held to the strictest guidelines of confidentiality in all matters pertaining to faculty and students. The committee will consist of the following:

- 1 academic dean or program director/coordinator (if necessary) who is outside the student's major or minor

- 2 faculty members selected by the Faculty Senate President who teach outside the student's major or minor and who have had at least two full time semesters' employment;
- 2 students selected by SGA who are enrolled outside the student's major or minor and who have earned at least 24 semester hours at Clarkson College;

The Academic Integrity Committee's decision is final. There is no appeal to this process.

The student's program director, course program director and/or dean, and faculty will be notified of the decision of the Academic Integrity Committee by the chair within five (5) business days of the decision. The chair of the committee will notify the student of the decision of the committee by certified letter.

Academic Probation

Students must maintain satisfactory academic status. A student who fails to maintain a satisfactory academic status will be placed on Academic Probation. The term "Academic Probation" will appear on the student's transcripts for the appropriate semester.

Undergraduate

Undergraduate students must have a 2.0 Cumulative Grade Point Average (CGPA) to maintain satisfactory academic status. A student who fails to maintain a 2.0 CGPA after attempting 12 hours of credit at Clarkson College will be placed on Academic Probation for a period not to exceed one year. If the CGPA is not re-established to at least 2.0 by the end of that time, the student will be dismissed from the academic program.

Graduate

Graduate students must maintain a 3.0 Cumulative Grade Point Average (CGPA) for successful completion of the program of study. A graduate student with a CGPA of less than 3.0 after attempting six semester hours will be placed on Academic Probation for a period not to exceed one year.

Academic Year

Clarkson College offers day and evening courses throughout the year. Regular semester courses are organized into two 15-week semesters and one 12-week summer term. Accelerated term courses are organized into six-week terms. Classes of various durations may be offered during each semester to facilitate earning a degree.

Activity Release, Waiver of Liability & Academic Travel Release Policy

Clarkson College values the multiple enrichment experiences that are offered and, in which, students will participate while enrolled in classes, school organizations, or College related student employment or scholarship programs. While participating in College related activities, students will be required to sign a student activity waiver form at the beginning of each academic year.

Students are expected to secure their own transportation to and from activities. Students are not allowed to transport any outside parties (i.e. clients, patients, or any individual they are working with) while participating in College related activities. Employees are advised not to transport students. In the event where a related College activity requires an employee to transport students, the College will provide transportation via a rental vehicle.

Procedure:

1. Students will complete the activity release form on the web upon enrollment and at the start of each academic year before fall registration.
2. A scheduled action email will be sent to all enrolled students prior to fall registration reminding them to complete the activities release form.
3. The completed forms on the web will be automatically sent to the registrar's office and a copy will also be sent to the student.
4. The registrar's office will input that the student form has been completed in powercampus.
5. Before the student is authorized to register for fall courses the academic advisor will verify that the form is completed or they will see a stop in self service.
6. A student will not be able to register for fall classes until the activities release form and all other stops are completed.

Advanced Standing Credit

Clarkson College recognizes that valid learning experiences are not restricted to the formal classroom. Advanced Standing Credit is a method by which students can earn credit without completing a course(s). Many individuals attain college-equivalent knowledge and skills through a variety of means. The policy of Clarkson College is to award college credit for non-traditional learning in cases where such credit is appropriate.

Criteria used for granting credit by evaluation of non-traditional study are outlined below. Evaluated credit will be posted on the transcript after all admissions and fee requirements have been met and upon successful completion of one semester at Clarkson College.

Students who have received an "I", "F" or "NP" in a Clarkson College course cannot earn Advanced Standing credit for that course. Credit is granted after the student earns a satisfactory score on an examination (per those outlined in the procedure) or a satisfactory evaluation of the portfolio on the first attempt. If unsuccessful, the student must enroll and complete the course. Advance Standing credits will not apply to the residency requirements.

Methods of Earning Advanced Standing Credit

The Registrar's Office will record the credit when official transcripts and/or certifications have been received. Only students after approval, as requested, by the program director may earn Advanced Standing Credit. Students will be given appropriate course credits designated by a "P/NP" on the transcript. Fees will be determined on an annual basis.

Advanced Standing Credit is a method by which students can earn credit without completing a course(s) through the following methods:

1. Standardized Testing (No tuition or fees charged to student) Standardized tests which have demonstrated reliability and validity may be considered for Advanced Standing Credit, to be determined by the Program Director and Registrar. These standardized test may include:

- College Level Examination Program (CLEP)
- Advanced Placement (AP) Examinations (minimum score of three required)
- National League for Nursing (NLN) Exams
- Defense Activity for Non-Traditional Education Support (DANTES)
- Microsoft Office Specialist
- Health Information Management National Certification(s)
- Post Primary Certificate (American Registry of Radiologic Technologists ARRT)

- Project Management Certification (PMP)
- Other standardized tests may be considered if approved by the Program Director and Registrar.

The Registrar's office will record credit when official transcripts and/or certifications have been received.

2. Credit for Learning Through Life/Work Experience

Credit may be granted for learning acquired, through life/work experience, which parallels a student's program at Clarkson College. The credit granted may be substituted for program requirements or elective credits and is not granted for courses in which a Standardized Exam is available. The Program Director and Registrar, in accordance with College policy, will determine whether such credits satisfy major or general education requirements towards the appropriate degree.

a. Prior Learning Validation by Portfolio (50 percent tuition charged to student)

Individuals seeking a degree who believe their prior experiences may qualify them to receive college credit may seek credit through the portfolio method. The student's academic program director/advisor/instructor will assist the student in completing the portfolio process. Portfolio documentation will include appropriate and acceptable evidence of equivalent knowledge. Each Academic Program will determine the maximum number of credit hours that may be granted through life/work experiences. Each Academic Program will also determine the specific courses which may be fulfilled via credit by learning through validation by portfolio.

Students must request portfolio credit with their program director/advisor/instructor, no later than the end of the 1st week of the semester. All portfolios must be completed at least one semester prior to graduation.

b. Prior Learning Validation by Transition Course Completion and Awarding of Major Course Credit Tuition and Fees (Tuition & Fees charged to student)

Academic programs may grant credit for prior learning for courses in the major by validation via satisfactory completion of a transition course(s) and subsequent award of major course credit. Students must register for the course(s), no later than the first week of the semester.

Prior learning of major content is a prerequisite for registration in a transition course. Successful completion of the transition course then validates the student's prior knowledge. Each Academic Program will determine the maximum number of credit hours that may be granted through life/work experiences and what specific courses may be fulfilled via credit by learning by transition course completion and award of escrow credit.

c. Credit by Internal Examination (50 percent tuition charged to student)

Currently enrolled students, through outside study or relevant experience, may feel prepared to demonstrate that they have attained the knowledge and/or skills required to pass a particular course. As an alternative to enrolling in the course, students may elect to take an internal proficiency examination which tests for mastery of the course material. If a student scores satisfactorily on the examination, the student may be awarded credit for the course. The credit granted may be substituted for program requirements or elective credits and is not granted for courses in which a standardized exam is available. Each Academic Program will determine what, if any, courses may be fulfilled via credit Internal examination.

Students must request an internal examination with their program director/advisor/instructor, no later than one semester prior to graduation. Students must complete examination no later than the end of the 1st week of the semester, to facilitate course enrollment if unsuccessful.

Fees Schedule

Fees will be determined annually. A listing of the fees can be found in the [Tuition and Fees](#) section of this catalog.

American Council on Education/College Credit Recommendation Service

Clarkson College serves as the Nebraska State Office for the American Council on Education (ACE) and College Credit Recommendation Service (CREDIT) program.

College Credit Recommendation Service

The College Credit Recommendation Service (CREDIT) office, through the American Council on Education, evaluates corporate training/educational programs to ensure the inclusion of college-level criteria and recommends college credit appropriate to the education.

Attendance/Non-Attendance

Federal regulations require Clarkson College to monitor student attendance for the purpose of determining a withdrawal date in cases of unofficial withdrawal. The school must demonstrate that the student has remained in academic attendance through a specified point in time. The school's determination of the student's last day of attendance must be based on an academically related activity, as documented by the school. The school must verify the activity as academically related and that the student attended the activity. If these conditions are met, the following are acceptable forms of such documentation: exams, records of attendance, tutorials, computer-assisted instruction, counseling, academic advisement, completing an academic assignment, paper or project, or attending a required study group.

Students must attend all classes in which they are enrolled and follow the attendance policies of individual programs as specified in the course syllabus. Each program determines specific attendance policies. Students in skills laboratory courses, clinical courses, practicums and internships are required to attend. Classes may be made up within the same semester at the discretion of the faculty.

In those cases where a crisis (as identified by the course faculty) has occurred, course faculty must be notified, if possible.

Auditing a Course

Students who elect to audit a course must register for the course and pay full tuition. The student will not be required to take examinations or complete any assignments. No grade can be earned nor can the student apply the course to the degree requirements or convert to credit once the course begins.

Cancelling a Course

Clarkson College takes every opportunity to minimize student cost. One way of accomplishing this is by effective management of course offerings. For this reason, a course may be cancelled because of insufficient enrollment. Determination to cancel a course offering will be made by the academic program director. Every effort will be made to notify students and direct them to an alternative enrollment.

If the cancelled class has a corresponding online section, students previously enrolled in the on-campus section can transfer to the online section of the class. Online education fees will be applicable.

Change of Personal Information

Students who change their legal name, address, telephone number or any other pertinent information are required to notify the Registrar's office in writing of the change. Clarkson College will not be responsible for the events that occur when students have not notified the College of a name or address change.

Clarkson College Behavioral Intervention Team

The goal of the Clarkson College Behavioral Intervention Team is to enable the College to intervene early and provide support and behavioral response to students displaying varying levels of disruptive, distressed and disturbed behaviors. The Clarkson College Behavioral Intervention Team, after consulting appropriate resources both internally and externally, will have the authority to take appropriate actions for the safety of the College community. Actions may include, but are not limited to, required educational workshops, required counseling/treatment, temporary suspension and expulsion. Any required outside treatment will be at the expense of the student.

Class Standing for Undergraduates

The number of semester credit hours completed indicates a student's class standing. The numbers of semester credit hours for the various class standings are:

Year	Semester Credit Hours
Freshman	0 – 30
Sophomore	31 – 60
Junior	61 – 90
Senior	91+

Coursework Categories for Undergraduate Degrees

Clarkson College curricula require the completion of four types of courses designed to provide the components of a well-rounded education. These include: 1) General Education courses; 2) Health Care Core curriculum; 3) Support courses; and 4) Major courses.

General Education Courses

These are courses that serve as a foundation to the declared major. The General Education department has created courses specifically with health care students in mind. These courses are uniquely student-centered and facilitate the application of classroom learning to real life situations. General Education courses ensure that we provide the foundations necessary for successful progression through each of Clarkson's programs of study.

Health Care Core Curriculum Courses

Health Care Core courses provide common intellectual experiences, enhance student success while in college, and enrich a student's professional skills. They provide opportunities for students to share their unique skills and talents through service learning and provide for further enrichment through Academic Travel Abroad. Undergraduate students will choose at least one Health Care Core course from each of three categories: Intercultural Communication, Humanities, and Ethics, Empathy and Advocacy. Because these courses are unique to Clarkson College, students are required to take those included in the curriculum of their academic programs.

Support Courses

These courses are identified by the student's major area of study and are in direct support of the student's major courses. Support courses in the major course areas are identified by faculty in the major course areas. They are developed in cooperation with major faculty and faculty prepared in the subject of the support course.

Major Courses

These courses are taken to fulfill requirements for a specific area of study or profession. New students are encouraged to discuss areas of interest, when applicable, with their advisor when enrolling.

Code of Conduct

Members of the Clarkson College community include administration, faculty, staff and students. Clarkson College students are not only members of the College community, but they are also citizens of the larger society. As citizens, they retain those rights, protections and guarantees of fair treatment that are held by all citizens. In addition, Clarkson College students are subject to the reasonable and basic standards of the College regarding discipline and maintenance of an educational environment. The purpose of the Clarkson College Student Code of Conduct is to foster a sense of accountability, trust, responsibility and professionalism among students, faculty and administration. The Code of Conduct is designed to assist in the personal and intellectual development of students as they work toward becoming health care professionals, as well as behavior expectations, which are outlined in departmental handbooks.

The College goals for its disciplinary policy, as set forth in the Student Code of Conduct, are:

- to promote ethical behavior
- to ensure the integrity of the academic enterprise
- to develop a sense of responsibility to maintain the honor of the health care profession
- to provide an atmosphere of safety and well-being

It is important to note that one's behavior as a student may have a long-term effect on one's career in addition to having Code of Conduct consequences at Clarkson College. A violation of certain laws may jeopardize a student's ability to obtain professional licensure. Therefore, students should consider their career goals as well as the Clarkson College Code of Conduct before making behavioral choices.

Students are required to engage in responsible social conduct and to model good citizenship as members of the community. Clarkson College expects the following of students:

- demonstrate honorable and responsible behaviors
- demonstrate a keen sense of ethical conduct
- behave respectfully
- be considerate of other people and property
- be trustworthy

- demonstrate honest character upon which others may rely with confidence
- communicate professionally (both verbally and in written form)

Violations

Student Code of Conduct Violations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action, possible sanctions and remediation:

1. Acts of dishonesty, including but not limited to the following:
 - a. furnishing false information to any College official
 - b. forgery, alteration, or misuse of any College document, record, blank letterhead or instrument of identification
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities, including its public service functions on or off campus or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion and/or other conduct, which threatens or endangers the health and/or safety of any person or the learning environment (the violation can be in person or by the use of electronic media).
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, gender, gender stereotyping, veteran's status or marital status.
9. Violation of published College policies, rules and/or regulations.
10. Violation of federal, state or local law on College premises, at College sponsored or supervised activities or while representing the College off campus.
11. Use, possession or distribution of illicit substances as outlined in [Clarkson College Drug and Alcohol Policy](#).
12. Public intoxication and/or the use, possession or distribution of alcoholic beverages except as expressly permitted by law and by the [Clarkson College Drug and Alcohol Policy](#).
13. Possession of firearms, explosives, other weapons, illegal or hazardous materials “(any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.”^[i]
14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction, which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace; this includes downloading or disseminating inappropriate images

and messages via electronic media, on College premises or at functions sponsored or participated in by the College.

17. Theft or other abuse of computer time, including but not limited to:
 - a. unauthorized entry into a file, to use, read or change the contents or for any other purpose
 - b. unauthorized transfer of a file
 - c. unauthorized use of another individual's identification or password
 - d. use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. use of computing facilities to interfere with normal operation of the College computing system
 - f. use of computing facilities to send obscene or abusive messages
 - g. any other violation of the Clarkson College computer use policy

Violation of Law and/or Student Code of Conduct

1. If a student is charged with a felony that is in violation of federal, state or local law, but not with any other violation of this Code, disciplinary action may be taken and temporary sanctions imposed until a court decision is determined for grave misconduct which demonstrates flagrant disregard for the College community. The College has the authority to place a student on interim suspension pending the Code of Conduct violation process or a court decision is determined. Interim suspension can be imposed according to the determination of the College when any of the following situations exist:
 - o The conduct of a student reflects a disregard for the principles of social responsibility and self-discipline, and the continued presence of a student and/or student group would disrupt the stability and continuance of the educational mission and processes of the College.
 - o The conduct of the student endangers the wellbeing of other members of the Clarkson College community or would prevent other members of the community from having a safe living and learning environment, when such situations cannot be eliminated by reasonable modifications.
 - Such situations are detrimental to students and to the best interest of the College; therefore, the College reserves this right to impose interim suspension. Such determinations will be made after analyzing all available, relevant information (the student's observed conduct, actions and statements) about the student in question, including any relevant and readily available information from treating medical or mental health professionals, or other professionals qualified to interpret this information, and after consulting the Behavioral Intervention Team (BIT). This policy will be applied in a non-discriminatory manner, and determinations shall be based on conduct, actions and statements. If a student is placed on interim suspension, the student may be temporarily separated from the College; therefore, at the discretion of the College, the student may be required to leave residential housing and/or College property, as well as cease attending classes or other College activities within the time specified in the notice of interim suspension. The student may also be required to receive mandated medical assessments or treatments for an interim period.
1. Any type of sexual misconduct/violence charges will be handled using the Sexual Misconduct, SW-27 policy. For more information please contact the Title IX Coordinator.
2. College disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Code, for example if both violations result from the same factual situation without regard to the pendency of civil action in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding of the Student Code of Conduct policy, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for rehabilitation of student violators. Individual students and

faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Procedures

Student Code of Conduct Procedure

Unacceptable behaviors will not be tolerated, and students suspected of such conduct are subject to disciplinary measures as outlined below. Persons involved in the Code of Conduct issue will be expected to cooperate in all proceedings and will be held to the strictest guidelines of confidentiality in all matters pertaining to the issue.

1. Any member of the College community may file a complaint against a student for an alleged violation of the Student Code of Conduct.
 - a. The complainant notifies the student's program director (or designee) of the alleged code of conduct issue, including evidence.
 - b. The complainant must complete the Student Code of Conduct Conference Form (See Attachment A). The conference form should be submitted within five business days (not including holidays or semester breaks) of when the event was identified to the program director.
 - c. The program director contacts the student regarding the alleged violation to the Code of Conduct policy and schedules a meeting with the student to take place within five (5) business days (not including holidays or semester breaks) of receiving the Student Code of Conference Form. The program director advises the student to bring all supporting evidence to the meeting.
 - d. Once the program director has been presented with information regarding the alleged violation and the response of the accused student, the program director has two primary options:
 - i. Find the accused student not responsible for violating the Code of Conduct policy.
 1. If the student is found not responsible for violating the Code of Conduct policy, no disciplinary actions will be taken.
 - ii. Find the accused student more likely than not, responsible for violating the Code of Conduct policy.
 1. If the student is found to be in violation of the Code of Conduct policy, the program director will follow the individual department's disciplinary procedures.
 2. The program director will document on the conference form the disciplinary action taken and informs student of their right to due process and timeline.*
 3. The program director will forward a copy of the form along with the evidence to the Vice President of Operations (VPO) and the BIT. The VPO and BIT's purpose is for tracking and/or to recommend additional monitoring of the behavior and/or support services.
 4. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, cases involving the imposition of sanctions other than residence hall dismissal or College suspension/dismissal may be expunged from the student's confidential record after five years. Disciplinary actions may be expunged from the student's confidential record five years after the violation at the discretion of the BIT.
2. The VPO will review and track issues of code of conduct and report data and trends of behavior to the College community.
3. If the student fails to meet with the program director within the aforementioned deadline, the standing decision is final.
4. Severe infractions of the Student Code of Conduct Policy may warrant immediate suspension or expulsion without the previously described steps as determined by the program director and/or VPO.**

***If Code of Conduct violations occur within two weeks of graduation, the VPO will design an appropriate due process timeline.**

****Administration, faculty, and staff retain the right to have a student removed from the College premises (e.g., classroom, lab, office, etc.) if their behavior is disruptive or threatening to others.**

Sanctions & Remediation

In most cases, and as part of the educational process, some form of disciplinary/learning sanction(s) will be assigned to students responsible for violating the Student Code of Conduct. This policy outlines consequences for conduct violations based on the level of severity and frequency of the infraction.

Minor violations and associated sanctions:

Minor violations are usually treated with an initial verbal or written warning. Repeated minor offenses can ultimately lead to more strict consequences. Minor violations shall be handled at the departmental level, but documentation of the violation will be tracked by the VPO and BIT. Common examples of violations treated as more minor or typically receiving warnings include but are not limited to the following:

- violation of departmental policies (e.g., attendance, clinical dress code violations)
- unprofessional behavior/communication with peers, faculty, staff or administration (written or verbal, online or in person)

Major violations and associated sanctions:

Major violations are more significant or escalated in nature compared to minor violations. More aggressive behavior, for instance, could lead to harsher penalties. Written, documented warnings and suspensions are necessary penalties for major code of conduct violations. Examples of violations treated as major violations include but are not limited to the following:

- multiple minor violations (whether of the same or different nature as the first)
- theft
- falsification of time cards, signed forms or other College documents

Severe violations and associated sanctions

Severe violations are often referred to as terminable offenses; violations considered severe normally result in either suspension or separation from the College. Examples of violations treated as severe violations include but are not limited to the following:

- multiple violations (whether of the same or different nature from the others)
- valid claims of physical threats made against others
- bringing a weapon to the College or College sponsored function
- destroying College property
- possessing or distributing illegal drugs and/or substances at the College or College sponsored function

Although the following is not an exhaustive list of sanctions, it does provide examples of sanctions that may be assigned:

1. Written warnings
2. Learning projects
3. Service to the community
4. Restitution
5. Monetary fines
6. Assessment
7. Referral for prosecution
8. Restrictions or loss of privileges

9. Disciplinary probation
10. Residence hall suspension
11. Residence hall expulsion
12. Interim suspension
13. Suspension
14. Withholding a degree
15. Expulsion

More than one of the sanctions listed above may be imposed for any single violation.

