

## Table of Contents

Letter from the President .....	6
Clarkson College Academic Calendar	
2004-2005 .....	7
2005-2006 .....	8
General Information .....	9
Admissions .....	14
Student Financial Services	
Financial Aid .....	27
Tuition & Fees .....	35
Student Accounts .....	36
Academic Information and Policies .....	38
Online Education .....	65
Division of Nursing.....	68
Master of Science in Nursing .....	70
MSN - Post Master’s Certificate Programs.....	73
Bachelor of Science in Nursing Degree (Traditional Option) .....	84
Bachelor of Science in Nursing (Fast Track Option) .....	87
RN to BSN .....	90
LPN to BSN (Advanced Placement) .....	93
Diploma in Practical Nursing Diploma .....	105
Master of Science in Health Care Business Leadership .....	111
Bachelor of Science in Health Care Business Management .....	121
Health Care Business Minor .....	126
Associate of Science in Health Information Management.....	134
Bachelor of Science in Medical Imaging .....	146
Associate of Science in Physical Therapist Assistant .....	156
Associate of Science in Radiologic Technology .....	164
General Education .....	171
Air Force ROTC .....	181
Army ROTC .....	183
Division of Professional Development .....	187
Administration, Faculty and Staff .....	191
Index .....	201

# Clarkson College

The Mission, Vision, Values and Behaviors of Clarkson College focus on the importance of student learning and guide the College in a quest to ensure students' success in completing their health care programs. Complementing this interest is a new process involving assessment of students that focuses on identifying student strengths and challenges in the areas of mathematics and English. Our goal is to ensure student success in the completion of their academic program through the assistance we provide in their educational development.

## ***Mission***

The Mission of Clarkson College is to prepare students to provide high-quality, ethical and compassionate health care to patients, their families and their communities.

## ***Vision***

Clarkson College will become a premier private health sciences college that educates and trains students and professionals to provide outstanding health care services to patients, families, employers and the community.

## ***Values***

**Learning:** The lifelong process of growing and developing through both structured and unstructured experiences. The following behaviors demonstrate learning:

1. Sharing information, skills and attitudes with others.
2. Encouraging reflection, questioning and critical thinking.
3. Enhancing technological capabilities as well as professional skills.
4. Demonstrating scholarship.

**Caring:** Consistent professional and organizational dedication to the shared Mission and Values of Clarkson College. The following behaviors demonstrate caring:

1. Nurturing fellow students, patients, faculty and staff.
2. Respecting diversity.
3. Seeing and responding to the needs of others.
4. Being compassionate.

**Commitment:** Consistent professional and organizational dedication to the shared Mission and Values of Clarkson College. The following behaviors demonstrate commitment:

1. Acting in others-centered ways.
2. Doing what we say we will do.
3. Positive and active participation in the College community.
4. Seeking out and participating in opportunities for professional growth.

**Integrity:** The consistent adherence to moral and ethical standards in personal, professional and organizational actions. The following behaviors demonstrate integrity:

1. Communicating openly and honestly with all constituents.
2. Assuming responsibility and being accountable for one's own actions and decisions.
3. Serving as a role model in support of the Mission and policies of the College.
4. Modeling the standards established by the profession.

**Excellence:** A level of performance in which all individuals strive for a shared goal of distinction. The following behaviors demonstrate excellence:

1. Preparing oneself to achieve professional success.
2. Doing everything right the first time.
3. Consistently exceeding expectations.
4. Demonstrating the highest level of service.



*The Clarkson College new student village opened in August 2004.*

## Degrees Offered by Clarkson College<sup>1</sup>

Degree	Major	Professionally Accredited
Diploma	Practical Nursing <sup>2</sup>	No
Associate of Science	Health Information Management	Yes
	Physical Therapist Assistant	Yes
	Radiologic Technology	Yes
Bachelor of Science in Nursing (BSN)	Nursing <sup>3</sup>	Yes
Bachelor of Science	Health Care Business Management <sup>4</sup>	Yes
	Medical Imaging <sup>4</sup>	No
Master of Science in Nursing (MSN) <sup>4</sup>	Education	Yes
	Health Care Leadership	Yes
	Family Nurse Practitioner	Yes
Master of Science	Health Care Business Leadership	Yes

<sup>1</sup> Clarkson College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

<sup>2</sup> Professional accreditation not available until first class is ready to graduate

<sup>3</sup> RN to BSN pathway may be completed by Online Education. See details in the RN to BSN section of this catalog.