Remediation

Clarkson College does not prescribe to the thought that sanctioning should be exclusively punitive in nature. While punitive sanctions are sometimes necessary and appropriate, the belief is that sanctioning should be approached foremost with the educational interests of our students in mind. We endeavor to employ sanctions that are specific to the individual students who find themselves as participants in the conduct process. The intent of sanctioning a student who has been found responsible for a violation is to help that student better understand themselves in relation to others and grow in their decision-making processes, as well as to reduce the likelihood that the student will violate the code of conduct again in the future.

Based on the violation, the student will perform one or more of the following remediation. The program director will be responsible for choosing what remediation(s) is appropriate and ensuring that the student carries out the remediation(s).

- **Reflective Remediation:** Students may be asked to complete sanctions meant to promote growth-oriented self-reflection. These sanctions may come in the form of journaling, writing essays on issues related to code of conduct, or working to seek out new perspectives on these issues in order to more astutely develop a meaningful personal ethic.
- **Community-Focused Sanctions:** Students may be asked to complete sanctions that are focused on the development of their community. These sanctions may include a student putting together programs or events for their community, working to inform their community about a particular issue, or galvanizing support from their community to address a certain issue related to the student's violation(s).
- **Referrals to Campus Resources:** Students may be referred to others on campus to continue the process of reflecting on how they can make their time at the College more successful. Some of the offices to which the student may be referred are the Success Center (for counseling, support or assessment) or their program director (for career or academic guidance).

Due Process

Code of conduct issues should be resolved at the lowest level possible. However, when a student disagrees with the program director regarding the issue, the student has fourteen (14) business days (not to include holidays or semester breaks) to submit an appeal in writing to the VPO. If the student fails to meet the above deadline for appealing a decision, the standing decision is final. The VPO will convene the Code of Conduct Committee to review the appeal within fourteen (14) business days (not to include holidays or semester breaks) of the request.

Committee

Code of Conduct Committee

The Code of Conduct Committee's purpose is to serve as an appellate board. The membership of the Code of Conduct Committee will consist of the following: the Vice President of Academic Affairs (VPAA) and the

VPO will be the co-chairs and non-voting members of the Code of Conduct Committee. The co-chairs will de-identify the dispute to maintain confidentiality. The co-chairs will convene five (5) members of the College community for the Code of Conduct Committee. The co-chairs convene administration, student support staff, faculty, and students who are deemed to not have any conflicts of interest with regards to any part of the dispute. Members of the Code of Conduct Committee will be held to the strictest guidelines of confidentiality in all matters pertaining to the alleged violation. The committee will consist of the following:

- 1 academic dean or program director/coordinator selected by the co-chair who is outside the student's major or minor
- 1 faculty member selected by the Faculty Senate President who teaches outside the student's major or minor and who has had at least two full time semesters' employment
- 1 student support staff selected by the Director of Student Support Services
- 2 students selected by the Student Government Association (SGA) who are enrolled outside the student's major or minor and who have earned at least 24 semester hours at Clarkson College

Committee Procedures

- Once the committee is convened, all evidence submitted by the respective program director and student will be provided by the co-chairs.
- Upon reviewing the evidence, each committee member will submit a confidential ballot to the co-chairs indicating a substantiated or unsubstantiated vote.
 - **Substantiated:** evidence supports the code of conduct violation charges
 - **Unsubstantiated:** evidence is not sufficient to support the code of conduct violation charges
- The outcome will be decided by a simple majority.
- Attachment B outlines the meeting guidelines.

The Code of Conduct Committee's decision is final. There is no appeal to this process.

Credit Hour Definition

The Clarkson College definition for both online and on campus courses is as follows. This information complies with Federal Regulation 34 CFR 600.2.

Credit to contact hour conversions for theory courses: One credit hour equals 15 contact hours per semester. For example, GEN 105 Medical Terminology = 1 credit hour = 15 contact hours per semester or EN 101 English Comp I = 3 credit hours = 45 contact hours per semester.

Credit to contact hour conversions for courses with a lab component:

1. **General Education, Nursing, PTA program courses:** One credit hour from the total credit hours listed for the course sections are for lab time and equal 45 contact hours. For example, BI 211 Anatomy theory = 4 credit hours = 45 theory contact hours (3 credits) and 45 contact hours of lab (1 credit) per semester; or BI 211 Anatomy lab = 0 credit hours.
2. **Health Care Business, Radiologic Technology program courses:** One credit equals 15 contact hours per semester with the exception of RT Procedures labs in which 1 credit equals 30 contact hours per semester. For example, BI 222 Basic of Anatomy and Physiology lab = 1 credit hour = 15 hours of contact per semester; RT 120L Exposures I lab = 1 credit hour = 15 hours of contact per semester; or RT 110L Procedures I lab = 1 credit hour = 30 hours of contact per semester.

Credit to contact hour conversions for clinical/internship/externship rotations dependent on program:

1. **PTA program clinical courses:** One credit hour equals 40 clinical hours per week. For example, PTA 240 Clinical Practicum III = 5 credit hours = 200 clinical hours.

2. **Nursing program clinical courses:** One credit hour equals 3 clinical hours per week. For example, NS 126 Basic Nursing Skills Clinical = 2 credits = 90 clinical hours.
3. **Master of Science in Nursing program:** Per clinical course, students complete 11 clinical hours per week. For example, NS 832 Primary Care I = 3 credits = 160 clinical hours and 45 class contact hours.
4. **Health Care Business Professional Practice Experience (PPE) and internship courses:** One credit hour equals 45 clinical hours. For example, HM 367 Professional Practice = 3 credit hours = 135 clinical hours.
5. **Radiologic Technology program clinical courses:** One credit hour equals 73 clinical hours. For example, RT 265 Clinical Experience I = 4 credit hours = 280 clinical hours.
6. **Nurse Anesthesia:** One credit equals 50 clinical hours per week. For example, AN 951 Clinical Anesthesia Practicum I = 3 credits = 750 clinical hours.
7. **Medical Imaging:** One credit hour equals 60 clinical hours. For example, MI385 CT Externship = 3 credits = minimum of 180 contact hours.
8. **Health Care Services fieldwork:** 150–200 clock hours of work in an organization are required. The number of required hours is determined by the organization's needs.

Credit Hour Load & Overload

Credit Hour Load

While Clarkson College understands a student's need to complete coursework for the various degrees as quickly as possible, Clarkson College also understands that a student's future academic success can usually be predicted by recent past performance. For this reason, guidelines have been established to encourage academic success when students are considering semester hour.

To be considered a full-time undergraduate student at Clarkson College, the student must be enrolled in an equivalent of 12 semester credit hours of coursework per semester.

To be considered a full-time graduate student at Clarkson College, the student must be enrolled in an equivalent of six semester credit hours. The maximum number of hours for which a student can register in a single semester without approval is as follows:

	Fall and Spring	Summer
Undergraduate	18 semester hours	16 semester hours
Graduate Nursing	6 semester hours	6 semester hours
Graduate Business	12 semester hours	12 semester hours

Dean's List of Undergraduates

During each semester at Clarkson College, undergraduate students with notable academic scholastic achievements are given public recognition by the Dean's List. To be eligible for the Dean's List, the student must be enrolled in at least nine hours of coursework in the fall and spring semesters and have a Term Grade Point Average (TGPA) of 3.5 or higher. For the summer session, a student must be enrolled in at least six hours of coursework and have a TGPA of 3.5 or higher. Students receiving an incomplete ("I") grade in a Clarkson College course are not eligible for the Dean's List for that semester.

Degree Plan

Prior to registration, the Registrar's office will complete a degree plan for all new students. The degree plan will include conditional admitted status, the courses which Clarkson College will accept in transfer and the specific courses the student will be required to complete in order to meet graduation requirements. Prior to the first semester of attendance, each student will be assigned and meet with a major academic advisor who will assist the student in completion of their degree plan course requirements. The purpose of the degree plan is:

- To ensure the student has a plan for meeting all Clarkson College requirements for graduation in a timely and effective way;
- To provide the student a basis for monitoring their own progress; and
- To provide the student assurance their program requirements are accurate.

The degree plan will be signed by a Registrar's office representative. The signed degree plan becomes the student's plan for graduation and may not be changed without formal written approval by the program director. The information on the degree plan will be informational and not contractual in nature.

An Academic Plan is available in Self-Service for students to track courses required for degree completion.

Dismissals

College Dismissal

College dismissal refers to permanent expulsion from the College, which does not carry the opportunity for readmission. Only by approval of the Vice President of Operations or Vice President of Academic Affairs may a student be dismissed from the College.

When a student is dismissed from the College, the appropriate dismissal and date of dismissal will be placed on the student's academic transcript.

The individual is no longer permitted to be a student at Clarkson College and is not permitted to reapply to the College in the future.

Academic Dismissal

Students may be dismissed from an academic program because of poor academic performance. Academic dismissal means that the individual is no longer permitted in the academic program, but has the option to reapply to the college.

Academic dismissal is a result of one of the following situations:

- A student who fails the same major, option or support course more than once will be academically dismissed.
- A student who fails a total of two major and/or support courses will be dismissed from the academic program.
- A student may Withdraw Fail (WF) from only two major, support or core courses during their program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the academic program.
- A student who fails to be released from academic probation in the approved period of time will be dismissed from the academic program.

- Any student who is dismissed from the Radiologic Technology program and is dually enrolled in the Medical Imaging program will be dismissed from both academic programs.

Administrative Dismissal

Students may be dismissed because of action taken by the administration for such reasons as the student being a “no-show” in a course, attendance problems or other such reasons. It is a neutral action and should not be considered as a “negative” or “disciplinary” action.

Non-Academic Dismissal

A student may be dismissed from the College as a result of disciplinary action. This includes social behavior, academic dishonesty and violation of the Student Code of Conduct.

Drug & Alcohol Policy

Problems related to the use of alcoholic beverages and controlled substances lead to a loss of individual effectiveness and may interfere with the educational process. Clarkson College reaffirms its position of serious concern about and in opposition to the abuse of alcoholic beverages and use of controlled substances. Clarkson College complies with the Drug-Free School and Communities Act Amendments of 1989 through the publication of the Drug and Alcohol Policy and other written material distributed annually to students and employees. Clarkson College encourages members of the College community to participate in drug and alcohol abuse education, prevention, and treatment programs when appropriate. Clarkson College does not accept responsibility for the conduct of individuals while they are off campus and not participating in a College activity, however, students may be held accountable for the actions of their conduct. The College realizes it cannot regulate the sale of alcoholic beverages to members of the Clarkson College community by off-campus businesses.

Drug and alcohol offenses may result in academic and/or non-academic sanctions. Academic sanctions are directly related to the student’s progression or termination within their program of study, and occur when the student violates the drug and alcohol policy within class/clinical/practicum settings. Non-Academic sanctions are actions taken at any time when the student violates the Drug and Alcohol policy.

Within the Clarkson College Community, the following regulations dealing with drug and alcohol apply.

1. Possession of and use of drugs and alcohol on campus property is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the use, sale, and distribution of drugs or alcohol.
2. Possession by minors is an infraction of Neb. Re. Statute 53-180.02 and is punishable by three months imprisonment, \$500.00 fine, or both. All offenses regarding possession of drugs and/or alcohol will also be subject to the disciplinary procedures set forth by Clarkson College.
3. The procurement of alcoholic beverages for minors is a violation of Clarkson College policy. The procurement of alcohol for minors, Neb. Rev. Statute 53-180, is punishable by a maximum of one year imprisonment, \$1,000.00 fine, or both. All offenses regarding procurement of alcohol for minors will also be subject to the disciplinary procedures set forth by Clarkson College.
4. No alcohol shall be served at any event sponsored by Clarkson College or a recognized Clarkson College organization, unless prior permission from Clarkson College administration has been obtained and the alcohol is sold off campus by a licensed, independent vendor via a “cash bar” and only to persons of legal age.
5. Possession, use, and sale of drugs or drug related paraphernalia on campus property or at College sanctioned events is considered an infraction of Clarkson College policy. Clarkson College will

- cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the possession, use, sale, and distribution of illicit substances.
6. Neither the College nor any group, which owes its existence to Clarkson College, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage.
 7. Guests are bound by the same rules regarding alcohol and drugs as the students. Members of the College community and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of alcohol and/or other drugs. Violators will be asked to leave campus and/or be referred to local authorities.
 8. Students who are suspected of intoxication from either drugs or alcohol during a theory class, laboratory course or clinical rotation are in violation of the drug and alcohol policy and will be subject to the procedures outlined in the section titled student violation categories.
 9. Any Student on campus, including the Residence Hall and campus activities, whether of legal age or underage and suspected of intoxication is in violation of the Clarkson College drug and alcohol policy and will be subject to procedures outlined in the section titled student violation categories.
 10. Containers that originally contained alcoholic beverages will not be allowed in the Residence Hall for any purpose. Said containers will be promptly removed and disposed of.
 11. There will be absolutely no posted advertisement for alcoholic beverages in any College publication, private, or public area.
 12. The Vice President of Operations, the Director of Facilities Residence Hall Coordinator or any Student Services counselor may notify parents of violations. Notification may occur if it is believed that the student is potentially a danger to themselves or to others, or is in danger of jeopardizing their academic career.
 13. Clarkson College may take appropriate measures in emergency situations such as contacting parents or law enforcement in order to ensure the health and safety of the student.
 14. Drug testing on minors may need parental or guardian consent. If consent is not obtained, so that drug testing cannot be completed, the minor student will be treated as though they were tested and the results were positive.
 15. A positive test result will include the following: 1) positive drug test indicating the presence of drugs in the specimen, 2) failure to submit to a drug test within the requested timeframe, and/or 3) the finding of two consecutive “dilute” specimens.

Medical Amnesty

A Clarkson College student seeking emergency medical attention for self or for another person due to alcohol or drug consumption will not be charged with violation(s) of the Clarkson College Drug and Alcohol policy as long as the student fully cooperates with authorities involved and complies with any required formal drug and alcohol evaluation and treatment recommendations. Said evaluation will be conducted at the student's expense. Failure to fully cooperate will invalidate the medical amnesty, and standard disciplinary action will be taken. Further, medical amnesty does not protect students from disciplinary action who are found to be in violation of other Clarkson College policies, such as destruction of property, assault, and/or theft. Medical amnesty will not be abused. Should a student who invokes medical amnesty have a subsequent drug or alcohol experience requiring emergency medical attention, he/she may be excluded from medical amnesty and be subject to disciplinary action.

Nebraska LB 439 outlines provisions for the reporting of persons who may be affected by acute alcohol poisoning due to severe intoxication. In such circumstances, these provisions allow for the person to report him/herself or another person to the authorities and be granted immunity from prosecution. The reporter must remain on the scene and fully cooperate with medical assistance and law enforcement personnel. LB 439 does not provide legal amnesty for drug-related offenses.

Student Violation Categories

The consequences of violating the Student Welfare Drug and Alcohol Policy vary according to the circumstances surrounding the violation. Thus, each of the following categories of student violations is separated out below.

Students requiring drug/alcohol testing for their academic program requirements will be given instructions on how to complete this testing. All testing expenses are the responsibility of the student. If the results are negative, the student will proceed academically. If the results of testing are positive, the student can only continue academically at the College if they meet the following requirements. 4

If positive result is due to a legally prescribed medication:

1. The student must have the form signed by the prescribing health care provider stating why he/she is prescribed that medication. (Appendix A, VPAA Form 1 – Prescribing Report)
2. A list of all the medications the student has been prescribed should be included on the form and returned within 7 business days after the student is notified of a positive test. The form will be sent to the Office of the VPAA who coordinates drug and alcohol results.
3. The medication list will be approved/disapproved by the Chair of the Student Support Team and /or the Student Counselor within 3 business days.
4. If the medication list is not approved by College designee it will be viewed as a positive drug screen.
5. Student will not be allowed to participate in clinical setting until the proof of treatment process is completed.

If positive result is due to other use:

1. The student must meet with a College approved Student Counselor and successfully complete the prescribed treatment plan; if the student is a licensed healthcare provider they must also follow appropriate regulations according to their state licensure.
2. The student will initially only be allowed to enroll in theory (didactic only) Courses (without co-requisite clinical courses) while completing drug/ alcohol treatment. The student will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a College approved Student Counselor;
3. The student will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College; at expense of the student.
4. The Student Counselor will notify the VPAA or designee via (form), that the student can progress in the course. The VPAA or designee will release information to the Program Director. (Appendix A, VPAA Form 2- Return to Course Form)
5. If the student does not comply with the treatment plan set forth by the counseling services provided by the College, refuses subsequent drug and or alcohol testing, or has a second positive drug test, the student will be administratively withdrawn from the College.

Currently Enrolled Students

Any currently enrolled student may be required to complete a drug/alcohol test (either scheduled or random timing).

Students in a theory/didactic course,(Theory/Classroom Settings), lab course(laboratory setting), and/or Clinical/Practicum Course(clinical setting) may be required to undergo random drug testing with or without cause.

Procedure

Procedure for Testing for Random/Cause:

1. If student is **on the College campus** during office hours (8:00am – 4:30pm):

- a. The faculty/staff will notify the VPO at (402) 552-6109.
- b. The VPO will assess the situation
- c. If student appears to be non-threatening:
 - i. VPO will contact Security at (402) 559-5911 immediately and a BIT member with location information.
- d. VPO and BIT member will remove the student from class/area and take to a private setting and wait for Security for further assessment.
 - i. VPO/BIT member will complete the checklist (Appendix C) for making reasonable cause determination.
- e. VPO will place an order for testing if assessment requires it.
 - i. Go to <https://mycb.castlebranch.com>.
 - ii. "Place Order", top right side of the screen, enter the package code LM51dt (Omaha Area Only) in the box and press "GO".
 - iii. You will be prompted then to enter the student's personal information to complete the order (Name, DOB, SSAN).
 1. Enter VPO/designee email (not the student's).
 2. Enter College address (not the student's).
 - iv. If requiring assistance to walk thru this setup contact CastleBranch by phone at 1-888-723-4263
 1. (Select 1) for student/faculty
 2. (Select 1) for assistance with a customer service representative.
- f. After account is setup, the student will be given a paper chain of custody form to take to the lab for testing.
 - i. Lab in Omaha will be Quest Diagnostics at 10020 Nicholas Street, Ste 102, Omaha, NE 68114 (402)399-8365.
- g. CastleBranch will bill the College for testing.
- h. Student will then be billed for testing charges by Student Financial Services.
- i. Following the testing, the VPO/BIT member will inform the student to contact a family member/friend for transportation. If needed, the VPO/BIT member will arrange taxi service (in Omaha see Appendix D) for the student at the student's expense. If student appears to be impaired and refuses to be tested, VPO/BIT member will assist the student in contacting a family member/friend or as above have arrangements made for a taxi to take the student home. If the student tries to leave on their own, encourage the student to stay. If the student leaves on their own, the VPO/BIT member will document the incident.
- j. Faculty/Staff will contact the Program Director or designee to report the incident.
- k. The VPO will also schedule a debriefing with the Faculty/staff /VPAA/Program Director/BIT member the next business day to conclude the documentation on steps taken.
 1. If the student appears to be a threat to self or others:
 - i. Contact local authorities' immediately-Call 911!
2. If student is on campus after hours:
 - a. The faculty/staff will notify Security at (402) 559-5911 immediately and Program Director or designee with location information.
 - b. Security will remove the student from class/area and take to a private setting and wait for further assessment.
 - c. The faculty/staff will complete the checklist (Appendix C) for making reasonable cause determination.
 - d. The faculty/staff will discuss the checklist with the Program Director or designee.
 - e. After assessment, the faculty/staff will advise student that they will be contacted the next business day for the next steps.
 - f. The faculty/staff will inform the student to contact a family member/friend for transportation. If needed, the faculty/staff will arrange taxi service (in Omaha see Appendix B) for the student as above in vii at the student's expense. If student appears to be impaired and refuses to be tested, faculty/staff will assist the student in contacting a family member/friend or as above have arrangements made for a taxi to take the student home. If the student tries to leave on their own,

encourage the student to stay. If the student leaves on their own, the faculty/staff will document the incident.

g. The faculty/staff will also schedule a debriefing with the VPO/VPAA/Program Director/BIT member the next business day to schedule the student meeting, testing if required, complete documentation on steps taken.

h. If the student appears to be a threat to self or others:

i. Contact local authorities' immediately-Call 911!

3. If student is at a clinical site or other College approved activity:

a. Faculty/Staff/Preceptor (or designated agency personnel) should follow the site specific policy.

b. Clinical agency supervisor will contact site Security or local authorities.

c. After Security or local authorities arrive, Security or local authorities will remove the student from immediate work area and make arrangements per the clinical site policy. The student is to remain in that location until process is completed.

d. Instructor will contact the Program Director or designee to report suspected student impairment and provide the following information – name and contact phone number of person reporting the incident, clinical site location (include full address for clinical site and department), student name and program.

e. The Program Director or designee will assess with the site if testing is warranted and review the site policy.

f. After assessment, if the student should be tested and the clinical site does not have a policy:

i. The instructor and site supervisor will phone conference with the Program Director or designee.

ii. The discussion/assessment will be documented.

iii. The instructor completes the Checklist (Appendix C) for Reasonable Cause Determination and submits this to the Program Director, who forwards to the VPAA as soon as possible.

g. The instructor will advise student that they will be contacted the next business day for the next steps.

h. The instructor will inform the student to contact a family member/friend for transportation to be removed from the site. If needed, the faculty/staff/preceptor will arrange taxi service for the student. Taxi expenses will be the responsibility of the student.

i. If testing is required, the Program Director will place an order for testing as above and the student will be instructed on when and where to report for testing.

i. Quest Diagnostics is authorized to run Drug and Alcohol testing.

1. Using the steps above for CastleBranch, but will use the package code for an electronic chain of custody form - package code CT07dt-Outside Omaha Area Only)

2. After placing the order, an email with the **electronic chain of custody form needs to be requested for expedited use**. The form will need to be printed for the student to take to the lab. Labs location will be listed on electronic chain of custody form.

3. ***IMPORTANT*** It is important for you to call the Quest Diagnostics Location listed on the electronic chain of custody form ahead of time to ensure that they accept electronic chain of custody forms. If they do not, you will need to locate an alternative Quest site that can accept the electronic form.

4. To contact CastleBranch Service Desk please dial 888-723-4263 Select (1) for Student/Faculty member. Select (1) for to request the email of the electronic chain of custody.

4. Students who refuse testing or fail to comply with any step in the processes above will be considered a positive test result.

5. The student will pay for all costs associated with the for-cause testing, including transportation costs.

6. All specimens identified as non-negative/positive on the initial test shall be confirmed by the testing laboratory. Any positive test results will be reviewed by the Medical Review Officer (MRO), of the vendor

7. Students with positive drug or alcohol screens will follow steps stated under violations in SW-15. All expenses are the students responsibility. Students are required to follow through with treatment recommendations. When the student is released, they will be informed that clinical placement will be

based on availability and may not be guaranteed. This incident may significantly deter academic progression.

8. Allow 3-5 business days for the test results to be sent to CastleBranch.
9. Student confidentiality of all information relating will be maintained.

If the student tests positive for drugs/alcohol, the student:

- a. Will be immediately administratively withdrawn from all laboratory/clinical/practicum courses, but may be allowed to remain in theory classes (without co-requisite clinical courses) while undergoing required drug/alcohol treatment according to program requirements.
- b. Must meet with a College-approved Student Counselor and successfully complete the prescribed treatment plan.
- c. Will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a college approved counselor.
- d. Will be subject to random interval or scheduled interval drug/alcohol testing with or without cause for suspicion for as long as they are an enrolled student at the College;
- e. May be ineligible to continue in the program of study if clinical agency placement is not possible due to the student's positive drug testing history,
- f. May be administratively withdrawn from the College if the student does not comply with the treatment plan set forth by the College provided counselor refuses subsequent drug and or alcohol testing, or has a second positive drug test.

Residence Hall/Dorm Offenses

Students in College sponsored activities whether on College campus property or in College housing:

Within the disciplinary system for non-academic violations, the following procedures are considered as a guide for policy violations and represent the minimum sanction possible for the violations of the Drug and Alcohol policy. The Vice President of Operations (VPO) or administration may levy further sanctions on an individual case basis depending on the severity of the offense. All requirements of a sanction must be completed prior to the start of the next academic semester. Students will be ineligible for further program progression and registration will not be allowed for the following semester, if the sanction requirements are not completed.

The disciplinary sanctions for drug and alcohol offenses which occur during college sponsored activities or in college housing include the following steps.

1. The first offense of the Drug and Alcohol policy will result in the following (offenses for substances other than alcohol are considered an automatic second offense);
 - o Required student completion of an alcohol use evaluation survey.
 - o Completion of the Alcohol Skills Training Program (ASTP).
 - o A fine of \$25.00.
2. The second offense of the Drug and Alcohol policy will result in the following;
 - o Required student completion of an alcohol use evaluation survey.
 - o Completion of Brief Alcohol Screening and Intervention for College Students (Basics) through four sessions with the Licensed Alcohol and Drug Addiction Counselor(LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC), or Certified Master Addiction Counselor (CMAC), with any and all fees to be incurred by the student.
 - o A fine of \$50.00
3. The third offense of the drug and alcohol policy will result in the following;
 - o The student will undergo Formal Evaluation for Substance Abuse by a LADAC, PLADAC, or CMAC with any and all fees to be incurred by the student. The Counselor will provide documentation back to the College that the student is progressing with recommending treatment options.

- If living in the College Residence Hall, the student will be placed on housing probation.
 - A fine of \$75.00.
4. The fourth offense of the Drug and Alcohol policy will result in the following;
- Immediate eviction from the College residence hall and possible academic sanctions.
 - The student will undergo a second drug and alcohol evaluation by a LADAC, PLADAC, or CMAC. The cost of evaluation and any further services will be incurred by the student.
 - The counselor will provide documentation back to the College of a monitoring plan if needed based on screening results.
 - If the counselor recommends a treatment plan, documentation of progression will be sent back to the College.

Background Checks and Drug Screenings

To be in compliance with clinical and/or course requirements, background checks and drug screenings will be completed at the expense of the student.

Timing of the Background Check and Drug Screening

The completion of a background check and/or drug screening will be facilitated by the program requirements.

Students must complete the required background check and/or drug screening prior to participation in other degree or service experiences. Students will not be allowed to progress in their course until clearance documentation is reviewed by the Program Director or designee.

Students must give permission for Clarkson College to review the results of the background check and/or drug screening to progress in their program by completing the online Student's Disclosure & Consent Release of Information form.

Additional background checks and/or drug screening may be required with or without cause for suspicion as required by the clinical agency or Clarkson College, at the expense of the student.

Identification of Vendors

Background check and drug screening results will only be accepted from a Clarkson College approved vendor. All student information is kept confidential.

Allocation of the Cost

For background checks and drug screenings the student is responsible for the payment. Additional site specific screenings (background and/or drug screen) and all random drug screenings will be at the student's expense.

Significant Findings in Background Check Report

Clarkson College cannot guarantee that students with significant findings in their background check will be permitted to participate in clinical rotations or be a candidate for licensure/certification in every state.

Additionally, prior conviction of a felony or misdemeanor may make a student ineligible for professional licensure, professional certification, or professional registration depending on the specific regulations of the individual health profession and the state of practice.

The student must meet the guidelines for prior criminal convictions of the agency where the clinical is scheduled and no special accommodations for alternative clinical placement will be made for the student.

Alert on Background Check/Positive Drug Screen

Program Director and/or designee has access to complete report details related to alert on background check and/or positive drug screen results. Program Director and/or designee will counsel students with alerts on background check to determine outcome. Positive drug screen results will follow the steps referenced in SW-15, [Drug and Alcohol Policy](#). This can be found in the College academic catalog and handbook.

Confidentiality of Records

Background check and drug screening reports and all records pertaining to the results are considered confidential with restricted access.

Access to records and reports outside of the Clinical Education Compliance Coordinator's office must be approved by the Program Director and/or designee, prior to granting access. Information contained in the reports/records will not be shared with facilities participating in the clinical/ service/externship- experiences unless a legitimate need is demonstrated.

Recordkeeping

All records are housed in a secure vendor's web portal used by Clarkson College. It is the student's responsibility to maintain their records. The web portal is password protected.

Dual Degree Options

Dual degree options at Clarkson College occur when a student is enrolled concurrently in two or more majors. The dual degree options available at Clarkson College include:

Health Information Technology/Health Care Services:

The Health Information Technology/Health Care Services dual degree option leads students to a Bachelor of Science degree in Health Care Services. Students may transfer 69 credit hours earned at the associate's degree level toward the 132 semester hours needed to complete a bachelor's degree.

Health Information Technology/Health Care Business with a major in Management:

The Health Information Technology/Health Care Business with a major in Management dual degree option leads students to a Bachelor of Science in Health Care Business with a major in Management. Students may transfer 68 credit hours earned at the associate's degree level toward the 128 semester hours needed to complete a bachelor's degree.

Physical Therapist Assistant/Health Care Services:

The Physical Therapist Assistant/Health Care Services dual degree option leads students to a Bachelor of Science degree in Health Care Services. Students may transfer 74 credit hours earned at the associate's degree level toward the 129 semester hours needed to complete a bachelor's degree.

Radiologic Technology/Health Care Services:

The Radiologic Technology/Health Care Services dual degree option leads students to a Bachelor of Science degree in Health Care Services. Students may transfer 73 credit hours earned at the associate's degree level toward the 131 semester hours needed to complete a bachelor's degree.

Physical Therapist Assistant/Health Care Business with a major in Management:

The Physical Therapist Assistant/Health Care Business with a major in Management dual degree option leads students to a Bachelor of Science degree in Health Care Business with major in Management. Students may transfer 74 credit hours earned at the associate's degree level toward the 139 semester hours needed to complete a bachelor's degree.

Radiologic Technology/Medical Imaging:

The dual Radiologic Technology/Medical Imaging option leads students to a Bachelor of Science degree in Medical Imaging. Students may apply 73 credit hours earned at the associate's degree level toward the 125 semester hours needed to complete a bachelor's degree.

Email Policy

Clarkson College grants e-mail access to all authorized students as a privilege, not as a right. When a user accepts an e-mail account to use Clarkson College services, he/she acknowledges the responsibilities for proper use of e-mail. Concerns regarding the use of e-mail should be reported to the Director of College Technology Services. The following items apply to using e-mail at Clarkson College:

- Users will not use e-mail for the purpose of communicating actions that may terrify, intimidate, threaten, harass, annoy or offend another person.
- Users will not use e-mail to send humorous items, chain letters, viruses, etc. to others in any form that would offend or annoy the intended recipient(s).
- Users will not try to access other user's e-mail accounts or other unauthorized areas of the College computer system.
- Users will not use e-mail to violate copyright laws and policies or any other illegal activity as established by federal, state and local laws.
- These actions constitute grounds for cancellation of access to Clarkson College e-mail privileges and may result in disciplinary and/or legal action.

Account Creation

Clarkson College email accounts are created based on the formal name of the employee as listed in the Human Resources system. Student and alumni accounts are created based on the name on record in the student information system. Requests for name changes to correct a discrepancy in an email address or recognize a formal name change may be submitted via the IT Help Desk. Requests for mail aliases are evaluated on a case-by-case basis.

Requests for temporary email privileges for contractors and outside affiliations may be requested via the IT Help Desk and must have Director level approval and justification. An expiration date for the account is required upon submission and will be applied to all outside accounts.

Email Retention and Disposal

The Clarkson College IT department does not back up email accounts as part of the IT-8 Data Server Backup procedure. Microsoft, as a part of their Software-as-a-Service (SaaS) offering, manages the availability of

Clarkson College email accounts. As of the latest revision of this policy, a 99.9% uptime is guaranteed for the service.

Recovery of items deleted from the Deleted Items folder can be performed by users and or IT for up to 30 days from the time of deletion, unless the user manually purges items from the Recoverable Items folder. It is the responsibility of Clarkson College employees and students to preserve information contained within email accounts that is vital to the operation of the college or tenure as a student.

Expiration of Accounts

Individuals may leave the college for a variety of reasons, each of which could require a different expiration procedure for email accounts. The policy governing known instances is outlined below. Clarkson College reserves the right to revoke email privileges at any time.

Students who leave before graduation – Students who leave Clarkson College without completion of their degree or other program may keep their email privileges for one academic year from the last term when they were registered.

Dismissed students - If a student is dismissed from the college, email privileges will be terminated immediately upon the notice and directive of the Vice President of Academic Affairs, Vice President of Operations, or the Registrar's office.

Alumni – students who have graduated from Clarkson College will keep their email privileges for one academic year from the last term when they were registered. Alumni wishing to join the Alumni Association may apply for a Clarkson College Alumni Email account. This is a @clarksonalumni.net email account that is separate from employee/student accounts. The Alumni Association determines the expiration of these email accounts.

Personal Email Accounts

In order to avoid mixing Clarkson College business with personal communications, employees must never use non-Clarkson College email accounts (e.g. personal Gmail, Hotmail, etc.) to conduct business operations.

Spam and Phishing

Spam is defined as unsolicited and undesired advertisements for products or services sent to a large distribution of users. Phishing is defined as the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication. All incoming email is scanned for viruses, phishing attacks and SPAM. Suspected messages are blocked from the user's inbox. Due to the complex nature of email, it is impossible to guarantee protection against all Spam and virus infected messages. In many cases, viruses or phishing appear to be sent from a friend, coworker, or other legitimate source. Do not click links or open attachments unless the user is certain of the legitimacy of the nature of the message. If any doubt exists, the user should contact the Clarkson College IT Help Desk at HelpDesk@clarksoncollege.edu.

Enrollment Status

A full-time undergraduate student at Clarkson College must be enrolled in an equivalent of 12 credit hours or more of coursework per semester.

A full-time graduate student at Clarkson College, the student must be enrolled an equivalent of six credit hours or more per semester.

Family Education Rights & Privacy Act (FERPA)

Clarkson College is in compliance with The Family Educational Rights and Privacy Act (FERPA). Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. FERPA affords students certain rights with respect to their educational records.

The right to inspect and review the student's education records within 45 days after the day the Clarkson College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask to amend a record that they believe is inaccurate or misleading. Grades are not subject to challenge.

The right to consent to disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Clarkson College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA also allows the College to disclose directory information without the written consent of the student. Directory information is information contained in an education record of a student which generally would not be considered harmful or an invasion of privacy if disclosed. Currently enrolled students may withhold disclosure of any directory information. To withhold disclosure, written notification must be submitted to the Registrar's office.

Clarkson College hereby designates the following categories of student information as public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, photograph, current and permanent address, marital status, telephone number, dates of attendance, classification and current class schedule.

Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean's List) and degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized activities, physical factors and date and place of birth.

Clarkson College assumes that failure on the part of any student to specifically request the withholding of categories of “directory information” indicates individual approval for disclosure.

Clarkson College complies with federal regulations in accordance with the Family Education Rights to Privacy Act (FERPA) and the Federal Trade Commission (FTC) rule under the Gramm-Leach-Bliley (GLB) Act to safeguard all student records, including personal financial information.

The Family Education Right and Privacy Act (FERPA) is a federal privacy law that gives students certain protections with regard to their education records such as grades, transcripts, disciplinary records, contact and family information and class schedules. To protect the student’s privacy and the law generally requires schools to ask for a written consent before disclosing personally identifiable information to individuals other than the student.

A Buckley hold is placed on a student's academic record that prohibits the college from releasing directory information to anyone other than the student, except to school officials with a legitimate educational interest, and in other situations where consent is not required by law, such as a lawful subpoena.

A student has the right to inspect all official College records, files, and data directly related to him/her. The College maintains these records for each student: application and general correspondence, evaluations, tests and grades, reports of disciplinary infractions, health and attendance, financial aid, and student information. Records not included in this provision are parents’ financial records and confidential statements of recommendation in the student’s file prior to January 1, 1975.

The College will release personal student data to other persons only if the student signs a consent form to release requested information, states the reason for such release, and names the person to whom the records should be sent. However, the College must comply with any judicial order or lawfully ordered subpoena upon the condition that the student is notified of all orders in advance by the College.

1. College officials having a legitimate educational interest.
2. Parents of financially dependent students, dependent as defined in the Internal Revenue Code of 1954, Section 152.
3. Officials connected with a student’s application for or receipt of financial aid.
4. Organizations conducting research for predictive tests under the conditions specified by law.
5. Secretary of Health and Human Services and certain other lawfully designated local, state and federal officials.
6. Persons representing accreditation agencies in their official capacity as visitors.

Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. FERPA affords students certain rights with respect to their educational records.

Procedure

Currently enrolled students may withhold disclosure of any directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be submitted to the Registrar’s Office with a Buckley Hold form.

Forms Submission

Advisors will help students concerning their academic program, but students are responsible for making and carrying out their own decisions. Completion and submission of all forms to the appropriate office to implement actions taken by students (for example, withdrawal from a course) are the responsibility of the student and cannot be delegated to faculty or staff.

Freedom of Expression

Clarkson College defends the right of free expression of ideas, including the right of peaceful assembly. The College will uphold this right on behalf of all persons associated with Clarkson College and will disapprove actions by any group or individual that would seek to restrict the appropriate freedoms of any other group or individual.

The College reserves the right to place reasonable time, manner, and place restrictions on all forms of expression. The College encourages all its members to resolve concerns/issues by communicating with the individual(s) directly involved. If this attempt fails or is not feasible, the established order of Clarkson College personnel listed below should be used for initial communication and appropriate direction as needed. Confidentiality in communication of any concern/issue shall be limited to persons who have a need to know.

Academic Issues

- Faculty directly involved
- Program Director
- Dean, where applicable
- Vice President of Academic Affairs (VPAA)

Non-Academic Issues

- Individual(s) directly involved
- Supervisor/Manager Vice President of Operations

Grade Change

A permanently recorded grade may only be changed in cases of calculation error or other recording error by the faculty person who assigned it or, in case of a change in personnel, by the program director. A permanently recorded grade may only be changed by a faculty member and/or program director within one semester following the completion of the course. A student request for review of a course grade must be initiated within one semester following the completion of the course and submitted with a Petition for Reconsideration form.

Grade Reports

Final grade reports will be available to students and advisors within one week following the end of a semester. Mid-term grade reports will be available to students one week following mid-term week.

Grading System

In courses graded with a letter, Clarkson College faculty may assign grades from the following possible letter grades: A+, A, A-, B+, B, B-, C+, C, C-, D, F, P (Pass), NP (No Pass), W (Withdrawal), WP (Withdrawal Pass) or WF (Withdrawal Fail). Each letter grade for courses completed at Clarkson College carries Quality Grade Points, used for calculating a student's Cumulative Grade Point Average (CGPA), according to the following schedule:

A+	= 4.00 quality grade points	D	= 1.00 quality grade points

A	= 4.00 quality grade points	F	= 0.00 quality grade points
A-	= 3.67 quality grade points	W	= 0.00 quality grade points
B+	= 3.33 quality grade points	WP	= 0.00 quality grade points
B	= 3.00 quality grade points	WF	= 0.00 quality grade points
B-	= 2.67 quality grade points	P	= 0.00 quality grade points
C+	= 2.33 quality grade points	NP	= 0.00 quality grade points
C	= 2.00 quality grade points	I	= 0.00 quality grade points
C-	= 1.67 quality grade points	IP	= 0.00 quality grade points

A grade of “D,” “F” or “NP” in undergraduate major or support courses is considered failing. A grade of “C,” “D,” “F” or “NP” in graduate coursework is considered failing.

Grade Point Average

The Grade Point Average (GPA) system is used to determine the student’s academic progress toward graduation. A student’s Cumulative Grade Point Average (CGPA) is based upon cumulative course grades completed at Clarkson College. The CGPA can be calculated by dividing the total number of semester credit hours attempted into the number of Total Quality Grade Points Earned (see “Letter Grades and Quality Grade Points” in this section of the catalog). The CGPA is not affected by “P,” “NP,” “AU,” “CR,” “I,” “NC,” “W,” “WP” or “WF.”

P	= Pass	NC	= No Credit
NP	= No pass	W	= Withdrawal
AU	= Audit	WP	= Withdrawal Pass
CR	= Credit	WF	= Withdrawal Fail
I	= Incomplete	GPA	= Total quality grade points earned divided by total semester hours attempted
IP	= In Progress		

All courses taken at Clarkson College within the same division (undergraduate or graduate) will be included in the Cumulative Grade Point Average (CGPA).

An undergraduate student must maintain a 2.0 CGPA for successful completion of the program of study. Major, support and core courses within the major must be repeated if coursework is not successfully completed. A student who has failed to maintain a 2.0 CGPA in any given semester will be placed on academic probation.

Graduate students must maintain a 3.0 CGPA for successful completion of the program of study. A grade of "C," "D," "F" or "NP" indicates failure of that course, and the course **must be repeated**. A student who fails to maintain a 3.0 CGPA in any given semester will be placed on academic probation.