<sup>4</sup> These programs may be completed by Online Education. Some online programs require periodic campus visits for skills assessment. Contact the appropriate department for current details.

## Certificates Offered by Clarkson College

Health Information Management  
 Post Master's Nursing Education  
 Post Master's Family Nurse Practitioner  
 Post Master's Nursing Health Care Leadership

# Accreditation

Clarkson College has accreditation from:

The Higher Learning Commission  
North Central Association of Colleges and Schools (NCA)  
30 North LaSalle Street, Suite 2400  
Chicago, IL 68062-2504  
(312) 261-0456

Professional Accreditation:

The Bachelor of Science in Nursing and the Master of Science in Nursing programs have accreditation from:

The National League for Nursing Accrediting Commission (NLNAC)  
61 Broadway  
New York, NY 10006  
(212) 363-5555, Ext. 153

The Bachelor of Science in Nursing program is also approved by the Nebraska State Board of Nursing.

The Clarkson College Practical Nursing program has approval for operation from the Nebraska State Board of Nursing. The program will be eligible for professional accreditation from the National League for Nursing Accrediting Commission immediately prior to the graduation of the first class.

The Associate Degree in Radiologic Technology has accreditation from:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 900  
Chicago, IL 60606-2901  
(312) 704-5300

The Physical Therapist Assistant Program has accreditation from:

The Commission on Accreditation in Physical Therapy Education (CAPTE)  
1111 North Fairfax Street  
Alexandria, VA 22314  
(703) 706-3245

The Health Care Business Management, Health Care Business Leadership and Health Information Management programs have accreditation from:

International Assembly for Collegiate Business Education (IACBE)  
P.O. Box 25217  
Overland Park, KS 66225  
(913) 631-3009

*Updated information concerning accreditation can be found by contacting the appropriate program director.*

## President's Message



Welcome to Clarkson College. We take great pride in having you here during this very historic moment in the life of Clarkson College as we dedicate our new residence hall and student center. You now become part of a rich legacy in health care education that is unmatched in this area. This is just one of the ways in which our progress in fulfilling our vision of becoming a premier nursing, allied health and health care business college is demonstrated.

Building on a six-year transformation process, a campus master plan was initiated to bring the vision into sharper focus and to enrich campus life for students. You will be in good company, with a record number of students identified on the Dean's List of outstanding achievement, increased enrollments, and the growth of quality student applicants, such as yourself. Our focus is on retention and seeing you achieve all of your personal academic goals. Our faculty and staff are the epitome of caring and compassion, which in turn helps develop graduates with the same values.

This year we organized our offerings to students into the Divisions of Nursing, Allied Health, Health Care Business and Professional Development. Whether it is an undergraduate degree, graduate degree or continuing education that meets your current educational progression, Clarkson College can take you to a higher degree of excellence. And, recognizing your need for both quality education and flexibility, many of our programs are offered fully or partially online as well as in the traditional in-class setting.

Our mission is to prepare students to provide high-quality, ethical, and compassionate health care to patients, their families, and their communities. With our new programs, continued flexibility and a new urban campus, our resident and commuter students are sure to have an enriched educational and campus life experience.

Dr. J. W. Upright

A handwritten signature in black ink, appearing to read "J. W. Upright". The signature is written in a cursive, flowing style.