An undergraduate student may remove a "D" or "F" grade and a graduate student may remove a "C," "D" or "F" grade from the CGPA by repeating the course. Both courses will permanently remain on the academic record/transcript, but only the higher grade (or most recent for duplicate grades) will be used in calculating the CGPA.

A student may remove a grade from the CGPA by repeating the course. Both courses will permanently remain on the academic record/transcript, but only the higher grade (or most recent for duplicate grades) will be used in calculating the CGPA.

Graduate Degrees & Certificates

Clarkson College is approved to offer these graduate academic programs by The Higher Learning Commission, North Central Association of Colleges and Schools:

Doctoral Degrees with options in:

Health Care Education and Leadership (EdD)
Nursing Practice (DNP)

Post Master's Certificates in Nursing:

Adult–Gerontology Primary Care Nurse Practitioner
Family Nurse Practitioner
Nursing Education
Nursing Health Care Administration

Master of Science in Nursing (MSN) with options in:

Adult–Gerontology Primary Care Nurse Practitioner
Family Nurse Practitioner
Nursing Education
Nursing Health Care Administration
Nurse Anesthesia
RN-MSN

Master of Health Care Administration

Post-Master's Certificate in Health Care Administration

Admission to these graduate programs is governed by requirements that may be found in this catalog under Admissions.

Graduation Academic Honors for Undergraduates

Academic honors are conferred upon candidates who, upon undergraduate graduation, distinguish themselves by maintaining a high cumulative grade point average. Undergraduate students must have completed the minimum required residency hours at Clarkson College. Transfer courses do not apply toward the Cumulative Grade Point Average (CGPA). Academic honor recipients receive an honor cord to wear at the graduation ceremony. Honors are designated as:

Undergraduate Academic honor recipients receive a gold honor cord to wear during the graduation ceremony.

Summa Cum Laude = 3.85 and above

Cum Laude = 3.65 through 3.74

Magna Cum Laude = 3.75 through 3.84

With Distinction = 3.50 through 3.64

Academic Excellence Awards are presented at graduation to students in each program with the highest cumulative grade point average:

Undergraduate students with a **minimum CGPA of 3.50** are eligible for the award.

Graduate Students with a **minimum CGPA of 3.75** are eligible for the award.

Students who are on Academic Integrity Probation are not eligible for the Academic Excellence Award

Graduation Requirements & Procedures

Students must fulfill all of the requirements shown below for graduation to be eligible for the awarding of a degree. Students expecting to complete degree requirements must file for graduation by the published deadline (one semester prior to graduation). The specific dates for filing for graduation are listed in the schedule of classes. Filing for graduation will automatically initiate a graduation audit by the Registrar's office. Three obligations must be met for graduation:

1. Candidacy for graduation has been approved.
2. All academic requirements have been met.
3. Financial obligations have been met.

The Registrar's office will neither send information to nor correspond with any licensing agency, certification program or credentialing center regarding program completion until all of the above obligations have been met.

Students who do not qualify for graduation by Monday of the week of graduation (five days prior to commencement) may not be eligible to participate in the graduation ceremony, and cap and gown fees will be non-refundable. Students will be notified by their program director.

A signed diploma will be issued upon verification of successful completion of all coursework.

Grievance Process/Policy

A grievance is a complaint that a specific decision or action that affects the student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. The grievance process is not designed to resolve disputes between an individual and an institution that might occur over such issues as grades, academic integrity, billing, financial aid, terms of employment or other similar disputes nor to review events or circumstances that have occurred in an individual's particular relationship with an institution. This policy does not limit the College's right to change rules, policies or practices.

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status, or marital status.

Student Grievance Process

Step 1: The student must complete a Grievance Form obtained from the Student Services office or the Clarkson College website. The student must provide strong, documented evidence and submit the completed Grievance Form to the Registrar's Office. The student must submit the Grievance Form no later than 14 days from the time of incident.

Step 2: The Registrar's Office will forward the Grievance Form to the Vice President of Academic Affairs (VPAA) who will initiate and facilitate the college committee's response to the student's grievance. The VPAA will provide a written response of the outcome within 10 business days.

Step 3: The Vice President of Academic Affairs (VPAA) office will form and facilitate the Grievance Committee. Complainants may provide statements from witnesses as part of their information and evidence. Complaints of discrimination on the basis of sex may be filed with the U.S. Department of Education Office of Civil Rights, 8930 Ward Parkway, suite 2037, Kansas City, Missouri 64114-3302, and (816) 268-0050.

The grievance procedure is applicable to complaints alleging discrimination on the basis of sex. Complaints of discrimination based on sex may be filed with the Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106 and (816)268-0050.

The Grievance Committee is the designated arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code of Conduct as described in the student welfare policy and in the student handbook. All parties must agree to arbitration, and be bound by the decision with no right of appeal. All complaints will be promptly and thoroughly investigated and resolved.

The Grievance Committee shall be composed of an Academic Council member, one faculty member from the executive committee of Faculty Senate, one student government representative, VPAA, and one Director from Student Services; totaling five members. Committee members must be deemed to not have any conflicts of interest with regards to any part of the dispute. The VPAA will chair called meetings and gather all pertinent information. The VPAA will vote only in the case of a tie.

- a. Members will be appointed by the VPAA on a case-by-case basis.
- b. The VPAA shall develop policies for the administration of the academic grievance process and procedural rules for the conduct of hearings.
- c. The VPAA will communicate the results to the grievant.
- d. Decisions made by the Grievance Committee and/or VPAA shall be final.

Health & Safety Requirements

All Clarkson College students may be required to complete certain health and safety requirements according to individual program needs at their own expense (non-refundable). Students will not be allowed access to classes and/or attend clinical, per program specifications, when out of health and safety compliance.

Health and safety requirements are subject to immediate change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

Criminal Background Checks and Drug Screening for Students

To be in compliance with clinical and/or course requirements, background checks and drug screenings will be completed at the expense of the student.

Timing of the Background Check and Drug Screening

The completion of a background check and/or drug screening will be facilitated by the program requirements.

Students must complete the required background check and/or drug screening prior to participation in other degree or service experiences. Students will not be allowed to progress in their course until clearance documentation is reviewed by the Program Director or designee.

Students must give permission for Clarkson College to review the results of the background check and/or drug screening to progress in their program by completing the online Student's Disclosure & Consent Release of Information form.

Additional background checks and/or drug screening may be required with or without cause for suspicion as required by the clinical agency or Clarkson College, at the expense of the student.

Identification of Vendors

Background check and drug screening results will only be accepted from a Clarkson College approved vendor. All student information is kept confidential.

Allocation of the Cost

For background checks and drug screenings the student is responsible for the payment. Additional site specific screenings (background and/or drug screen) and all random drug screenings will be at the student's expense.

Significant Findings in Background Check Report

Clarkson College cannot guarantee that students with significant findings in their background check will be permitted to participate in clinical rotations or be a candidate for licensure/certification in every state.

Additionally, prior conviction of a felony or misdemeanor may make a student ineligible for professional licensure, professional certification, or professional registration depending on the specific regulations of the individual health profession and the state of practice.

The student must meet the guidelines for prior criminal convictions of the agency where the clinical is scheduled and no special accommodations for alternative clinical placement will be made for the student.

Alert on Background Check/Positive Drug Screen

Program Director and/or designee has access to complete report details related to alert on background check and/or positive drug screen results. Program Director and/or designee will counsel students with alerts on background check to determine outcome. Positive drug screen results will follow the steps referenced in SW-15, Drug and Alcohol Policy. This can be found in the College catalog and/or student planner/handbooks.

Confidentiality of Records

Background check and drug screening reports and all records pertaining to the results are considered confidential with restricted access.

Access to records and reports outside of the Health and Safety Specialist's Office must be approved by the Program Director and/or designee, prior to granting access. Information contained in the reports/records will not be shared with facilities participating in the clinical/ service/externship- experiences unless a legitimate need is demonstrated.

Recordkeeping

All records are housed in a secure web portal used by Clarkson College. It is the student's responsibility to maintain their records. The web portal is password protected.

Honor Societies

Delta Chapter of Lambda Nu

Lambda Nu Honor Society was developed in January 2003. It was designed to recognize students who have demonstrated superior academic performance and who have distinguished themselves as clinical scholars and leaders within the Radiologic Technology program.

Omicron Epsilon Chapter of Sigma Theta Tau International Honor Society

The Honor Society of Nursing was chartered as Omicron Epsilon, the 363rd Chapter of Sigma Theta Tau International Honor Society of Nursing, on April 4, 1998. Undergraduate students, graduate students and nurse leaders have been recognized for their academic excellence and leadership with induction into Omicron Epsilon. Together, the members seek to acknowledge excellence, promote leadership, advance nursing knowledge, encourage research use and foster high professional standards. For more information regarding the eligibility requirements, visit the [Honors Societies](#) page on the College website.

National Society of Leadership & Success (Sigma Alpha Pi Chapter)

The Clarkson College chapter of National Society of Leadership & Success (NSLS) Sigma Theta Tau Chapter is an honor society providing professional leadership training to its members. Benefits of membership include success networking teams, success coaches, scholarships, a personalized letter of recommendation, an online job bank, honor cords and stoles, among others. Undergraduate and graduate students with a GPA of 3.0 or higher are invited to join. Membership invitations are sent and orientation sessions are scheduled at the beginning of the fall and spring semesters. For more information, e-mail SLS@clarksoncollege.edu.

*If you are interested in getting involved or learning more about any of the organizations above, visit the [Honors Societies](#) page on the Clarkson College website.

Incomplete Grades

A grade of incomplete ("I") is a temporary grade but must be maintained on the academic record (transcript) until a grade is assigned. A grade of "IP" or "in progress" applies only to the dissertation course in the doctoral programs.

Assignment of an "I" is at the discretion of the course instructor and director.

The student who is passing in a course may be assigned a final grade of "I" if some portion of the course work remains unfinished or if there is an Academic Integrity issue.

Students who receive an incomplete during the semester that they apply for graduation must complete course requirements by census day (the 10th) of the following semester. The graduation date for students, who fail to meet course requirements by the required deadline, will be moved to the next semester graduation and graduate at the end of the appropriate term.

Students who have an incomplete grade for one level of major coursework will not be permitted to progress to the next level of major coursework until the incomplete grade(s) in the lower level have been changed to a passing grade.

An Incomplete Grade form must be completed and signed by the instructor, identifying the reason for requesting an incomplete, the specific work that the student must complete to receive a final grade and the date by which the work must be completed. An incomplete grade must be removed within the time designated by faculty or the "I" will automatically convert to an "F" grade.

Independent Study

Independent study refers to courses concerning special topics arranged under the supervision of Clarkson College faculty. Students may pursue independent study if a faculty member is available to supervise the experience. The project or study to be pursued by the student must be approved by the program director. No more than six semester credit hours of undergraduate coursework may be pursued as independent study.

Leave of Absence

A leave of absence (LOA) is a time specific withdrawal from Clarkson College. An active student must request in writing a Leave of Absence along with the reason for the request on the change of registration form. Permission for a leave of absence requires the approval of the student's advisor or program director. Leaves are granted for a minimum of one semester and a maximum of three consecutive semesters; however, financial aid repayment will begin after 180 days. Any student on a (LOA) who does not register in any classes after the time they have indicated or within three consecutive semesters will be automatically withdrawn from the College.

Readmission to the College, after withdraw, may be possible through the application process. Students who withdraw from the College and want to reapply will be subject to the provisions of all applicable fees and the most current Catalog at the time of readmission. Readmission is not guaranteed.

Any active duty service member, which includes a member of a state National Guard or reserve forces or a spouse of a duty service member with dependent children who is called to perform either state or federal military duty that would interfere with the member's ability to complete the current term of instruction, will be granted a leave of absence, upon submission of a copy of written orders. Leave of absences will be granted for the periods of active duty. Leave of absence are not granted for voluntary active duty or training when the member could schedule the training to avoid a conflict with school instruction. Academic standing prior to being ordered to military duty will be restored upon his or her release of duty, without loss of status, academic credits previously earned, scholarships or grants awarded by the college. The leave cannot exceed five years. One of the following options will be granted:

1. To withdraw from the student's entire registration and receive a full refund for the student's current semester of tuition and mandatory fees.
2. To make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Procedure

1. A student requests a Leave of Absence on the Change of Registration form.
2. The form, must be submitted to the Registrar's Office prior to census day of the semester in which the LOA will start.
3. The form, is then submitted from the Registrar's office to the Financial Aid Office for further contact with the student.
4. The Business Office will receive the form for active service members

New Student Assessment Testing

All new incoming undergraduate students in on-campus programs (BSN, LPN-BSN, RT, PTA, PTA/HCB, RT, RT/MI, RT/HCS) are required to take the HESI A-2 (Health Education Systems Inc.) pre-advising assessment exam prior to registering for courses. The pre-advising assessment will evaluate students in the following areas: English (Reading Comprehension, Vocabulary, and Grammar), Math, and Biology. Results of the assessment will be used during advising to determine class schedule, support and additional resources.

Program Directors and College Administration will have access to the pre-advising assessment results. Program Directors and/or Advisors will discuss the Pre-Advising Assessment results with their students during advisement meetings. Support services as appropriate will be required for student assessments below benchmark scores and may be recommended for other students at the discretion of the Program Director/Advisor.

Institutional reporting and analysis of assessment results and student needs will be completed at the end of each semester and reported to Academic Council by the Coordinator of Student Success. A comprehensive annual review will be completed and reported at the Academic Council Assessment Retreat by the Coordinator of Student Success. Faculty workload and support services will be reviewed annually. Programmatic reporting and analysis will be completed at the end of each semester.

New Student Experience

New Student Experience (NSE) is designed to assist students with information and skills to be successful at Clarkson College. All incoming undergraduate students that graduated high school within one (1) year of their start date or are bringing in less than 15 hours of transferrable credit will be required to complete the NSE. Students who have graduated from an accredited institution of higher education are exempt.

NSE will require the following based on the students program of study:

On Campus Programs (BSN, RT, RT/MI, RT/HCS, PTA, PTA/HCS, PTA/HCB,)

- Access to Clarkson College Learning Management System (LMS) tutorial.
- Enroll in their first semester and successfully complete the on-campus General Education course, Strategies for Success

Optional

- On-campus New Student Orientation, Friday before semester begins

Online/ Programs (Health Care Services, Health Care Management, and Health Information Management)

- Access to Clarkson College LMS tutorial.
- Enroll in their first semester and successfully complete the online General Education course, Strategies for Success.

Optional

- On-campus New Student Orientation, Friday before semester begins

New Student Orientation

New Student Orientation not only provides new students with information on services provided by Clarkson College, but also gives students a chance to connect with faculty, staff and other students. New undergraduate students are strongly encouraged to attend New Student Orientation, usually held each semester on the Friday before classes begin. New graduate online students will be oriented to the College by participating in NS 799 and MB 799. Additional information for new students can also be found on the [Clarkson College website](#).

Petition for Reconsideration

Clarkson College Complies with all applicable federal, state and local laws relating to discrimination which pertain to its students and prospective students. This includes such laws as Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1972 and The Americans With Disabilities Act.

A student may file a petition for reconsideration requesting an exception to a decision or policy because of extenuating circumstances or because of alleged discriminatory or retaliatory conduct through the student grievance process. The petition for reconsideration policy is designed to resolve disputes between an individual and an institution that might occur over such issues as grades (except grades related to academic integrity issues), billing, financial aid, terms of employment, course transfer, degree requirements, other similar disputes, or to review events or circumstances that have occurred in an individual's particular relationship with an institution.

Procedure

1. All Petitions for Reconsideration forms must be submitted to the Registrar's Office within one term following the incident in order to facilitate tracking.
2. The Registrar's Office will schedule a meeting with the individual(s) petitioned within five (5) business days of receipt of the Petition for Reconsideration Form.
3. The decision regarding the petition for reconsideration will be made at that meeting.
4. The individual petitioned will notify, in writing, the petitioner of the decision and the Registrar will send notification to all involved parties within five (5) business days.

If after receiving the results the petitioner still believes the decision is inequitable, a new petition for reconsideration may be filed to the next level of authority (within five business days). The above procedure will be used at the next level of authority. If the student is not satisfied with the decision of the Petition for Reconsideration at that level, the student may then contact the appropriate Vice President within five (5) business days of the Petition for Reconsideration decision. The appropriate Vice President will respond within 10 business days. Decisions made by the Vice President shall be final.

The College prohibits retaliation against a Complainant or other person(s) who participate(s) in Grievance proceedings or Petitions for Reconsideration.

Complaints of discrimination on the basis of sex may be filed with the U.S. Department of Education. Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, (816) 268-0550.

Petitioning for a Course Offering

Students may petition the Vice President through the appropriate dean/program director to offer courses not listed on the course schedule. If a sufficient number of students agree to enroll in the course and appropriate faculty, space and resources are available, the course will be added to the schedule. Students are encouraged to petition as early as possible in order for the College to consider the request.

A Petition for Reconsideration form should be completed and forwarded to the appropriate dean/program director to initiate a course offering.

Program Completion

Undergraduate and master's degree students must complete their program of study at Clarkson College within seven (7) years. This includes time spent on leave of absence. Students who do not complete within seven (7) years must reapply for admission.

Doctoral degree students must complete their program of study at Clarkson College within five (5) years. This includes time spent on leave of absence.

Progression

Students will not be permitted to progress to a higher level of coursework in the major area of study until successfully completing the prerequisite courses. Any exceptions to this rule must have the approval of the academic program director. Students who enroll in courses without successfully completing the prerequisites course(s) may be administratively withdrawn without prior notice.

Undergraduates student must maintain a 2.0 Cumulative Grade Point Average (CGPA) for successful completion of the program of study. A grade of "D," "F" or "NP" in undergraduates major, support or core courses is considered failing. Courses in the major and support courses to the major must be repeated if coursework is not successfully completed. A student who fails to maintain a 2.0 CPGA in any given semester will be placed on academic probation.

Graduate students must maintain a 3.0 CGPA for successful completion of the program of study. A student who fails to maintain a 3.0 CGPA in any given semester will be placed on academic probation.

Any undergraduate student may remove a "D" or "F" grade and graduate student may remove a "C," "D" or "F" grade from the CGPA by repeating the course. Both courses will permanently remain on the academic record/transcript, but only the higher grade (or most recent for duplicate grades) will be used in calculating the CGPA.

Diploma/Undergraduate Certificate Programs and Associate of Science Degree Programs with exception of Health Information Technology

Students enrolled in Diploma, Certificate and Associate of Science degree programs must maintain a grade of "C-" or higher in each major, support and core courses. The academic program director in consultation with faculty and administration will determine which of the following actions will occur when a student receives a "D," "F," "NP," "W," "WP" or "WF" grade in a major, support or core courses:

1. Dismissal from the program with the option to reapply the following year. Students would be expected to meet current admission requirements. There would be no guarantee of re-admission.
2. Repeat the course the next semester it's offered at the discretion of the program director. Additional conditions may be required of the student.

Any student returning to a program must meet with the program director and may be required to complete an assessment and/or test. A fee may be charged for the assessment and testing process. Any student who fails to pass an assessment may be required to repeat major coursework previously taken.

A student who receives a non-passing grade in a major, support or core course after being re-admitted or re-enrolled will be academically dismissed from the program.

Any student who is dismissed from the Radiologic Technology program and is dually enrolled in the Medical Imaging program will be dismissed from both academic programs.

Associate of Science in Health Information Technology, Bachelor of Science and Post-Baccalaureate Degree Programs

Students enrolled in Associate of Science in Health Information Technology and Post Baccalaureate degree programs must maintain a grade of "C-" or higher in each major, support or core course(s). Failing grades include "WF", "D", "F", or "NP". Failed courses in the major, support or core courses must be repeated to achieve a passing grade.

Failed courses in the major, support or core courses must be repeated to achieve a passing grade ("WP", "WF" are not considered a passing grade). A major, support or core course may not be repeated more than one time. A student who fails a major, support or core course more than once will be dismissed from the program. Students who receive a "D" or "F" in a total of two courses in the major, support or core courses will be dismissed from the program.

Any student who is dismissed from the Radiologic Technology program and is dually enrolled in the Medical Imaging program will be dismissed from both academic programs.

A Medical Imaging major elective course can only be repeated once. A student who fails the same Medical Imaging major elective course twice will be dismissed from the program.

A student may Withdraw Fail (WF) from any major or support course. After receiving a Withdraw Fail (WF) in a major or support course, the student must repeat the course for a grade.

A student may Withdraw Fail (WF) from only two major or support courses during his/her current program of study. A Withdraw Fail (WF) from a third major or support course will result in dismissal from the undergraduate program.

Graduate Degree Programs

Graduate students, with the exception of Nurse Anesthesia students, must repeat any course they fail (grade below B-), but they are not allowed to repeat a course more than one time. Graduate students who receive a grade of "C," "D," "F" or "NP" in a total of two courses will be dismissed from the program.

A student may Withdraw Fail (WF) from any major course. After receiving a Withdraw Fail (WF) in a major, the student must repeat the course for a grade.

A student may Withdraw Fail (WF) from only two major or support courses during his/her current program of study. A Withdraw Fail (WF) from a third major course will result in dismissal from the graduate program.

Registration/Add a Course

Class space is allocated using the time of registration as priority. Students are encouraged to register at their designated time to ensure enrollment in a course.

Clarkson College reserves the right to administratively withdraw a student from a course, without prior notice, if prerequisites have not been met or if the student has not paid the necessary tuition or fees. Registration for

clinical courses will be on a first-come basis. Students seeking a degree from Clarkson College will receive priority over non-degree and certificate students.

All students must be registered by the end of the business day on Thursday prior to the start of the semester. A student may add course(s) to their current schedule through the first five days of instruction in a semester or prior to the second class meeting in a short term. This also applies to transferring from one section of a course to another section. After the designated time, the approvals of the instructor and program director of the course are required.

A late registration fee is assessed when a student enrolls for coursework after the designated registration period published in the Clarkson College schedule of classes.

A course may be dropped and a refund granted if it is accomplished according to the tuition refund schedule. It is the student's responsibility to initiate this change in the Registrar's office. Clarkson College will not be responsible for completed forms that which are given to faculty or staff for submission. ***Note: Only Student Financial Services may authorize reimbursement of fees or tuition. Deans, directors, faculty or staff are not authorized to approve reimbursement.***

For more information on registering for classes, see the Registrar section on the website.

Residency Requirement

- **Certificate or Diploma:** At least 15 semester credit hours must be completed at Clarkson College for a certificate or diploma.
- **Associate's Degree:** At least 40 semester hours must be completed at Clarkson College for an associate's degree.
- **Bachelor's Degree:** At least 27 semester hours must be completed at Clarkson College for a bachelor's degree.
- **Master's Degree:** All but nine hours must be completed at Clarkson College for a master's degree.
- **Post-Master's Certificate in Nursing:** All credit hours of coursework must be completed at Clarkson College.
- **Doctoral Degree:** All but six credit hours must be completed at Clarkson College for doctoral degrees.

Retention of Student Records

Clarkson College retains the official academic record (transcript) of enrollment and credit earned in College credit programs in perpetuity. Student Financial Aid records are retained for four years. All other student records documents are destroyed five years after the student's last enrollment at the College.

Students who believe there is an inaccuracy in their official academic record (transcript) must notify the Registrar's office immediately. After a student's records are destroyed, the official academic transcript cannot be changed. The transcript is the final, accurate record of academic accomplishment.

Right of Students with Disabilities

The Americans with Disabilities Act of 1990 (ADA) as amended (2008) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more life activities, (2) has a record of such an impairment; or (3) is perceived as having an impairment. Section 504 of the Rehabilitation Act of 1973 states that no "otherwise qualified person" with a disability can be excluded from, denied the benefits of or be subjected to discrimination under any program or activity within an

institution that receives Federal financial aid. Collectively, these Federal statutes require institutions of higher education to provide equal access to educational opportunities to otherwise qualified individuals with disabilities provided that such accommodations do not: 1) fundamentally alter the nature or operation of the College's programs, services, or activities, 2) cause undue burden to the College, or 3) pose a direct threat to the health and safety of others.

To be eligible for disability services, students must have a disability as defined by the ADA (as amended) and Section 504 of the Rehabilitation Act of 1973. Clarkson College relies on the student's self-report and documentation from a qualified, licensed professional when determining accommodations. It is the responsibility of the student to request accommodations through the Accommodations Office and to participate in the interactive process for determination of reasonable accommodations. Students have the choice of whether or not to utilize approved accommodations. Students must notify the Accommodations Coordinator of any approved accommodations they choose not to utilize.

Procedure

1. The student will initiate the process for requesting accommodations by contacting the Accommodations Office at accommodations@clarksoncollege.edu or the Accommodations Coordinator at 402.552.2693.
2. Upon receipt of the student's request, the Accommodations Coordinator will contact the student to set an appointment for an Intake Interview (to obtain the student's self-report), and the student will be asked to bring all relevant documentation related to the disability(ies) and previous accommodations (if applicable).
3. If the Accommodations Coordinator does not deem the documentation initially provided by the student to be adequate, the student will be required to submit additional documentation related to his/her disability. The following guidelines for documentation are suggested to provide adequate information to the Accommodations Coordinator for determination of appropriate accommodation services:
 1. The credentials of the evaluator who has undergone appropriate training, has relevant experience and no personal relationship with the individual being evaluated.
 2. A clear current diagnostic statement identifying the disability.
 3. A description of the diagnostic methodology used such as procedures, tests and dates of administration including a clinical narrative, observation and specific results.
 4. A description of how the disability substantially limits a major life activity of the student and/or a description of the current impairment and its functional impact.
 5. A description of the current treatment, expected progression, and the prognosis and/or stability of the disability.
 6. Recommendations for accommodations and/or auxiliary aids with rationale. The College has no obligation to adopt recommendations made by outside parties although they will be considered in determining accommodations.
4. Once adequate documentation is received, the Accommodations Coordinator will determine if the student is eligible for accommodations, and if so, what accommodations are approved. Prior to the approval of accommodations, the Accommodations Coordinator will consult with the Program Director of the Academic Program the student is enrolled/intending to enroll in if there is any question as to whether an accommodation may pose a direct threat to the health and safety of others.
5. The Accommodations Coordinator will communicate to the student whether or not he/she has been deemed eligible for accommodations, and if so, what accommodations are approved.
 1. If the student has been deemed eligible, the Accommodations Coordinator will communicate this to the student by sending out a Statement of Eligibility (SOE) to the student for review and signature along with a Release of Information form (Release) for signature.
 2. If the student has been deemed ineligible for accommodations, the Accommodations Coordinator will communicate this in writing, and the student may appeal this decision with the Accommodations Coordinator. The Accommodations Coordinator will then consult with the Accommodations Committee consisting of the Director of Human Resources, the Program Director of the academic program the student is enrolled/intending to enroll in, the Vice President of Operations, and the Vice President of Academic Affairs. The Accommodations Coordinator

will subsequently notify the student of the decision of the Accommodations Committee, which is final.

6. Upon registration of classes, and with the signed SOE and Release from the student, the Coordinator of the Testing Center will email the student's approved accommodations to appropriate faculty no later than the first day of classes. If the student makes changes to his/her schedule, the student should notify the Accommodations Office of said changes. If eligibility is determined after the start of the semester, faculty will be notified within two business days after receipt of the student's signed SOE and Release. While faculty are notified by the Coordinator of the Testing Center, the student is also strongly encouraged to initiate communication with his/her faculty regarding accommodations in the classroom. However, if the student does not initiate contact with faculty within the first week of the course, faculty should initiate said communication. If the student is nonresponsive to the faculty's communication, the faculty should then notify the Accommodations Coordinator. If there are approved accommodations that may require additional academic preparation (e.g., captioning), the Accommodations Coordinator will notify appropriate faculty in a timely manner, within two weeks of the student's registration of courses, to allow adequate time for said preparation.

It is the student's responsibility to communicate with the Accommodations Office any requests for changes in and/or discontinuation of accommodations. Clarkson College reserves the right to ask for additional documentation as needed.

Service Animal

Definition of Service Animal

The ADA defines a "Service Animal" as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Importantly, other species of animals, whether wild or domestic, trained or untrained, are not "Service Animals" for the purposes of the ADA. However, under certain conditions, the College will make reasonable modifications for a miniature horse that has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

When assessing whether a dog is a "Service Animal" individually trained to do work or perform tasks for the benefit of an individual with a disability, the dog must be trained to do work or perform tasks that are directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- assisting persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of a dog's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of determining if a dog is a "Service Animal" under this policy.

Verification of Service Animal

The College will not ask about the nature or extent of an individual's disability or for medical documentation of it. However, when it is not readily apparent that the Service Animal identified by the individual with a disability is trained to do work or perform tasks for him or her, the Accommodations Office may ask the individual with the disability if the dog is required because of a disability and what work or task the dog has been trained to perform. The College will not, however, require documentation that the dog has been certified, trained, or licensed as a "Service Animal."

Care and Supervision of Service Animal

The individual with the disability using a Service Animal (the "owner") is responsible for the Service Animal's care and supervision. The Service Animal must be under the control of the owner at all times and must have a harness, leash, or other tether. If the use of a harness, leash, or other tether would interfere with the performance of the work or tasks performed by the Service Animal or is impractical because of the owner's disability, a harness, leash, or other tether may not be required. However, the owner must still be able to effectively control the Service Animal by other means such as voice controls or signals.

A Service Animal is generally permitted to accompany the individual with a disability to College facilities where members of the public, students, staff, and faculty are permitted. The College may ask the owner to remove a Service Animal from any of its facilities if: (1) the Service Animal is out of control and the owner does not take effective action to control it; or (2) the Service Animal is not housebroken. The College may also ask the owner to remove a Service Animal from any of its facilities if the use or presence of the Service Animal poses a direct threat to the health or safety of others or if the animal's behavior, such as barking, is unreasonably disruptive to the other students or College personnel.

The College may impose legitimate safety requirements on the use or presence of a Service Animal that are necessary for safe operation of its facilities. There are some facilities that are not safe for use or presence of Service Animals and from which the College may exclude Service Animals on a case-by-case basis based on actual risks. Examples of these areas include food preparation areas, medically sensitive patient and clinical areas, and biologically sensitive areas. If a Service Animal is restricted from an area, the Accommodations Office is available to assist in evaluating reasonable accommodations for the Service Animal owner.

The owner must abide by applicable ordinances/laws/regulations pertaining to licensing, vaccination, and other requirements for animals. (It is the owner's responsibility to know and understand these ordinances, laws and regulations.) The owner is responsible to clean up after and properly dispose of the animal's feces in a safe and sanitary manner.

The College will not ask for or require the owner to pay a surcharge or to comply with other requirements generally not applicable to people without pets. However, an owner may be charged any damage caused by his or her Service Animal.

Request for Notice

Service Animal owners are not required to register their Service Animal with the College. Service Animal owners are encouraged, however, to contact the Accommodations Office so that the Accommodations Office can assist the Service Animal owner by providing advance notice to College personnel that the Service Animal owner and his/her Service Animal are entitled to access. Faculty and staff wishing to utilize a Service Animal on campus are requested to notify the Director of Human Resources at 402-552-3395.

For further questions, please contact the Accommodations Coordinator at accommodations@clarksoncollege.edu or at 402-552-2693. Any denial of a Service Animal may be appealed through the College's grievance process.

Request for Service Animal in Student Housing

Service Animals are allowed in Student Housing under ADA. Students with Service Animals are requested to contact the Accommodations Coordinator prior to move-in to Student Housing. The College requests that the student with a Service Animal provide as much advance notice as possible prior to the desired move-in date so that the College can best accommodate the student and the Service Animal. A meeting may be arranged between the student, the Residence Hall Coordinator, and the Director of Facilities to discuss how best to meet the needs of all involved. The Accommodations Coordinator will provide information on expectations for the Service Animal to the student and communicate to other College community members to ease the transition of the student.

If it is not readily apparent that the Service Animal identified by the individual with a disability is trained to work or perform tasks for him/her, it will be necessary for the student to provide this information to the Accommodations Coordinator.

Violation of Policy

Depending on the seriousness of the Service Animal's conduct or repeated conduct, a Service Animal may be excluded from College property temporarily or permanently. If a Service Animal is excluded, the Accommodations Office will assist the student in identifying reasonable accommodations. Service Animal owners who violate this policy or disregard an instruction to remove or exclude a Service Animal from College property may be subject to additional penalties, including the Service Animal being banned from any College property or subjected to other fines or penalties under applicable ordinances/laws/regulations. Violations of this policy by the Service Animal owner may be referred for disciplinary action.

Service Requirements

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

All students are required to complete designated service courses as a component of their program of study.

Required Designated Service Courses

- Diploma programs: One core course and one program-designated service course
- Associate's and Bachelor's degree programs (excludes RN to MSN program): Core I and one program-designated service course
- Graduate/RN to MSN programs: Two program-designated service courses
- Certificate and Post Master's Certificate programs may include service requirements based on courses within the curriculum.

Successful completion of service experience is required to pass the designated service courses.

Core and Designated Service Courses

The following courses have been selected as designated service courses.

HC 104	Core I: Effective Interactions in the World of Health Care
HCS 320	Patient Advocacy and Health Literacy

HM 367	Professional Practice Experience
HM 496	Internship
BU 496	Internship
BU 498	Long-Term Care Administration Practicum
NUR 160	Practical Nurse Caring with Adults IV
NS 450	Professional Nursing Care – Public Health
NS 476	Population Health IV
NS 478	Advanced Population Health
NS 481	Population Health for the RN to BSN/MSN
PTA 212	Professional Issues Seminar
RT 105	Patient Care
MI 411	Cross-Sectional Anatomy II
MB 808	Health Care Leadership
MB 810	Human Resources and Organizational Behavior
NS 802	Health Care Delivery Systems/Managed Care
NS 808	Nursing Law & Ethics
NS 822	Curriculum Development for the Nurse Educator
NS 834	Advanced Nutrition
AN 859	Professional Aspects of Nurse Anesthesia
AN 911	Clinical Correlation Conference Seminar I
DNP/EDD 915	Outcomes of Health Care in a Global Society
DNP/EDD 946	Health Economics, Finance and Entrepreneurship

Successful completion of service experiences is required to pass designated service courses.

Sexual Misconduct Policy

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include any type of sexual misconduct, including dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment and stalking. Clarkson College (College) strives to provide an environment free from all forms of sexual misconduct to all of its community members. The Sexual Misconduct Policy applies to all College community members, whether the alleged sexual misconduct is committed by a student, an employee or a third party. To the greatest extent possible, alleged incidents of sexual misconduct against or by students or employees at any Clarkson College-sponsored program or activity will be investigated by the College whether said incident occurred on or off campus. Such misconduct seriously undermines the atmosphere of trust, responsibility and professionalism underlying the Code of Conduct and will not be tolerated by the College. All members of the College

community are encouraged to promptly report complaints about sexual harassment, sexual misconduct, and sexual assault to the Title IX Coordinator. It is also the right of an individual to file a criminal complaint, separate from the College report, if he or she chooses to do so. Persons who have been subjected to sexual misconduct can receive Clarkson College-related assistance regardless of whether or not a legal charge or report is filed by the College. For any report filed by the College, a fair and timely investigation will be undertaken, with notice of the outcome to all involved parties. Individuals found to be in violation of this policy will be subject to disciplinary action.

Amendments or Termination of this Policy

Clarkson College reserves the right to modify, amend, or terminate this policy at any time.

Definitions

College means Clarkson College.

Complainant is an individual who is subject to alleged discrimination, harassment, or retaliation regarding the application of this policy.

Confidentiality means that the College will not disclose the names of individuals involved in a sexual misconduct case to others except on a need to know basis or as required by law. The College will instruct employees and students about the requirement not to disclose confidential information. Confidentiality is not the same as anonymity, where an individual is not named or personally identified.

Consent can be defined as a decision that is informed and freely and actively given. Consent is communicated through mutually understandable words or actions that indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way. The person must act freely and voluntarily and have knowledge of the nature of the act involved. A person who is giving consent cannot be under the influence of drugs or alcohol, unconscious, passed out, coming in and out of consciousness, or have a disability or disorder that would impair his/her understanding of the act. Silence or lack of active resistance does not imply consent. Past consent does not imply future consent. The presence or absence of consent is based on the totality of the circumstances.

Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic assault, as a third degree offense, occurs if a person: (a) intentionally and knowingly causes bodily injury to his or her intimate partner; or (b) places, by physical menace, his or her intimate partner in fear of imminent bodily injury. A second degree offense of domestic assaults occurs if a person intentionally and knowingly causes bodily injury to his or her intimate partner with a dangerous instrument. A first degree offense of domestic assault occurs when a person knowingly causes serious bodily injury to his or her intimate partner (Nebraska Statue 28-323).

Domestic violence means asserted violent, misdemeanor or felony offenses, committed by the victim's current or former spouse or intimate partner, current or former cohabitant, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence laws of Nebraska.

Faculty Member is defined as any person hired by the College to conduct classroom/clinical activities on or off campus.

Hostile Environment is when sexual harassment is sufficiently severe or pervasive that it unreasonably interferes, limits or deprives someone of the ability to participate in or benefit from Clarkson College educational programs, activities, or employment. In determining whether a reasonable person in the

individual's circumstances would find the work or educational environment hostile, the totality of the circumstances must be considered.

Member of the College Community includes any person who is a student, faculty member, Clarkson College official, or any other person employed by the College, or is formally or informally associated or affiliated with the College. Human Resources and/or the Registrar's Office shall determine a person's status in a particular situation whichever is appropriate.

Policy is defined as the written regulations of the College as found in, but not limited to, the Student Handbook and the Faculty Handbook.

Preponderance of the Evidence occurs when the complainant or respondent has shown that his/her version of the facts, causes, damages, or fault is *more likely than not* the correct version.

Respondent is an individual whose alleged conduct is the subject of a complaint.

Retaliatory Harassment is intentional action taken by an accused or allied third party that harms a complainant, witness, reporter, investigator, or any other individual for filing or participating in the College investigation.

Sexual Assault is defined as a severe form of sexual harassment including physical sexual acts perpetrated against another person without his/her consent. Examples of sexual violence include rape, sexual assault, sexual battery and sexual coercion. Such acts include, but are not limited to, forced oral, anal, or vaginal penetration, to any degree, insertion of foreign objects into the body and any act of sexual intercourse against someone's will. This includes, but is not limited to, the use of a weapon, physical violence or restraint, verbal threats, intimidation, and threats of retaliation or harm. See also Neb. Rev. Stat. § 28-319 for degrees of sexual assault and corresponding penalties.

Sexual Harassment is defined as unwanted conduct of a sexual nature. Sexual harassment can be verbal, visual or physical. It can be overt or it can be implied from the conduct, circumstances and relationships of the persons involved. Sexual harassment can also consist of persistent, unwelcome attempts to change a professional or academic relationship to a personal one. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, questions about a person's sexual practices, lewd, offensive or vulgar comments, sexual insults or innuendoes, sexually explicit jokes, and other verbal, nonverbal or physical conduct of a sexual nature. The display of sexually explicit pictures, sexual graffiti, cartoons or objects can also constitute sexual harassment.

Sexual Misconduct refers to dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment and stalking

Stalking means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to: (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Such conduct may include, but is not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, unwanted gifts, etc.;
- Cyber stalking—Use of online, electronic, or digital technologies, including:
 - Posting of pictures or information in chat rooms or on websites;
 - Sending unwanted/unsolicited email or talk requests;
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards;
 - Installing spyware on a victim's computer;
 - Using Global Positioning Systems (GPS) to monitor a victim;
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;

- Surveillance or other types of observation, including staring or “peeping”;
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats:
 - Gathering information about an individual from friends, family, and/or co-workers;
 - Threats to harm self or others; and
 - Defamation – lying to others about the victim.

See also Neb. Rev. Stat. §§ 28-311.02 – 28-311.05.

Student includes all persons taking courses at the College on campus or through online learning, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered.

Confidentiality

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation or disciplinary action by the complainant. However, the College also has the responsibility to provide a safe and nondiscriminatory environment for all in the community and therefore cannot guarantee confidentiality. If a complainant requests that a name and/or other identifiable information not be shared with the respondent or that no formal action be taken, the College will weigh this request with its obligations to the community.

When weighing the complainant’s request for confidentiality and/or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The seriousness of the alleged complaint,
- Other complaints about the same alleged respondent;
- Whether the alleged respondent threatened further sexual violence or other violence against the complainant or others;
- Whether the complainant is a minor;
- Whether the College possesses other means to obtain relevant evidence related to the complaint (e.g., security cameras or personnel, physical evidence).

If the College determines that it cannot maintain a victim’s confidentiality, the College will inform the complainant prior to starting the investigation and will, to the greatest extent possible, only share information with those responsible for handling the response of the College.

UNMC Campus Security will be notified of any reports of sexual misconduct. Pursuant to Federal law, the College has a legal responsibility for documenting and providing statistics of reported incidences of sexual assault. All personally identifying information is removed from these reports.

Reporting

Individuals are encouraged to report a complaint as soon as possible to maximize the ability of the College to respond as effectively as possible, although there is no time limit to reporting. A student that has a complaint against another student involving allegations of sexual misconduct is encouraged to contact the Title IX Coordinator, the counselor, a faculty member and/or the Office of Civil Rights through the United States Department of Education. Complaints of sexual misconduct by or against employees or third parties should be reported to the Director of Human Resources, the Title IX Coordinator, and/or the Office of Civil Rights through the United States Department of Education. A report can be received in person, by phone, or through

email. Any employee who receives a report of sexual misconduct, other than those with significant counseling responsibility, is required to share the report with the Title IX Coordinator per the Federal Crime Awareness Act.