President, Clarkson College

# Academic Calendar 2004-2005

## FALL SEMESTER 2004

August 6, Friday	Deadline for Fall 2004 Graduation Application
August 27-29, Friday-Sunday	Graduate Weekend
August 30, Monday	Classes Begin; Tuition Due
September 6, Monday	Labor Day (No Classes, College Closed)
September 16, Thursday	Convocation
September 24-26, Friday-Sunday	Graduate Weekend
October 20, Wednesday	Mid-semester Grade Reports Due
October 21-23, Thursday-Friday	Graduate Comprehensive Examination for NS 844 ONLY
October 22-23, Friday-Saturday	Graduate Comprehensive Examination
October 22-24, Friday-Sunday	Graduate Weekend
November 5, Friday	Last day to drop a course with a "W" (Withdrawal) grade
November 19-21, Friday-Sunday	Graduate Weekend
November 25-26, Thursday-Friday	Thanksgiving Holiday (No Classes, College Closed Thursday Only)
December 3, Friday	Last day to drop a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
December 10, Friday	Classes End
December 11, Saturday	Graduation

## SPRING SEMESTER 2005

December 10, Friday	Deadline for Spring 2005 Graduation Application
January 7-9, Friday-Sunday	Graduate Weekend
January 10, Monday	Classes Begin; Tuition Due
January 17, Monday	Martin Luther King, Jr. Day Observed (No Classes, College Open)
February 11-13, Friday-Sunday	Graduate Weekend
March 2, Wednesday	Mid-semester Grade Reports Due
March 7-11, Monday-Friday	Spring Break (No Classes, College Open)
March 18-19, Friday-Saturday	Graduate Comprehensive Examination
March 18-20, Friday-Sunday	Graduate Weekend
March 25, Friday	Last day to drop a course with a "W" (Withdrawal) grade
March 25, Friday	Good Friday (No Classes, College Open)
April 15-17, Friday-Sunday	Graduate Weekend
April 22, Friday	Last day to drop a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
April 29, Friday	Classes End
April 30, Saturday	Graduation

## SUMMER SESSION 2005

April 29, Friday	Deadline for Summer 2005 Graduation Application
May 13-15, Friday-Sunday	Graduate Weekend
May 16, Monday	Classes Begin; Tuition Due
May 30, Monday	Memorial Day Observed (No Classes, College Closed)
June 10-12, Friday-Sunday	Graduate Weekend
June 24, Friday	Mid-semester Grade Reports Due
July 4, Monday	Independence Day (No Classes, College Closed)
July 8, Friday	Last day to drop a course with a "W" (Withdrawal) grade
July 7-8, Thursday-Friday	Graduate Comprehensive Examination for NS 844 ONLY
July 8-9, Friday-Saturday	Graduate Comprehensive Examination
July 8-10, Friday-Sunday	Graduate Weekend
July 22-24, Friday-Sunday	Graduate Weekend
July 29, Friday	Last day to drop a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
August 5, Friday	Classes End
August 6, Saturday	Graduation

August 5, Friday  
 August 26-28, Friday-Sunday  
 August 29, Monday  
 September 5, Monday  
 September 15, Thursday  
 September 23-25, Friday-Sunday  
 October 19, Wednesday  
 October 20-21, Thursday-Friday  
 October 21-22, Friday-Saturday  
 October 21-23, Friday-Sunday  
 November 4, Friday  
 November 18-20, Friday-Sunday  
 November 24-25, Thursday-Friday

December 2, Friday

December 9, Friday  
 December 10, Saturday

December 9, Friday  
 January 6-8, Friday-Sunday  
 January 9, Monday  
 January 16, Monday

February 10-12, Friday-Sunday  
 March 1, Wednesday  
 March 6-10, Monday-Friday  
 March 17-18, Friday-Saturday  
 March 17-19, Friday-Sunday  
 March 24, Friday  
 April 14, Friday  
 April 14-17, Friday-Sunday  
 April 21, Friday

April 28, Friday  
 April 29, Saturday

April 28, Friday  
 May 12-14, Friday-Sunday  
 May 15, Monday  
 May 29, Monday  
 June 9-10, Friday-Sunday  
 June 23, Friday  
 July 4, Tuesday  
 July 6-7, Thursday-Friday  
 July 7, Friday  
 July 7-8, Friday-Saturday  
 July 7-9, Friday-Sunday  
 July 21-23, Friday-Sunday  
 July 28, Friday