The Director of Student Support Services serves as the Title IX Coordinator and is located in the Success Center. The Title IX Coordinator can be contacted at 402.552.2693, 1.800.647.5500, or at hesskris@clarksoncollege.edu. If the Title IX Coordinator is unavailable or has a conflict of interest, the Director of Human Resources, the Title IX Investigator, is available and can be contacted at 402.552.3395, 1.800.647.5500, or at tomekdeb@clarksoncollege.edu. The Office of Civil Rights can be contacted at the U.S. Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, D.C., 20202-1100; the phone number is 1.800.421.3481, and email is OCR@ed.gov. Upon receipt of a sexual misconduct report or complaint, the Title IX Coordinator will provide the complainant a written notice describing the options that are available:

- Pursuing a legal charge with a law enforcement agency,
- Pursuing a complaint within the College informal and/or formal resolution processes,
- Pursuing both actions as described above (the complainant may go forth with one or more options at the same time).

The complainant must determine, in writing, if he or she wishes to pursue a complaint with local law enforcement and/or within the College internal resolution processes. If he or she does not wish to pursue the complaint and/or requests that his or her identity remain anonymous, the Title IX Coordinator will make note of that wish in the report and educate the complainant about the limits of the College to confidentiality and its obligation to protect the College community.

Reporting Involving Minors: If a sexual misconduct complaint involves a minor (an individual under the age of 19), Nebraska law requires the College report this to the Department of Health and Human Services within 24 hours.

Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual misconduct. The College has made available The Sexual Misconduct Reporting Form for this. Although preferred that this report be made directly to the Title IX Coordinator, an individual may ask a third party (e.g., faculty, counselor, College administrator) to do so. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact the ability of the College to respond, investigate, or take further action.

Bystander Intervention

A bystander is one who is present at an event or situation and potentially has the opportunity to make a change in said event or situation. The College strongly encourages bystanders to intervene in situations where there is no threat of harm to them and to contact the Title IX Coordinator, a Clarkson College administrator, and/or campus security to report any event of concern.

False Reporting

The College takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as a complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual misconduct or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action.

Initial Consultation

Upon receipt of a complaint, the Title IX Coordinator will determine whether or not the complaint reflects a potential violation of this policy and then, within five business days of having received the complaint, notify the complainant in writing of this determination. At any point, the Title IX Coordinator has the right to seek consultation with other relevant professionals outside of the College, if necessary. If it is determined a potential violation exists, the Title IX Coordinator will initiate a consultation with the complainant within seven business days of receiving the complaint. The purpose of this meeting is to gain an understanding of the nature of the complaint. During this meeting, the Title IX Coordinator will also address the following:

- a) physical safety and emotional well-being of the complainant,
- b) interim accommodations available, if necessary,
- c) complainant's rights,
- d) complainant's preferred manner for resolution,
- e) confidentiality and the limits of the College to confidentiality,
- f) the College policy prohibiting retaliation, and
- g) complainant's right to pursue legal charges.

Interim Accommodations

In all cases of alleged sexual misconduct, regardless of whether the complainant wishes to pursue an investigation or action, the College will undertake an appropriate inquiry and take prompt and effective action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation, if any.

Complainants have the right to assistance in changing academic and living situations after an alleged incident if such changes are reasonably available. Accommodations may include but are not limited to:

- Changing an on-campus student's housing to a different location within student residence hall
- Arranging to end a student housing contract
- Rescheduling exams, papers and/or assignments
- Taking an incomplete in one or more courses
- Transferring between class sections (on campus or online)
- Taking a voluntary leave of absence
- Offering counseling services

Any course-based interim accommodation(s) will be coordinated with the appropriate faculty to ensure the least disruption in the complainant's course of study.

Disciplinary Process

Informal Resolution

Complainants have the option to seek resolution informally in an attempt to resolve the complaint without a formal hearing. The informal resolution process is optional and voluntary, and both the complainant and the respondent must agree to participate for an informal resolution process to occur. The parties involved in the informal resolution process will not be required to deal directly with one another; the Title IX Coordinator (or other designee) will serve as the facilitator of mediation between the involved parties and coordinate any other

informal resolution matters. **Note: Mediation is not an available option for allegations of sexual assault or sexual violence.**

The complainant or the respondent can terminate the informal resolution process at any time. If either party chooses not to remain in the informal resolution process or if the situation is not able to be resolved informally, a formal resolution process can be initiated by either party. A summary of the outcome(s) of the informal resolution process will be provided to the Vice President of Operations, who oversees the Clarkson College Code of Conduct. Outcomes of an informal resolution could include determining a remedy for the complainant and/or securing agreement by the respondent to accept one or more disciplinary sanctions.

Formal Resolution

If the informal resolution process is unsuccessful or not an available option, an individual may pursue a formal resolution. To initiate this process, the complainant must submit a signed, written statement to the Title IX Coordinator that addresses the following:

- the complainant's want to pursue a formal resolution,
- the name of the individual responsible for the alleged violation,
- a detailed description of the event and actions creating the alleged violation,
- the date and location of the event,
- the names and contact information of any witnesses to the event,
- the remedy requested, and
- other information relevant to the complaint.

Once this statement is received by the Title IX Coordinator, the respondent will be notified of such (see below). If either party is an employee, the Title IX Coordinator will inform the Director of Human Resources.

Once the written statement is filed with the Title IX Coordinator, the Title IX Coordinator will review it and make a determination within ten business days of receipt of statement if an investigation is warranted. If an investigation is warranted, the Title IX Coordinator will appoint an investigator who has no conflicts of interest with the parties involved. If it is determined an investigation is not warranted, the Title IX Coordinator will inform both the complainant and the respondent of this as well as notify each of their right to appeal this decision. If the decision to dismiss the statement is overturned in appeal, the statement is returned to the Title IX Coordinator for investigation.

If it is determined that an investigation is warranted, the Title IX Coordinator will provide the respondent a summary of the complaint and allegations within ten working days of the Title IX Coordinator receipt of the written statement. The respondent will have ten working days to respond in writing to the complaint and the allegations. The respondent must address each allegation in full, including a statement of agreement or disagreement to each. If the respondent fails to respond within ten working days, the Title IX Coordinator has the right to continue the investigation. If the Title IX Coordinator receives the respondent's response to the complaint and allegations, the Title IX Coordinator will forward this written response and the complainant's written statement to the investigator.

It is the intent of the investigator to complete the investigation within sixty calendar days after receipt of the written statement and written response from the Title IX Coordinator. Such investigation will be conducted fully and impartially. An extension of this timeline may be required based on extraordinary circumstances, and both parties (complainant and respondent) will be informed in writing if this extension is necessary.

During the investigation, the investigator will interview separately the complainant, the respondent, and any witnesses either party has identified. In addition, the investigator will review all written documentation related to the complaint, all evidence presented by each party, and all relevant Clarkson College policies. The investigator may consult with other professionals outside of the College as needed. During the formal

resolution process, both the complainant and the respondent have the right to have an attorney or other advisor present during any component each is respectively involved in. At no time shall the investigator allow the complainant and the respondent to cross examine each other. Throughout the process, the investigator will advise all participants in the formal resolution process that confidentiality is essential for the integrity of the investigation.

At the end of the investigation, the investigator will submit a written report to the Title IX Coordinator stating his/her analysis of the facts, related evidence, and his/her conclusion as to whether or not sexual misconduct occurred. This conclusion will be based upon the “preponderance of evidence” standard (e.g., more likely than not). This written report will also provide recommendations for any remedial action as well as disciplinary action if sexual misconduct was believed to have occurred.

Upon receipt of the investigator’s written report, the Title IX Coordinator will review the report and subsequently call a Title IX Review Board meeting within five business days. The Title IX Review Board will consist of the Vice President of Academic Affairs, the Vice President of Operations, the faculty representative from the Behavioral Intervention Team, the counselor (unless the counselor has a conflict of interest with either the complainant or the respondent), a designee of the Vice President of Academic Affairs, and a designee of the Vice President of Operations if the counselor is unable to serve. The Title IX Coordinator will serve as meeting facilitator.

The Title IX Review Board will review the investigator’s report and may request additional information and/or investigation as warranted. Once the Title IX Review Board determines the investigation is complete, they will give due consideration to the investigator’s conclusion as to whether or not sexual misconduct occurred and subsequently issue a final determination of whether or not sexual misconduct occurred using the preponderance of evidence standard.

Within ten working days of receipt of the Title IX Review Board’s finding(s), the Title IX Coordinator will provide a written summary of the findings and recommendations to the complainant and to the respondent. This summary will also include information on the appeals process. If disciplinary actions are recommended for the respondent, the College has an obligation to disclose said disciplinary actions to the complainant. If either the complainant or the respondent is a Clarkson College employee, employment-related decisions will be deferred to the Director of Human Resources. It is the responsibility of the Title IX Review Board to ensure recommendations are implemented.

Appeal

Both the complainant and the respondent have the right to appeal the Title IX Review Board decision for any reason. An appeal must be submitted to the Title IX Coordinator within ten calendar days of the complainant and respondent being notified of the Title IX Review Board decision. The appeal must set forth the basis for the decision dispute. Appeals will be decided upon by the President of the College; this decision is final.

Neither the complainant nor the respondent is entitled to a hearing in connection to the appeal; however, written submissions from either party may be requested and/or considerations of any other relevant information may be made by the President. Notification of the appeal will be communicated to the non-appealing party, and both the complainant and the respondent will be informed in writing of the appeal decision within fifteen calendar days from when the Title IX Coordinator receives all requested information, unless it is determined that additional time is warranted.

Sanctions

The College may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending, has been dismissed or the charges have been reduced.

Disciplinary Sanctions:

The following sanctions may be imposed upon any student found to have violated this policy:

- Warning – a notice in writing to the student that the student is violating or has violated institutional requirements.
- Probation – a written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any institutional regulations during the probationary period.
- Loss of Privileges – denial of specified privileges for a designated period of time.
- Fines – Previously established and published fines may be imposed.
- Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions – work assignments, service to the College, community service, parental notification (if a minor), workshop attendance, required counseling, written explanation, financial restitution or other discretionary assignments.
- Residence Hall Suspension – separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residence Hall Dismissal – permanent separation of the student from the residence halls.
- College Suspension – separation of the student from the College for a specified period of time. Conditions for readmission may be specified.
- College Dismissal – permanent separation of the student from the College.

More than one of the sanctions listed above may be imposed for any single violation.

Other than College Dismissal, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall dismissal, College suspension or dismissal. Cases involving the imposition of sanctions other than residence hall dismissal or College suspension/dismissal may be expunged from the student's confidential record five years after the final disposition of the case.

In certain circumstances, the Vice President of Operations or the President may impose a College or residence hall interim suspension prior to the determination of the Title IX Review Board. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a definite threat of disruption with the normal operations of the College. During the interim suspension, students shall be denied access to the residence halls and/or the campus (including classes) and/or all other Clarkson College activities or privileges for which the student might otherwise be eligible, as the Vice President of Operations may determine to be appropriate.

With respect to sanctions imposed upon an employee, per Policy HR -14, appropriate action will be determined based upon the nature of the situation.

Anti-Retaliation

To prohibit retaliation against complainant or witnesses, a no contact directive will be issued in writing to persons involved in the investigation. Both the complainant and the respondent are required to abide by the no contact agreement. Failure to comply could result in disciplinary action.

Education

The College understands that ongoing education about the issues contained within this policy is critical to fostering a healthy campus environment. The College is committed to providing annual educational and

bystander training to all students and employees to promote their awareness and understanding of their rights and conduct prohibited under this policy. This education will also include sexual violence prevention measures and procedures for responding to and reporting incidents. In addition, safe and positive options for bystander intervention will be addressed. Sexual harassment/sexual assault prevention workshops are available; please contact the Title IX Coordinator to schedule.

Records

The Title IX Coordinator will retain records of all complaints, documentation and reports, regardless of whether the matter is dismissed or is resolved by the College informal or formal resolution processes. All records will be maintained by the Title IX Coordinator for seven years. Findings of responsibility resolved through either the informal or formal resolution process will become part of a student's confidential record except in situations where dismissal is a sanction; in these situations, the policy above will be followed.

Other Clarkson College Disciplinary Processes

The outcomes and actions taken by the Title IX process do not necessarily preclude other disciplinary actions from being taken using other Clarkson College disciplinary procedures. The Title IX investigations and outcomes may be used as support for other disciplinary processes.

Smoking Policy

Smoking and other tobacco use by any person is not permitted on the Clarkson College or Nebraska Medicine property or in vehicles. This includes property that is owned, leased or controlled by Nebraska Medicine.

State Authorization

Clarkson College and its educational offerings are accredited by the Higher Learning Commission. Our graduates are allowed to sit for national licensure board examinations. Because state licensure requirements vary by state, Clarkson College is unable to ascertain licensure requirements in every state. It is up to the individual student to be aware of and abide by licensure requirements in the states in which the student chooses to obtain licensure and employment.

Clarkson College is currently authorized to offer online education in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Jersey, New York, Nevada, North Carolina, North Dakota, New Hampshire, New Mexico, Oklahoma, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia and Wyoming. In addition, Clarkson College is able to offer limited online programs in Massachusetts. If you reside in a state offering limited online programs and wish to apply, please contact us at 800.647.5500 prior to completing the application process.

While the College has aimed to offer online education in various other states throughout the nation, specific state requirements have made it cost-prohibitive or unreasonable at this time. We are optimistic about expanding our reach in the future, as state authorization is a fluid situation that is subject to change.

Licensure Contact Information

If your state of residence is not listed, Clarkson College recommends that you contact the appropriate licensing agency in your state for requirement information prior to enrolling.

Alabama

Nursing:

Alabama Board of Nursing
770 Washington Avenue, Suite 250
Montgomery, AL 36130-3900

Alaska

Nursing:

Nancy Sanders
Commerce, Community & Economic Development
907.269.8161
nancy.sanders@alaska.gov

Allied Health Professions and Related Programs:

Nicole Ornelas-Garcia
Commerce, Community & Economic Development
907.269.8169
nicole.ornelas-garcia.alaska.gov

Arizona

Nursing:

AZ Board of Nursing
602.889.5150

Arkansas

Nursing:

Arkansas State Board of Nursing
1123 South University Avenue, Suite 800
Little Rock, AR 72204
501.686.2712

Colorado

Nursing:

Colorado State Board of Nursing, DORA
1560 Broadway, Suite 1350, Denver, CO 80202
303.894.2430 or 303.894.2458

Allied Health Professions and Related Programs:

DORA
1560 Broadway, Suite 110, Denver, CO 80202
303.894.7855 or 800.886.7675

Georgia

Nursing:

214 State Capitol
Atlanta, Ga. 30334

404.656.2881

[Email](#)

Physical Therapy:

Georgia Board of Physical Therapy
237 Coliseum Drive, Macon, Ga. 31217-3858
478.207.2440

Idaho

Nursing:

Idaho Board of Nursing
<http://ibn.idaho.gov/IBNPortal/>

Allied Health Professions and Related Programs:

Idaho Bureau of Occupational Licenses

Physical Address

700 West State Street, Boise, ID 83702

Mailing Address

PO Box 83720, Boise, Idaho 83720-0063

If you contact the IBOL, please reference your license / registration number or an appropriate case number, and write out your question(s) completely before you make contact. The individual board web pages contain licensure, renewal, and process information that may answer your questions.

ibol@ibol.idaho.gov

Fax: 208.334.3945

Phone: 208.334.3233

Illinois

Nursing:

Nursing is regulated through the Illinois Department of Financial and Professional Regulation Division of Professional Regulation and the Board of Nursing.

www.idfpr.com/profs/info/nursing.asp

Allied Health Professions and Related Programs:

Illinois Department of Financial and Professional Regulation Division of Professional Regulation:
Professional Regulation

320 W. Washington
Springfield, IL 62786

Phone: 217.785.0800

TDD: 217.524.6735

Fax: 217.782.7645

www.idfpr.com/DPR/default.asp

Indiana

Nursing:

Indiana Professional Licensing Agency/Indiana State Board of Nursing:
317.234.2043

<http://www.in.gov/pla/nursing.htm>

Allied Health Professions and Related Programs:

Indiana Professional Licensing Agency:

317.234.2043

<http://www.in.gov/pla>

Indiana Department of Health/Division of Long Term Care:

317.233.7442

<http://www.in.gov/isdh/23260.htm>

Kansas**Nursing:**

Kansas Board of Nursing

Mary Carol Pomatto, RN, ARNP, EdD

Landon State Office Building

900 SW Jackson Street, Suite 1051

Topeka, Kansas, 66612-1230

785.296.4929

<http://ksbn.org/index.htm>

Allied Health Professions and Related Programs:

Health Occupations Credentialing, Kansas Department of Health and Environment

<http://www.kdheks.gov/hoc/index.html>

Kansas State Board of Healing Arts,

<http://www.kdheks.gov/hoc/index.html>

Louisiana**Nursing:**

Louisiana State Board of Nursing, Barbara Morvant

morvantb@lsbn.state.la.us

Louisiana State Board of Nursing

Maine**Nursing:**

Maine State Board of Nursing

161 Capitol St.

158 State House Station

Augusta, Maine , 04333-0158

Phone: 207.287.1133

Fax: 207.287.1149

Allied Health:

Department of Professional & Financial Regulation

Office of Professional and Occupational Regulation

35 State House Station

Augusta, Maine 04333-0035

Phone: 207.624.8603

Maryland**Nursing:**

Maryland Board of Nursing

4140 Patterson Avenue
Baltimore, MD 21215-2254
www.mbon.org

Michigan

Nursing:

Michigan Board of Nursing,
Department of Community Health
Bureau of Health Professions
P.O. Box 30670
Lansing, Michigan 48909
517.373.4674

Nurse Aide Training
The Department of Community Health
Bureau of Health Professions
P.O. Box 30670
Lansing, Michigan 48909
517.241.3728

Minnesota

Nursing:

Main Telephone Number: 612.317.3000
Toll-free Number (MN, IA, ND, SD, WI): 888.234.2690
TTY Number (Relay service for hearing/speech impaired): 800.627.3529
Fax Number: 612.617.2190
[mn.gov/health-licensing-boards/nursing/
nursing_board@state.mn.us](http://mn.gov/health-licensing-boards/nursing/nursing_board@state.mn.us)

Mailing Address

Minnesota Board of Nursing
2829 University Avenue SE # 200
Minneapolis, MN 55414-3253

Allied Health Professions and Related Programs:

<http://mn.gov/health-licensing-boards/>

Missouri

Nursing:

State Board of Nursing Lori Scheidt Executive Director
3605 Missouri Boulevard P.O. Box 656 Jefferson City, MO 65102-0656
573.751.0681
lori.scheidt@pr.mo.gov

Mississippi

Nursing:

MS Board of Trustees for State Institutions of Higher Learning
Dr. Janette McCrory, Director of Nursing Education
jmccrory@mississippi.edu

MS Community College Board
Dr. Shawn Mackey, Associate Executive Director
of Workforce and Career & Technical Education
smackey@mccb.edu

Montana

Nursing:

Dr. Cynthia Gustafson
Executive Director
cgustafson@mt.gov

Allied Health Professions and Related Programs:

For any clinical components in health professions, please contact our State Authorization Compliance Officer to investigate whether specific requirements exist.
<http://mus.edu/cbe/arsa/StateAuthorization/default.asp>

Ohio

Nursing:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-7410
614.466.3947

Allied Health Professions and Related Programs:

State Medical Board of Ohio
30 E Board Street, 3rd Floor
Columbus, Ohio 43215-6127

Oklahoma

Nursing:

Oklahoma Board of Nursing
2915 N. Classen, Suite 524
Oklahoma City, Oklahoma 73106
Phone: 405.962.1800
Fax: 405.962.1821

Nevada

Nursing:

Roseann Colisimo
702.486.5800

New Hampshire

Nursing:

NH Board of Nursing
603.271.6282

Allied Health Professions and Related Programs:

Licensed, Certified & Registered Occupations in New Hampshire

www.nh.gov/nhes

New Mexico

Nursing:

New Mexico Board of Nursing

www.bon.state.nm.us or <http://nmbon.sks.com/>

Allied Health Professions and Related Programs:

New Mexico Dept of Health

EMS Program approval - <http://nmems.org/index.shtml>

CNA Program approval - <http://dhi.health.state.nm.us/nar/nar.php>

North Dakota

Nursing:

State Board of Nursing

www.ndbon.org

Oregon

Nursing:

Oregon Board of Nursing

17938 SW Upper Boone's Ferry Rd., Portland, OR 97224-7012

oregon.bn.info@state.or.us

971.673.0685

Allied Health Professions and Related Programs:

Oregon Health Licensing Agency

700 Summer St. NE, Suite 320, Salem, OR 97301-1287

ohla.info@state.or.us

503.378.8667

Rhode Island

Nursing:

Pamela McCue, Director

Nurse Registration & Nursing Education

RI Department of Health

3 Capitol Hill Room 105, Providence, RI 02908

401.222.1741

Pamela.mccue@health.ri.gov

Allied Health Professions and Related Programs:

Pamela McCue, Director

Nurse Registration & Nursing Education

RI Department of Health

3 Capitol Hill Room 105, Providence, RI 02908

401.222.1741

Pamela.mccue@health.ri.gov

South Dakota

Nursing:

Linda Young, RN; MS, FRE
Nursing Program Specialist and Project Director, SDCNW
605.362.2772
<http://doh.sd.gov/Boards/nursing/staff.aspx>

Tennessee

Tennessee Department of Health:
<http://tn.gov/health/article/health-contact-information>

Nursing:

Tennessee Department of Health: Board of Nursing
615.532.5166

Health Related Boards:

CNA: Division of Health Care Facilities 615.532.5171
X-Ray Operators: Board of Medical Examiners

Texas**Nursing:**

Texas Board of Nursing
333 Guadalupe, Suite 3-460, Austin, TX 78701
512.305.6816
www.bon.texas.gov

Allied Health Professions and Related Programs:

Texas Health and Human Services Commission
Brown-Heatly Building, 4900 N. Lamar Blvd, Austin, TX 78751-2316
512.424.6500
www.hhsc.state.tx.us

Texas Department of State Health Services
PO Box 149347, Austin, TX 78714-9347
512.458.7111
www.dshs.state.tx.us

Texas Department of Aging and Disability Services
PO Box 149030, Austin, TX 78714-9030
512.438.3011
www.dads.state.tx.us

Vermont**Nursing:**

Office of Professional Regulation
Board of Nursing
89 Main Street, Floor 3
Montpelier, VT 05620-3402

Mailing Address

Office of Professional Regulation
Board of Nursing

89 Main Street, Floor 3
Montpelier, VT 05620-3402

Website: <https://www.sec.state.vt.us>

Phone: 802.828.2396

Fax: 802.828.2484

Virginia

Nursing:

Virginia Board of Nursing

All non-degree nursing programs that lead to licensure

Dr. Paula Saxby, Deputy Executive Director

804.367.4597

Washington

Nursing:

Kansas Board of Nursing

Certified Nursing Assistant programs

Department of Social and Health Services/Residential Care Services Administration

www.dshs.wa.gov

Department of Health

Health Professions Quality Assurance

www.doh.wa.gov

West Virginia

Nursing:

West Virginia Board of Examiners for Registered Professional Nurses

101 Dee Drive, Suite 102, Charleston, WV 25311-1620

Phone: 304.558.3596 or 877.743.NURS (6877)

Fax: 304.558.3666

Email: rnboard@wv.gov

Wyoming:

Nursing:

For Licensing Questions and General Information:

wsbn-info-licensing@wyo.gov

Mailing Address

130 Hobbs Avenue, Suite B

Cheyenne, Wyoming 82002

Phone: 307.777.7601

Fax: 307.777.3519

Cynthia LaBonde, MN, RN

Executive Director

Student Classifications & Status

Clarkson College uses certain terms to describe a student's classification or status. It is important for students to know these classifications so they may be aware of associated policies that may affect their continued attendance at Clarkson College. The following classifications are used at Clarkson College:

Student Classification:

Degree/Certificate Seeking Student For College Credit: A student who chooses to seek a degree, diploma and/or certificate at Clarkson College. Students must be accepted for admission to a specific academic program.

Non-Degree Seeking Student for College Credit: A student seeking personal or professional development or who has not been admitted to a specific academic program is not eligible for financial aid.

International F1 On Campus Student: A student in the United States on a temporary F-1 visa attending Clarkson College on campus.

International Online Student: A student in the U.S. or outside the U.S. enrolled for online courses at Clarkson College

Visiting Student: A student who currently attending another college or university, and not seeking a degree at Clarkson College. Students are not eligible for financial aid.

Programs:

Undergraduate Student: A student enrolled in credit courses leading to a certificate, diploma, associate's or bachelor's degree.

Graduate Student: A student who is enrolled in courses leading to a master's or doctoral degree.

Curriculums/Majors:

Associate of Science No Major: Any student who is taking coursework at Clarkson College who is accepted to enroll in an Associate of Science degree program at Clarkson College. Students may be eligible for financial aid.

Bachelor of Science No Major: Any student who is taking coursework at Clarkson College who is accepted to enroll in a Bachelor of Science degree program at Clarkson College. Students may be eligible for financial aid.

Master No Major: Any student who is taking coursework at Clarkson College who is accepted to enroll in a Master's degree program at Clarkson College. Students may be eligible for financial aid.

Student Status:

Academic Probation: A student who has not maintained the required Cumulative Grade Point Average.

Academic Dismissal: A student who has been removed from the academic program for academic reasons.

Active Student: A student who has matriculated and is eligible for enrollment. The student may not be enrolled for the current term.

Currently Enrolled: A student who is enrolled for the current term.

Conditionally Admitted: A student who has been accepted to Clarkson College but does not meet all of the College admission requirements. Procedure: The Academic Review Committee will review conditionally admitted students at the end of their first semester to determine if they may continue as a fully admitted student.

Full-Time Student: An undergraduate student is full-time if enrolled in at least 12 credit hours per fall, spring or summer term.

Graduate Student: A graduate student is full time if enrolled in at least nine graduate credit hours per fall, spring or summer term.

Part-Time Student: An undergraduate student is part-time if enrolled in less than 12 credit hours per fall or spring or summer terms. A graduate student is part-time if enrolled in less than nine graduate credit hours per fall, spring or summer terms.

Transcripts

Official Clarkson College transcripts will be issued only upon written request by the student. Clarkson College will not be responsible for loss of transcripts due to an insufficient or incorrect address. To request a transcript, contact the Registrar's office. Clarkson College does not issue or send transcripts from other colleges and universities. Official transcripts are not issued for students who have a hold on their records or whose accounts with the College are delinquent.

Transfer Credit

Credit earned at other regionally accredited institutions may be transferred as acceptable credit at Clarkson College according to the following guidelines:

1. There is evidence of satisfactory completion of at least a "C minus" in academic courses for undergraduate courses and a "B minus" in graduate programs or "C minus" in undergraduate programs will be accepted as transfer credit. **A maximum of nine (9) graduate credits may be transferred.** No transfer credit is available for the Family Nurse Practitioner and/or Adult-Gerontology Primary Care Nurse Practitioner Post-Master's Certificate. All hours within these certificate options must be completed through Clarkson College. Clarkson College does not accept transfer credit for courses taken elsewhere **after** enrollment at Clarkson College. All remaining coursework and core courses must be completed at Clarkson College.
2. Students are expected to complete their program and elective courses at Clarkson College after initial enrollment to the College. Exceptions to this policy may be considered under extenuating circumstances. Financial reasons will not be considered extenuating. Students will not be awarded credit for a course taken off campus after his/her initial enrollment to Clarkson College without approval in advance. Students are advised to consult their academic advisor before initiating the petition process.
3. Courses and credits to be transferred are listed on an official transcript that is submitted directly from the institution(s) where the courses were taken. A final official transcript is required after completing all courses to be transferred.
4. A Petition for Reconsideration must be completed to allow transfer of major courses and/or graduate courses. The course and/or credit must be similar to a Clarkson College course, and a syllabus and course description should accompany the Petition for Reconsideration. Official transcripts for each of these courses **must** be on file in the student's admission records for review **prior to** evaluation of the courses (Health Information Management may be excluded).
5. Courses have been completed within the following time limits:
 - RN to BSN, LPN to BSN, Medical Imaging, PTA Bachelor of Science option = No limit
 - Undergraduate Science Courses = Five years
 - Undergraduate General Education Courses = No limit

In determining transfer credits, the academic program director reserves the option of requiring the student to take an assessment examination, and the student will be required to pay the testing fee.

Final approval for all transfer credit must be evaluated by the appropriate program director and Registrar or Assistant to Registrar.

The Bachelor of Science degree in Medical Imaging grants advanced placement status to American Registry of Radiologic Technologists (ARRT) registered Radiologic Technologists.

Undergraduate Degrees, Certificates, & Minors

Clarkson College is approved to offer these undergraduate academic programs by The Higher Learning Commission, North Central Association of Colleges and Schools:

Diploma in Practical Nursing

Associate of Science in Health Information Technology

Associate of Science in Physical Therapist Assistant

Associate of Science in Radiologic Technology

Bachelor of Science in Health Care Business with majors in:

- Health Information Administration
- Management

Bachelor of Science in Health Care Services

Bachelor of Science in Medical Imaging

Bachelor of Science in Nursing with options in:

- BSN
- RN to BSN
- LPN to BSN

Health Care Business Minor

Gerontology Minor

Public Health Minor

Public Health Certificate

Long Term Care Administration Certificate

Health Information Management Certificate

Post-Baccalaureate Certificate in Health Information Administration

Veteran Services

Clarkson College is committed to assisting all students who are eligible to receive Veterans Administration education entitlements. Student Financial Service personnel are available to assist in the application process and other activity unique to Veterans Administration requirements. Inquiries concerning eligibility and pay should be made by the student directly to the Regional Veterans Administration office by calling 888.442.4551.

Withdrawal

From a Course

Students may withdraw from courses through the last day of the 14th week of a 15-week semester, the 11th week of a 12-week semester and the fifth week of a six-week course. Students may not withdraw from courses during the final exam period, under any circumstances.

A grade of “W” (Withdrawal) is recorded on the student’s permanent record if a course is dropped after the term begins, according to the length of the course below:

Length of Course

15-week course	Before the end of the 8th week of the course
12-week course	Before the end of the 7th week of the course
6-week course	Before the end of the 3rd week of the course

A grade of “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) is recorded on the student’s permanent record if a course is dropped after the term begins, according to the length of the course below:

Length of Course

15-week course	End of 14th week (9th—14th week) of the course
12-week course	End of 11th week (8th—11th week) of the course
6-week course	End of 5th week (4th—5th week) of the course

Please Note: Courses may not be dropped during the final exam period.

It is the student’s responsibility to initiate a change to their schedule. The student must contact their advisor for a Change of Registration form. The advisor will submit the form to the Registrar's Office for processing. Clarkson College will not be responsible for completed forms given to faculty or staff for submission.

From the College

Students in good standing who wish to discontinue enrollment at Clarkson College may do so by withdrawal. The student must see their advisor to initiate the process. Withdrawal means the student elects to leave the College for an indefinite period of time. Students who withdraw from the College and decide to return must re-apply for admission. They will be subject to the provisions of the catalog at the time of readmission. If the student is unable to complete the degree because of changes in the catalog, substitutions may be determined by the academic program/dean.

Campus Services

Bookstore

The Bookstore is located on the lower level of the Student Center and carries undergraduate and graduate textbooks, plus a wide variety of reference and optional books. The Bookstore sells a variety of other merchandise, including Clarkson College T-shirts, sweatshirts, caps, mugs, memorabilia, notebooks, paper, pens, pencils, highlighters and much more. Candy, specialty drinks, snacks and beverages are also available. Students can have their books and supplies mailed to them by contacting the Bookstore:

Phone: 402.552.2737

E-mail: bookstore@clarksoncollege.edu

Online: Clarksonstore.com

Bookstore Hours

Monday–Thursday: 8:30 a.m.–4:30 p.m.

Friday: 8 a.m.–2 p.m.

*Other times as posted. Hours are subject to change without notice.

Bookstore Policies

1. Books may be purchased by check, cash or credit card.
2. Payment for books is due at the time of pick up. Checks are written for the amount of purchase only. Photo ID is required.
3. Bookstore vouchers may be issued to students who have either an outside agency authorizing payment or a scholarship, which provides funds for books. Students who believe they are eligible for voucher should see the Student Accounts Representative.

Book Returns

1. Students must have a Change of Registration Form and a receipt in order to receive a refund.
2. Students should not write in books if they are planning on returning them.
3. New books must be in perfect condition. Books purchased in shrink-wrap must be returned in shrink-wrap.

Refunds, Returns & Exchanges

Textbooks, new and unused, may be returned for full refund during the first week of the beginning of the semester, providing the books are in original condition with no obliterations and are accompanied by the sales receipt.

Trade books (non-required titles) may be returned for full refund at any time during a term within two days of purchase, providing they are in original (new) condition and are accompanied by the sales receipt.

Returns on supplies, gifts, clothing and other non-text merchandise may be returned in unused condition for 30 days after purchase, providing the sales receipt accompanies them.

Defective merchandise will be replaced without question.

Buyback Policy

Book buyback is provided as a means of customer service to the students year-round, with an emphasis at term-end. It also helps the Bookstore in providing additional used books, thereby saving the students 25 percent from the new textbook price.

Follett will generally pay 50 percent for books in good condition (binding intact, no pen writing in book, no excessive highlighting) that have been readopted by faculty for use the next term. The Bookstore will only pay 50 percent for the quantity that can be resold. When that quantity is reached, Follett will pay wholesale price for the book.

Follett will pay wholesale for textbooks that are not readopted for the next term or are adopted, but the required quantity has already been obtained. The wholesale companies, depending on national demand for the

book, determine wholesale price.

Some books will be determined to have no value. This occurs when the publisher publishes a new edition of a book. The Bookstore and wholesaler are unable to use the textbooks if they go into new editions. The Bookstore will continue to buy back old editions if the faculty requires use of that particular edition. When wholesalers receive more copies of a book than they can resell, the wholesale value of a book also becomes zero.

Book Rental

For information about renting textbooks visit the book rental [FAQ page](#).

Bulletin Boards

A variety of flyers are posted near the elevators and on bulletin boards throughout the College. Job postings and career information are found on the Success Center bulletin boards and on the College [website](#).

*All items posted on bulletin boards are subject to College rules on posting and must be approved by the Manager of Facilities or the Director of Facilities.

Childcare

Nebraska Medicine operates a daytime childcare facility called The Family Place. The Family Place is located on the Clarkson College campus next to the main building. Information about hours, cost and the curriculum can be obtained by calling 402.552.2375.

Clarkson College Café

The Clarkson College Café is located on the first level of the Student Center by the Bookstore. Students, staff and faculty members are provided the convenience of having daily food vendors who serve a variety of lunch items. Food vendors are on campus for lunch from 11 a.m.–1 p.m. All meals are usually \$6 or less. Lunch vendor schedules are posted on campus and at the Café.

Community Lounge

Clarkson College students, staff and faculty members have access to the Community Lounge on the lower level of the Student Center.

Copy Machines

Copy machines for student use are located in the library. Conveniently located near reserve and journal collections, students may easily obtain copies of the outside readings required by faculty.

e2campus Notification System

Clarkson College, in collaboration with UNMC, provides notification through the e2Campus system. e2campus is used to communicate information to the College community quickly.

The e2Campus Notification System requires students to pre-register in order to receive this service. Students can register by creating an account through Self-Service. Go to “[Self-Service](#),” located under the Current Students section of the College website, and click on the [e2Campus link](#) under “Students” to complete the registration information. The selective mass communications platform, which is aimed at improving safety on campus, enables the rapid delivery of messages via:

1. Mobile phone (SMS text message).
2. E-mail (personal or school account).
3. Campus text pager or Blackberry device.

Please use your Clarkson College email address as your Username.

Clarkson college and campus security can issue an immediate notification to everyone who is registered

Fitness Room

Clarkson College students, staff and faculty members have access to a fitness room, located on the first level of the Residence Hall.

Identification Badge

An identification (ID) badge is issued to all Clarkson College students. This badge can be used as identification in patient care areas, to check out books from the library and for various other purposes. Students can stop at the educational resources center on the lower level, at the posted times, to get an identification photo taken. Badges can later be picked up at the first floor Student Services Suite. There is a replacement charge for lost ID badges.

Key Cards

Clarkson College students receive a key card that will give them access to the Student Center, the main building lobby door and the third floor Computer Lab during non-business hours. Non-business hours are after 4:30 p.m. Monday through Friday, Saturday and Sunday, as well as holidays. Key cards can be picked up at the first floor Visitor Center.

Liability Insurance

Clarkson College students (credit and professional development) in registered clinical courses are covered by the College blanket professional liability policy, which is intended to cover the student when engaged in their prescribed curriculum and course work. This policy is limited to coverage of the student in the student role only; it does not cover the student as an employee. It is blanket liability insurance so there are no individual applications or individual policies. Clarkson College recommends, in addition, any student employed in the health care field or completing clinical course work should carry their own professional liability insurance. Proof of Insurance can be requested from the VPAA's office.

Lost & Found

Lost and Found is located in the Library.

Mentoring

First-year students have the opportunity to participate in the Clarkson College mentoring program. This program was designed to provide students with individualized assistance for the transition into the College. Mentors fulfill a number of roles, such as knowledgeable sound boards, coaches, supporters, career-building resources, relationship drivers, teachers and confidants. Each first-year student is paired with a faculty or staff member who will serve as a mentor while a student is at Clarkson College. There is no cost for this program, and every incoming student is invited to participate on a voluntary basis. For more information, visit the [mentoring website](#) or email mentoring@clarksoncollege.edu.

Notary Public Service

Notary public service is available during normal office working hours. Please contact Sharon Mantz at 402.552.6206, Denise Bojan at 402.552.3609 or Brittney Metzler at 402.552.2693 for more information.

Parking

Students may use the parking lots designated for students if they have a valid parking decal displayed on their car. The parking decal can be obtained at the UNMC Parking located at 40th and Emile Streets, Monday–Friday, 8 a.m.–4:30 p.m. A copy of the Parking Rules and Regulations and a map of the parking lots can be obtained from Parking Services. Violations of the rules can result in a ticket or the car being towed at the owner's expense.

Parking spots identified for Clarkson College visitors are for visitors only. All other cars parked there are subject to being ticketed or towed at the owner's expense.

Printing on Campus

In an effort to reduce environmental and financial costs associated with excessive printing, Clarkson College launched PaperCut in summer 2016. This online print and copier management solution provides each student at Clarkson College with an account that manages your total print jobs, account balance and more.

Why is Clarkson College implementing PaperCut?

In a College-wide effort to reduce supply costs and minimize the impact on the environment, Clarkson College implemented PaperCut in summer 2016. All students printing on campus will utilize the service.

How does PaperCut work?

Your PaperCut account will start each semester with a \$10 balance. The following cost breakdown shows how many sheets you can print with \$10.

Black & White

- \$0.05/page (200 pages/semester)
- \$0.06/duplex (up to 332 pages/semester)

Color prints

- \$0.10/page (100 pages/semester)
- \$0.12/duplex (up to 166 pages/semester)

What happens when I run out of printing credits?

If you use all of the \$10 credit, you can purchase a PaperCut print card for \$10 from the Student Services Suite during business hours. After hours, cards can be purchased from the Library. Once this card is redeemed on PaperCut.clarksoncollege.edu, you will have additional funds added to your account.

Student Services Suite Hours

Hours: Monday–Friday, 7:30 a.m.–4:30 p.m.

Location: First floor, main building

Phone: 402.552.3100 or 800.647.5500

E-mail: sfsassist@clarksoncollege.edu

Library

Hours: Monday–Thursday from 8 a.m.–8 p.m.

Friday from 8 a.m.–5 p.m.

Saturday from 9 a.m.–5 p.m.

Sunday from 1–8 p.m.

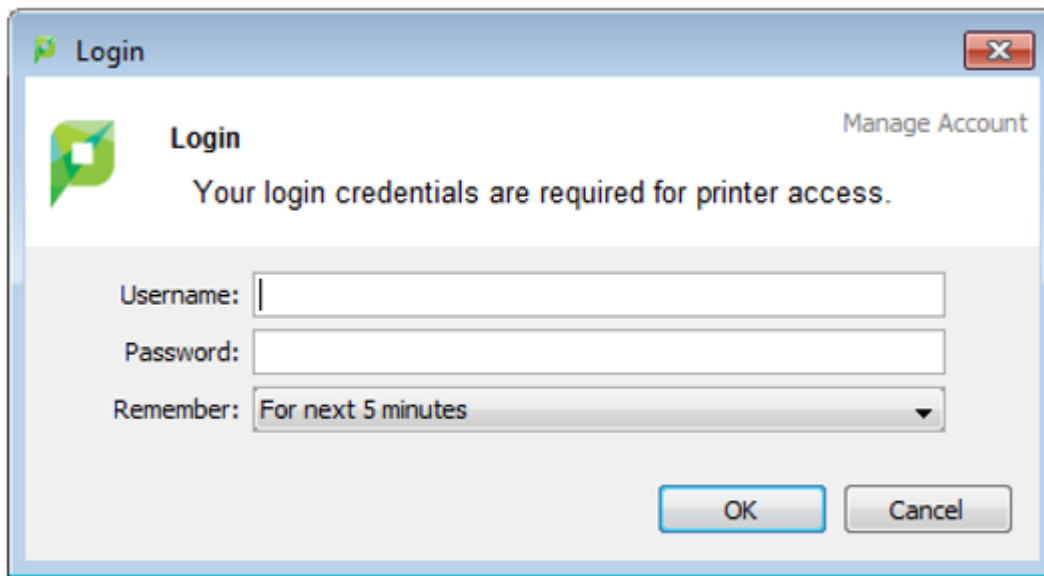
Location: Second floor, main building

Phone: 402.552.3387 or 800.647.5500

E-mail: library@clarksoncollege.edu

How do I login to my PaperCut account?