August 4, Friday  
 August 5, Saturday

### FALL SEMESTER 2005

Deadline for Fall 2005 Graduation Application  
 Graduate Weekend  
 Classes Begin; Tuition Due  
 Labor Day (No Classes, College Closed)  
 Convocation  
 Graduate Weekend  
 Mid-Semester Grade Reports Due  
 Graduate Comprehensive Examination for NS 844 ONLY  
 Graduate Comprehensive Examination  
 Graduate Weekend  
 Last day to drop a course with a "W" (Withdrawal) grade  
 Graduate Weekend  
 Thanksgiving Holiday (No Classes, College Closed  
 Thursday Only)  
 Last day to drop a course with a "WP" (Withdrawal  
 Pass) or "WF" (Withdrawal Fail) grade  
 Classes End  
 Graduation

### SPRING SEMESTER 2006

Deadline for Spring 2006 Graduation Application  
 Graduate Weekend  
 Classes Begin; Tuition Due  
 Martin Luther King, Jr. Day Observed (No Classes,  
 College Open)  
 Graduate Weekend  
 Mid-semester Grade Reports Due  
 Spring Break (No Classes, College Open)  
 Graduate Comprehensive Examination  
 Graduate Weekend  
 Last day to drop a course with a "W" (Withdrawal) grade  
 Good Friday (No Classes, College Open)  
 Graduate Weekend  
 Last day to drop a course with a "WP" (Withdrawal Pass)  
 or "WF" (Withdrawal Fail) grade  
 Classes End  
 Graduation

### SUMMER SESSION 2006

Deadline for Summer 2006 Graduation Application  
 Graduate Weekend  
 Classes Begin; Tuition Due  
 Memorial Day Observed (No Classes, College Closed)  
 Graduate Weekend  
 Mid-semester Grade Reports Due  
 Independence Day (No Classes, College Closed)  
 Graduate Comprehensive Examination for NS 844 ONLY  
 Last day to drop a course with a "W" (Withdrawal) grade  
 Graduate Comprehensive Examination  
 Graduate Weekend  
 Graduate Weekend  
 Last day to drop a course with a "WP" (Withdrawal Pass)  
 or "WF" (Withdrawal Fail) grade  
 Classes End  
 Graduation

# General Information

## The College

Clarkson College is a private, Episcopal-affiliated, coeducational institution offering undergraduate degrees, graduate degrees and post-graduate certificates in the health sciences. Clarkson College also offers programs for continuing education and staff development. Clarkson exists to educate and ensure the development of individuals and to expand their personal and career opportunities. 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 disciplines in which they major.

The success of each student at Clarkson College is important. For this reason, faculty work closely with students as teachers, mentors, advisors and role models. Faculty involve students in their scholarly work and assist students as they learn their role as health care providers.

The College also provides a variety of co-curricular experiences on campus. The opportunity to serve in student government, on College committees or to attend cultural, civic and social events promotes development of interpersonal skills and experiences which assist students attain personal and career success.

Students at Clarkson College may choose to study in any one of several areas—Nursing, Medical Imaging, Health Care Business Leadership, Health Care Business Management, Health Information Management, Physical Therapist Assistant or Radiologic Technology.

Clarkson College also offers programs for continuing education and staff development. Distinguished lecturers, nationally known practitioners and topics of vital concern and importance are featured at these programs.

Online Education provides students who are unable to attend classes on campus an opportunity to complete their bachelor or master's degree from home. Accessibility, convenience and personalized instruction make the Online Education experience very popular. To learn more, contact the Coordinator of Online Education at 1-800-647-5500, Ext. 23039.

Students are central to decisions made and are included in much of the operational activities of the College through student government and other organizations. The College strives to provide students quality, flexibility and personalized education with a higher degree of excellence.

## Clarkson College Facilities

In the summer of 1992 Clarkson College moved from Kiewit Tower, where it had educated students for over 30 years, to the facility located prominently at the corner of 42nd and Dodge Streets in Omaha. Committed to learning and living, Clarkson Regional Health Services, Clarkson College and The Nebraska Medical Center provides an enriched college life experience with the grand opening in 2004 of a new urban campus. The student village includes apartment-style resident living and student center offering convenience, and a greater community connection among students.

In the main building at 42nd and Dodge Street, the lower level houses the College Library and Educational Resource Center (ERC). Maintaining convenient hours, the library and ERC provide students with a knowledgeable staff and resources necessary to complete projects and conduct research. The skills laboratory for the Radiologic Technology and Medical Imaging programs is located on the lower level.

The second floor of the College houses several classrooms. Student Services, also located on the second floor, provides students with support for the challenges of college life. The Dean of Enrollment Management and Student Services, Registrar and Admissions are located in the Student Services Center. The Science Lab for the anatomy, physiology, chemistry and biology classrooms is also located on the second floor. Just beyond the Science Lab is Second Floor South. This area houses the skills laboratory for the Physical Therapist Assistant program and the Student Financial Services office.

The third floor provides the College with a multipurpose area that can quickly be configured as one large room, two rooms or three areas for instruction, activities or workshops. The third floor also houses the College Computer Lab and the Office of the Director of Technology and Computer Services.

Located on the fourth floor are the offices for the Directors/Dean in Medical Imaging, Radiologic Technology, Health Care Business and the Department of Technology and Computer Services. Also housed on the fourth floor is the Nursing Skills Lab.

Clarkson College faculty offices are located on the fifth floor.

The sixth floor of the College houses the administrative offices of the President, Vice President of Professional Development, Dean of Nursing, Director of Practical Nursing and Diversity, Directors of General Education and Community Relations, Professional Development, Instructional Design and Faculty Development, Fiscal Services, Human Resources, Marketing, Alumni Relations and Coordinators of Online Education, Basic Life Support and Grants.

Advanced technology is architecturally designed into the College. The facility was built to handle the computer and technological needs of the present and the future. All classrooms are equipped with television monitors as well as numerous types of audiovisual projection equipment. The capability exists to transmit live or taped productions into all classrooms simultaneously. Throughout the College are connections that link users of technology with computers, modems, satellites and the Internet. Education at Clarkson College is truly global.

## Clarkson College 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 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 one-half days per week) to eight hours per day. The Hospital and School moved in 1936 to 26th and Dewey Streets where students were housed in several homes nearby. During World War II, a new “nurses’ 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 42nd and Dewey. 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 North Central Association and National League for Nursing accreditation. Development of the Online Education, Professional Development, Graduate and Radiologic Technology/Medical Imaging programs swiftly followed. Today, the College also offers degrees and certificates in Health Care Business and certificates in Health Ministry.

Since 1888, Clarkson graduates have distinguished themselves at home and abroad, in peacetime and in wartime. As it enters its second century, Clarkson College continues to build on its solid tradition by developing health care programs to provide for safe, compassionate and effective care. In 2004, it is also “Building on the Legacy of Enriching Campus Life for Students” in an environment of living and learning in the new student village.

## **Library/Educational Resource Center (ERC)**

The Library/Educational Resource Center (ERC) supports the curriculum by providing flexible, responsive services, a wide variety of print and non-print materials and the hardware needed to use numerous types of media.

The Library/Educational Resource Center provides network access to FirstSearch, CINAHL, Ebsco’s Health Source, and Sydney Plus, the online public access catalog. Internet terminals and a stand-alone workstation for a growing CD-ROM collection are also available.

The Library/Educational Resource Center is open 74 hours each week. A highly qualified staff is committed to providing excellent service to the Clarkson College Community. The Library is an active member of ICON, a Nebraska and Western Iowa consortium of health science libraries. ICON member libraries participate in free interlibrary lending and support one another by sharing staff expertise and other library resources. The Library participates in the Nebraska Academic Libraries Reciprocal Borrowing Agreement that gives students access to academic libraries across Nebraska. Access to library collections throughout the United States is offered via DOCLINE and OCLC.

## 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.

## 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 and group student areas. Residents are encouraged to bring their computers, as all apartments are set up for Internet and cable access in each bedroom and living room.

## Student Center

The new student center was constructed to enrich campus life for students. Students can socialize in the café, exercise in the fitness center, visit the bookstore or seek academic and career guidance in the Success Center. The student center offers student meeting and recreational space for events and intramurals.

## Science Laboratory

The Science Lab accommodates areas for chemistry, biology 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 the student flexibility in completing required coursework.