Each time you print on campus, you will be prompted to enter your PaperCut username and password, which are the same as your Student Email login.

A Windows-style login dialog box titled "Login" with a close button (X) in the top right corner. It features a green square logo with a white 'C' on the left. The text "Login" is next to the logo, and "Manage Account" is in the top right. Below this, a message states: "Your login credentials are required for printer access." There are three input fields: "Username:" with a text box, "Password:" with a text box, and "Remember:" with a dropdown menu currently showing "For next 5 minutes". At the bottom right are "OK" and "Cancel" buttons.

Login

Manage Account

Your login credentials are required for printer access.

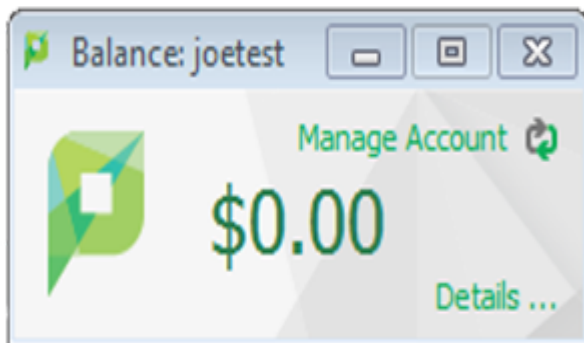
Username:

Password:

Remember: For next 5 minutes

OK Cancel

After entering your username and password, an additional pop-up box will appear to show your current print balance as seen here. Printing balances can also be checked at papercut.clarksoncollege.edu.

A small pop-up window titled "Balance: joetest" with standard window controls (minimize, maximize, close). It features the same green square logo. The text "Manage Account" with a circular arrow icon is in the top right. The balance "\$0.00" is displayed in large green font. A "Details ..." link is in the bottom right.

Balance: joetest

Manage Account

\$0.00

Details ...

What happens if I don't have enough credits to print a particular job?

If your print job requires more credits than you currently have in your account, a warning message will pop up and you will be required to purchase more credits before the job will print. These can be purchased from the Student Services Suite or Library.

How do I purchase additional credits for printing on campus?

Additional credits may be purchased during business hours (7:30 a.m. - 4:30 p.m.) in the Student Services Suite located on the first floor of the main building. Payments may be made by cash, check, debit/credit card. For questions, call Student Accounts at 402.552.2749.

After 4:30 PM you may purchase additional credits on-line through Self Service following the steps below:

1. Log into Self Service through the Clarkson College website
2. Click on the Finances Tab, then Balance
3. Select current term
4. In the Amount Field enter 10.00 (do not use \$)
5. Click Make a Payment
6. Enter credit card information in pop-up window (If you have a pop-up blocker on, select "always allow pop-ups from this website" then click "retry")
7. Email receipt to Library@clarksoncollege.edu

8. Pick up Paper-Cut card in Library

A lost card cannot be replaced; a new card must be purchased.

If I don't spend all of my credits in one semester, will they transfer over to the next semester?

At the start of each semester, the College will deposit \$10 into your PaperCut account. If you do not use all \$10, the remaining balance will not transfer over the following semester.

If you purchased additional credits via a PaperCut Print Card, these funds will carry over each consecutive year that you are a student.

If I don't spend all of my printing funds, can I be refunded for the balance?

Refunds will not be issued for unused credits.

I didn't know about the changes to the Clarkson College printing policy. How were students notified regarding this change?

Clarkson College students received e-mails on April 19, 2016 and May 13, 2016 providing information regarding PaperCut. On May 16, 2016, a message was posted in the Online Campus. For new students, information was communicated at New Student Orientation on May 13, 2016.

Do you have additional questions?

Call the Clarkson College Help Desk at 402.552.3911.

Student Center ATM

Clarkson College students, staff and faculty members have access to an ATM machine located on the lower level of the Student Center by the Community Lounge.

Student Center Mailboxes

All residential Clarkson College students receive a mailbox, located in the Student Center first level. The Residence Hall Director will assign mailbox keys to residential students at the time they move in.

Student Health Services

Clarkson College, in partnership with Clarkson Family Medicine, offers Student Health Services for enrolled Clarkson College students. Provided the proper procedures are followed, Clarkson College will cover the cost of your insurance co-pay or up to \$50 for an out of network office visit. This service is intended to provide students with access to acute health care services in a convenient manner and location. Acute health care services do not include additional lab tests, procedures or X-rays. These types of additional services will be the financial responsibility of the student and/or their parents.

1. Call Clarkson Family Medicine at 402.552.3222. They will make every effort to see students on a same day basis. Office hours are 8 a.m.–5 p.m. To reach a physician after hours or on weekends, call 402.552.3222. Your call will be referred to a physician on call.

2. Before leaving for your appointment, be sure to have your insurance card with you. If you do not have your insurance card, you will be responsible for all expenses incurred during your appointment; otherwise, you will need to reschedule for a time when you can present your insurance card.
3. Go to Clarkson Family Medicine at your scheduled appointment time. It is located at 4200 Douglas Street, on the west side of 42nd Street, across from Clarkson College.
4. Present your insurance card and fill out any patient information that is required. Following these steps, a physician will see you.
5. After your appointment, Clarkson Family Medicine will automatically bill your insurance company for the portion of the visit that your insurance company will cover. Clarkson Family Medicine will automatically bill Clarkson College for the co-pay or out-of network expense for your office visit.

Please remember that Clarkson College will only be financially responsible for services that are acute care.

Student Acute Health Services include:

- Urinary tract symptoms (burning, frequency, fever, etc.)
- Trauma (joint sprain, head injury, laceration)
- Chest pain
- Acute asthma
- Heart irregularity
- Fainting
- Fever, vomiting, diarrhea
- Request to speak to a R.N. or Medical Assistant
- New headache
- Ear ache
- New abdominal pain
- Nose bleeds
- Difficulty breathing
- Visual changes
- Dizziness
- Sudden weakness of extremities
- Conjunctivitis ("Pink Eye")
- Rash

Acute Health Services do not include additional lab tests, procedures or X-rays. These types of additional services will be financial responsibility of the student and/or parents.

Success Center

The Mission of the Dr. J.W. Upright Success Center is to provide College-based resources and support services to assist students in achieving their academic, professional and personal goals during their time at Clarkson College. The Success Center operates under the philosophy that students, regardless of previous success, can and should become better learners.

Some of the major services offered by the Success Center include: learning styles assessment, counseling, academic skill development, tutoring, [mentoring](#), and career planning and placement. These are all free services to students. Counseling is also available off-campus both within the Omaha area as well as within the vicinity of where the student lives if it is outside the Omaha area through the College's partnership with Arbor Family Counseling. With respect to these off-site counseling services, students are eligible for three free counseling sessions per concern/per year. To make an appointment, contact Arbor Family Counseling at 1.800.922.7379. If a student needs to speak to someone immediately, whether in crisis or for a request for a phone consultation, counselors are available 24 hours a day by calling 1.800.922.7379. This is also a service provided through the College's partnership with Arbor Family Counseling.

The Success Center, located on the second floor of the Student Center, also serves as individual and group study space and has five computers available for students to use. Students are encouraged to take advantage of the Success Center services throughout their collegiate careers. For more information, contact the Success Center at 402.552.2694 or under the [Current Students section](#) of the College website.

Technology Resources

Students have access to MS Windows computers in the Computer Laboratory, Success Center and Library. Word processing and desktop publishing software is available for students who need to prepare class papers. Spreadsheets and database management software permit students to analyze data. Interactive technologies provide unique learning opportunities for students. Also, there are several video machines in the Library for viewing class assignments. Wireless Internet access is available campus-wide.

Telephones

There are several phones available for internal use located in various areas. Dial *9 to get an outside phone line.

Testing Center

The Testing Center, located on the lower level of the College, is the test proctor by default for all students enrolled at Clarkson College. Hours of operation, rules and regulations are posted on the College [website](#). Additional information about the Testing Center, including how to schedule exams, is available on the College [website](#). To contact the Testing Center, email testingcenter@clarksoncollege.edu or call 402.552.3034.

Online Services

Self-Service

Self-Service allows you to register for courses, process schedule changes, view grades, your unofficial transcript, and more. Self-Service account is created for new students after they have registered for the term. Self-Service is directly connected to the system used by the Registrar's office and therefore is updated simultaneously to provide the most up-to-date information available.

Student E-mail Accounts

All enrolled students are automatically given an e-mail account for classroom and recreational purposes. This system is a web-based e-mail system that can be accessed through any Internet connection via the College [website](#). This system can be accessed at home, work or on campus. If you have questions regarding your student e-mail account, please contact the IT Help Desk at 402.552.3911.

Safety & Security

Campus Security

Clarkson College adheres to the regulations of the Student Right-To-Know and Campus Security Act of 1990. The College provides security services for all areas of the College campus, including the Residence Hall.

Students, faculty and staff are to report criminal actions and other emergencies occurring on campus to UNMC Security. Security notifies the state and local police agencies when appropriate and maintains records of all criminal offenses. Programs each year are presented for students, residents of the College Residence Hall, faculty, staff and employees on the topics of self-defense, contacting Security and reporting crimes. Statistics concerning the occurrence of criminal offenses reported to Security are published each year in September. Additional information, including crime statistics, safety tips and crime reporting procedures, can be found online at <https://info.unmc.edu/safety/campus-security/index.html>.

Clarkson College Security is provided in cooperation with UNMC Security department. Call Security at any time for your security concerns, but also follow up by informing the Facilities Department about any security issue. Security's phone number is 402.559.5111.

Emergency blue light stations are located in Clarkson College Parking Lot 12, by the gate into the courtyard, in between student parking lots 51 and 52 and in the alley by the Family Medicine Building. The emergency lights are there for any security issues such as: your car is not starting, locked car, suspicious person in the parking lot or by the College, any immediate dangers or threats, etc. Steps to use the emergency blue lights:

1. Push large red button
2. Light will turn on indicating that your call is being transmitted
3. Light will turn on indicating the call is received
4. Speak into the machine to explain the reason for the call
5. Security will respond immediately

Classroom Lock-Down Instructions

1. Lock classroom door.
2. Close shades.
3. Stay quiet and away from windows.
4. Call 911 and Security 402.559.5111 immediately.
5. If you hear a gunshot, keep down and shield behind furniture.
6. Do not leave until released by Security.

Fire Safety

Student, faculty and staff should develop an awareness of fire hazards and should practice safety precautions. When the fire alarm sounds, everyone should evacuate the building using the stairways. The stairways at Clarkson College are located on the east side of the building and behind the elevators. The stairways can be approached by going down the hall on the north and south sides of the elevators. The elevators should not be used during a fire evacuation.

Fire/Smoke Evacuation:

- R – Rescue people in immediate danger
- A – Activate the fire alarm and call Security: 402.559.9511
- C – Contain the fire by closing all doors

- E – Evacuate or extinguish if you can safely and quickly

Do not run. Do not re-enter building until told by Fire Department or Security. Floor Leaders and Residential Assistants will assist in accounting for all individuals.

Incident Reporting

If a student is involved in an accident, defined as a fall or incident requiring medical or non-medical attention, proper documentation of the incident must be made and a report must be filed with the proper authorities where the incident occurred.

- A. **On Campus Incident:** If the incident occurs on campus, the incident should be reported to the Facilities Department.
- B. **Clinical Incident:** If the incident occurs at the clinical setting, the agency will provide medical care and/or will arrange transportation to receive medical care. An incident report should be completed, by the student and instructor, per the clinical agency policy.

Inclement Weather

If the weather is severe and threatens the safety of students coming to the College, a decision by Administration may be made to close the College or delay a start time. In the event of such conditions, the following media stations will be notified:

- All Clear Channel stations: Flagship station: KFAB (1110 AM)
- All Waitt Radio Stations: Flagship station: KQKQ (98.5 FM)
- All Journal Broadcasting Stations: Flagship station: KSRZ (Star 104.5)
- KMTV Channel 3
- KETV Channel 7
- WOWT Channel 6
- KPTM Fox 42

Many of these stations also have information posted on their website.

Other methods of communication include:

- A. Closures will be on the College Weather Information Line at 402.552.6110.
- B. Closures will also be posted on the Clarkson College website and any social media utilized by the College.
- C. An e2Campus notification will be sent to everyone who has registered to receive messages.

Students who are unable to attend classes because of bad weather when the College is not closed should notify their instructor. If assigned to a clinical rotation, students should also notify the personnel at the clinical site. If the faculty member is not present at the clinical site during bad weather but the students were able to get there, they should stay until College personnel contact them with instructions. Please check with your clinical faculty for other specific contact instructions under these scenarios.

Tornado Watch & Warning Plan

UNMC Security will notify the College in the event of a tornado watch or warning. A member of the Library staff will telephone the designated points of contact as messages are received from The UNMC Security and

announce the warning over the PA system.

Tornado Watch

When a tornado watch is issued, it means conditions are right for the development of a tornado.

- a. Floor Leaders are called with an impending emergency notice and will alert all individuals on each floor of the tornado watch.
- b. Each individual is responsible for lowering their blinds, preparing to save work and turning off any computer equipment.
- c. Tornado Warning: When a tornado warning is issued, it means a tornado has been sighted or indicated on radar. Take shelter immediately.

Main Building

- a. Each individual is responsible for closing the doors upon leaving their office/room, if there is time.
- b. Do not use elevators. Use the stairwell marked “Tornado Exit” to avoid the first floor lobby area.
- c. First, third & fifth floors exit through the north-side stairwell, adjacent to the men’s restroom.
- d. Second, fourth & sixth floors exit through the south-side stairwell, adjacent to the women’s restroom.

Residence Hall

- a. Each individual is responsible for closing the doors upon leaving their office/room, if there is time.
- b. Use the Stairs, and go immediately to the Storm Shelter in the Lower Level of the Residence Hall. An alternate shelter for individuals in the Student Center is the storage area in the College Bookstore.
- c. Have a tornado buddy. Make sure your “buddy” evacuates with you.
- d. If a tornado warning is issued, or if you hear a tornado siren, every person in the Student Center should immediately take the stairs and proceed to the Storm Shelter in the Lower Level of the Residence Hall. An alternate shelter for individuals in the Student Center is the storage area in the College Bookstore.

Student Organizations & Activities

Student organizations are an important part of the Clarkson College community. They provide leadership opportunities, personal and professional growth and the advantage of participating in events. Students are encouraged to participate in student organizations to enhance their Clarkson College experience. Organizations are recognized through the Student Government Association (SGA). If you would like to form a student organization, contact SGA at SGA@clarksoncollege.edu.

Student Government Association

Student Government Association (SGA) represents the student body as the “official” voice at Clarkson College. The main focus of the organization is to serve as a communication link between students and the College community. It provides opportunities for leadership development and work to improve the quality of student life. All students are invited to join SGA and participate in the activities the group hosts. The SGA office is located in the Student Center on the first floor. If you are interested in getting involved or learning more about this organization, visit the [Student Organizations](#) page on the College website.

**Students cannot solicit funds outside of recognized Clarkson College student organizations. Refer to Service and SGA guidelines.*

Student Ambassadors

The Student Ambassador program is designed to provide student leaders an opportunity to play an integral role in recruiting new students and promoting the benefits of Clarkson College. They work with the Admissions office on various events and activities throughout the year. They receive a scholarship each semester for their service. Contact the [Admissions office](#) if you are interested in the Student Ambassador experience.

Multi-Cultural Student Association

The mission of the Multi-Cultural Student Association (MCSA) is to promote awareness of the diverse community we live in and the need for culturally competent health care professionals. For more information about the MCSA or to attend an upcoming meeting, e-mail Katie Kirkpatrick at kirkpatrickkatherine@clarksoncollege.edu.

Physical Therapist Assistant Student Association

The Physical Therapist Assistant Student Association (PTASA) is open to all students enrolled in the Physical Therapist Assistant program. This organization is designed to encourage students to participate in professional and community activities that are educational and allow students an opportunity to promote their profession.

Kelly Jackson

JacksonKelly@clarksoncollege.edu

Radiologic Technology Student Association

Radiologic Technology Student Association (RTSA) is the pre-professional organization for students enrolled in the Radiologic Technology or Medical Imaging programs at Clarkson College. This organization encourages student involvement in professional activities and promotes professional development at local, regional and national levels.

Kelly Eaton

EatonKelly@clarksoncollege.edu

Trish Weber

WeberTrish@clarksoncollege.edu

Student Nurses Association

Student Nurses Association (SNA) is the professional organization for students enrolled in undergraduate nursing classes at Clarkson College. It encourages students' involvement in professional and community activities, as well as professional development.

The Student Nurses Association is recognized as a constituent of the National Student Nurses Association (NSNA). Membership dues in NSNA include several benefits and entitle a student to belong to the local chapter as well. Students who wish to forego NSNA membership are eligible for local membership at a nominal fee.

Valerine King

KingValerine@clarksoncollege.edu

Campus Crusade

Campus Crusade (CRU) is a non-denominational Christian group that provides an opportunity for students to grow spiritually through fellowship, worship and service. Meetings are casual and offer a discussion group for individuals to share their thoughts about various Christian beliefs.

Jocelyn Medrano

MedranoJocelyn@clarksoncollege.edu

Students for Mature & Responsible Choices

The committee for Mature and Responsible Choices (MARC) is committed to helping students at Clarkson College make informed choices when they choose to use alcohol. The MARC committee is tasked with creating events and literature to inform students about the real versus the perceived alcohol use norms on campus. The group provides outreach education to other organizations, such as high schools and civic clubs. For more information about MARC or to attend an upcoming meeting, e-mail Joe Council counciljoe@clarksoncollege.edu.

Residence Hall Council

The Residence Hall Council (RHC) is the governing body for students living on campus in the Clarkson College Residence Hall. It fosters a community that is the voice of residents and promotes resident involvement in the Residence Hall and on campus. Members of RHC must be current residents. To find out more information, housing@clarksoncollege.edu.

Administration, Faculty and Staff Directory

Clarkson College expects its full-time and part-time faculty members to be both excellent teachers and experts in their fields. Our instructors are national and local leaders within their professions and have diverse career backgrounds.

With our low student-to-faculty ratio, you are encouraged to develop personal ties with your professors. This is one of the greatest strengths of Clarkson College.

Providing you with enrichment and support, our administration, faculty and staff will encourage new ideas and concepts, a stepping-stone to success in college and health care.

[View Employee Directory](#)

Compliance & Complaints Statement

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status, or marital status. This includes, but is not limited to, such laws as Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act. The Vice President of Academic Affairs and/or the Vice President of Operations is responsible for coordinating compliance with these laws for students. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or the Office of Civil Rights. The Title IX Coordinator is Dr. Kris Hess; she is located in the Success Center. She can be contacted at 402.552.2693 or at titleixcoordinator@clarksoncollege.edu. The Office of Civil Rights can be contacted at the U.S. Department of Education, Office of Civil Rights, Lyndon Baines Johnson Dept. of Education Bldg, 400 Maryland Ave, SW, Washington, D.C., 20202-1100 or at OCR@ed.gov. The regional Office of Civil Rights can be contacted at One Petticoat Lane, 1010 Walnut St., Ste 320, Kansas City, MO 64106; their email address is OCR.KansasCity@ed.gov. All complaints will be promptly and thoroughly investigated and resolved. Complaint processes can be found in three policies; Petition for Reconsideration, Grievance, and Sexual Misconduct. The Vice President of Academic Affairs, the Vice President of Operations and/or the Title IX Coordinator will be responsible for conducting review of complaints for students.

Complainants may provide statements from witnesses as part of their information and evidence. The College prohibits retaliation against a complainant or other person(s) who participates in grievance proceedings.

If a student has a complaint against Clarkson College, and the student has exhausted all options at the College, the student may contact the [Nebraska Coordinating Commission for Post-secondary Education](#).