## Skills Laboratories

### Nursing Skills Lab

The Nursing Skills Lab is designed to provide realistic, hands-on practice for Clarkson 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, which are 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 work stations and a conference area. The classroom contains a video viewing conference area and a computer workstation. Students using the lab will have access to several realistic mannequins and models allowing them to perfect skills needed in today's advanced health care setting. Designated open lab hours are established to allow students flexibility in completing required course work and additional practice. The Skills Lab Coordinator is also available for student assistance in practicing skills.

### **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.

### **Radiologic Technology Energized Skills Lab**

The Radiologic Technology Lab suite contains a classroom, library with computer work stations, two x-ray rooms, one of which is energized and a darkroom. The energized x-ray room is lead shielded and the viewing window is constructed of leaded glass for student safety. This machine is capable of performing linear tomography and diagnostic examinations. The darkroom is available for film processing. The College also has a fully energized mammographic x-ray unit.

### **Technology Resources**

Students have access to IBM-compatible computers in the College Computer Laboratory 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 videodiscs provide unique learning opportunities for students. Also, there are several video machines in the Library for viewing class assignments.

### **Testing Center**

The Testing Center is an optional proctoring service provided as a courtesy to students. Hours of operation, rules and regulations are posted each semester and are communicated to all students the first week of each semester. The Testing center is located in Clarkson College/AIM Institute Building, Room 001 lower level of the Villas at 121 S. 44th Street.

### **Web Site**

The Web site for Clarkson College is located at: <http://www.clarksoncollege.edu>

The Web site contains information about programs, activities and courses offered by the College as well as online registration forms and other forms for use in Online Education. The Web site links to various support Web pages containing information about the Library, Bookstore, Registrar, Student Financial Services, Admissions, Alumni, and Schedule of Classes.

# Admissions

Clarkson College is committed to equal opportunity in the administration of its educational policies, financial aid or other school-administered programs.

Inquiries concerning admissions should be addressed to:

Clarkson College  
Office of Enrollment Services  
101 South 42<sup>nd</sup> Street  
Omaha, NE 68131-2739  
800-647-5500  
402-552-3100  
E-mail: [admiss@clarksoncollege.edu](mailto:admiss@clarksoncollege.edu)  
Web: [www.clarksoncollege.edu](http://www.clarksoncollege.edu)

Clarkson College welcomes applicants with a high school education, previous college experience and non-traditional students who wish to enter college for the first time or re-enter college for a new career. Graduate students and international applicants are also accepted.

Students may enter Clarkson College as a first-time freshman, transfer applicant, graduate student, non-degree applicant or readmission applicant.

**Clarkson College is selective and meeting all criteria for admission does not guarantee admission.** Some programs place emphasis on quality and strength of background in science and mathematics courses. Admission is granted with the expectation that courses completed at other institutions between the time of admission and actual matriculation at Clarkson College will be at the same or higher level of performance as previously demonstrated. Clarkson College reserves the right to use academic discretion in admission decisions.

## First-Time Freshman Applicants Admission Requirements

If you are graduating from high school, are a high school graduate or have completed the General Education Diploma (GED), with a score of 50 or above in each subsection, and have less than 12 hours of postsecondary education, you should apply for admission as a first-time freshman applicant. Students who have been home schooled are required to take the GED to be considered for admission. ACT or SAT scores are not required for homeschooled applicants; however, they can bolster an application.

Applications are reviewed based on the following criteria:

1. 2.5 Cumulative GPA on a 4.0 scale
2. 2.5 Cumulative GPA for math and science courses
3. 20 ACT composite or above or 950 SAT or above
4. Class Rank in the upper one-half of high school graduating class
5. Completion of the following courses in high school:
  - Three years of English, including composition

- Two years of Algebra
- Two years of Science (at least one laboratory class)
- Two years of Social Science

## Application Procedures

- Step 1.** Complete the Undergraduate Application for Admission. For your convenience, you may apply online or mail the application to the Clarkson College Office of Enrollment Services.
- Step 2** Application Fee: The application fee of \$15 is nonrefundable. Payment may be submitted online with your application or you may mail a check or money order, payable to Clarkson College, to the Office of Enrollment Services.
- Step 3.** Transcripts: Request official transcripts from your high school and all postsecondary institutions you have attended or are currently attending to the Office of Enrollment Services. Clarkson College will not accept transcripts issued directly to the student. Postsecondary institutions include college and universities, professional, technical and business schools regardless of whether or not credit was earned.
- Step 4.** ACT or SAT scores: Required if graduated high school within the last two years. Information regarding these tests is available in most high school guidance offices, on the Web at <http://www.act.org> or can be obtained by contacting the Clarkson College Office of Enrollment Services.

**Please note:** Additional admission requirements and application procedures are required for the Bachelor of Science in Nursing program, Practical Nursing program and the Radiologic Technology program.

## Transfer Applicants Admission Requirements

If you have completed more than 12 postsecondary credit hours, you should apply for admission as a transfer student. Applications are reviewed based on the following criteria:

1. 2.5 Cumulative GPA on a 4.0 scale
2. 2.5 Cumulative GPA for math and science courses
3. 20 ACT composite or above or 950 SAT or above (Required if graduated high school within the last two years)
4. Completion of the following courses. College courses will be accepted in substitution; e.g., one college semester will replace one year in a subject.
  - Three years of English, including composition
  - Two years of Algebra
  - Two years of Science (at least one laboratory class)
  - Two years of Social Science

## Application Procedures

- Step 1.** Complete the Undergraduate Application for Admission. For your convenience you, may apply online or mail the application to Clarkson College Office of Enrollment Services.

**Step 2.** Application Fee: The application fee of \$15 is nonrefundable. Payment may be submitted online with your application or you may mail a check or money order to the Office of Enrollment Services payable to Clarkson College.

**Step 3.** Transcripts: Request official transcripts from your high school and all postsecondary institutions you have attended or are currently attending to the Office of Enrollment Services. Clarkson College will not accept transcripts issued directly to the student. Postsecondary institutions include college and universities, professional, technical and business schools regardless of whether or not credit was earned.

**Step 4.** ACT or SAT scores: Required if graduated high school within the last two years. Information regarding these tests is available in most high school guidance offices, on the Web at <http://www.act.org> or can be obtained by contacting the Clarkson College Office of Enrollment Services.

**Please note:** Additional admission requirements and application procedures are required for the following programs:

- Bachelor of Science in Nursing (BSN)
- Practical Nursing
- Radiologic Technology
- Medical Imaging
- LPN-BSN
- RN-BSN

## ***Graduate Student Admission Requirements***

Students entering the Master's programs are reviewed based on the following criteria:

### ***Master of Science in Nursing:***

1. Graduate from an NLNAC- or CCNE- accredited baccalaureate program, which includes a general education component
2. At least one year of post-BSN professional nursing experience prior to admission to the Clarkson College graduate program
3. Cumulative undergraduate GPA of 3.0 on 4.0 scale
4. A valid state RN license. License must be effective in the state where practicing or where clinical experience will occur
5. Professional recommendations
6. Scholarly essay 2 to 3 pages summarizing your motivation for entering the Master's program
7. Current resume

### ***Post Master's in Nursing:***

1. Master's degree in Nursing accredited by NLNAC or CCNE.
2. Cumulative GPA of 3.0 on 4.0 scale.
3. A valid state RN license. License must be effective in the state where practicing or where clinical experience will occur.
4. Professional recommendations.

5. Scholarly essay of 2 to 3 pages summarizing your motivation for entering the Master's program.
6. Current resume.

#### ***Master of Science in Health Care Business Leadership:***

1. Requires a Baccalaureate degree.
2. Cumulative undergraduate GPA of 3.0 on 4.0 scale.
3. Professional recommendations.
4. Complete a 2 to 3 page scholarly essay summarizing your motivation for entering the Master's program.
5. Current resume.

## **Graduate Application Procedures**

- Step 1.** Complete the Graduate Application for Admission. For your convenience, you may apply online or mail application to the Clarkson College Office of Enrollment Services.
- Step 2.** Application Fee: The application fee of \$15 is nonrefundable. Payment may be submitted online with your application or you may mail a check or money order to the Office of Enrollment Services payable to Clarkson College.
- Step 3.** Transcripts: Request official transcripts from all post-secondary institutions attended including academic as well as diploma or certificate institutions to the Office of Enrollment Services.
- Step 4.** Current License: Submit a photocopy of your current state RN license. License must be effective in the state where practicing or where clinical experience will occur (Required for Master's and Post Master's Nursing programs).
- Step 5.** References: Submit two written professional references attesting to your ability to undertake graduate level scholastic work. Reference forms are available online at [www.clarksoncollege.edu](http://www.clarksoncollege.edu).
- Step 6.** Essay: Submit 2 to 3 page scholarly essay summarizing your motivation for entering the Master's program.
- Step 7.** Submit current resume.

## ***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. Additional requirements from the Bureau of Citizenship and Immigration Services (BCIS) must be completed. Applications are reviewed based on the following criteria of academic performance, English proficiency and financial support.

### **Academic Performance:**

1. Completion of high school (secondary school) education equivalent to a U.S. high school diploma. Cumulative grade point average (GPA) on all secondary school work of 2.5 and cumulative grade point average of 2.5 for math and science courses. Transcripts from all non-English speaking schools must be official, translated to English and credentialed. Evaluation of credentials may be obtained from the Educational Credential Evaluators, Inc. at [www.ece.org](http://www.ece.org) or the International Education Research Founda-

tion at [www.ierf.org](http://www.ierf.org).

2. 2.5 cumulative GPA and 2.5 cumulative GPA for math and science courses from any postsecondary (university) coursework completed. Transcripts from all non-English speaking schools must be official, translated to English and credentialed. Evaluation of credentials may be obtained from the Educational Credential Evaluators, Inc. at [www.ece.org](http://www.ece.org) or the International Education Research Foundation at [www.ierf.org](http://www.ierf.org).
3. ACT or SAT scores are not required for international admission; however, they can bolster an application. Information regarding these tests may be available at [www.act.org](http://www.act.org) or [www.collegeboard.com](http://www.collegeboard.com)

## English Proficiency:

This requirement applies to all individuals whose first language is not English, regardless of U.S. citizenship status or time spent in the United States. Information about the TOEFL test can be obtained from:

TOEFL, P.O. Box 899, Princeton, NJ 08540 or [www.TOEFL.com](http://www.TOEFL.com)

1. Official TOEFL (Test of English as a Foreign Language) is required. A minimum score of 600 paper based/250 computer based.
2. Test of Written English (TWE) is also required with the TOEFL. A minimum score of 5 is required.

## Financial Support:

Each international applicant must provide statements of financial support from the bank or financial institution of the financial sponsor indicating that sufficient funds will be available for each year (12 months) of expected enrollment in the program. Funding of at least \$17,000 in U.S. dollars must be shown. The amount does not include costs for travel to and from the student's home country. In the case of multiple sources of support for one student, separate certified statements are required from each sponsor's financial institution or scholarship agency indicating the amount of the contribution. Applicants will be required to make an advance payment (as determined by the College) that will apply to their Clarkson College student accounts before an I-20 form will be issued.

## Application Deadlines:

- Fall semester - June 1
- Spring Semester - October 1
- Summer Semestet - March 1

## Application Instructions

All application materials must be complete in order to be reviewed for acceptance to Clarkson College. Accepted students must open a student account at Clarkson College and make an advance payment of \$10,000 U.S. dollars **prior** to an I-20 being issued.

- Step 1.** Complete the Undergraduate Application for Admission. For your convenience, you may apply online or mail your application to Clarkson College Office of Enrollment Services.
- Step 2.** Application Fee: The application fee of \$15 is nonrefundable. Payment may be submitted online with your application or you may mail a check

or money order payable to Clarkson College, to the Office of Enrollment Services.

- Step 3.** Transcripts: Request official transcripts from your secondary school and all postsecondary institutions you have attended or are currently attending to the Office of Enrollment Services. Clarkson College will not accept transcripts issued directly to the student. Transcripts from all non-English speaking schools must be official, translated to English and credentialed. Evaluation of credentials may be obtained from the Educational Credential Evaluators at [www.ece.org](http://www.ece.org) or the International Education Research Foundation at [www.ierf.org](http://www.ierf.org).
- Step 4.** Submit official TOEFL and TWE scores to the Office of Enrollment Services.
- Step 5.** Financial Support: Complete and submit the Financial Statement for International Students.
- Step 6.** Health and Safety Requirements: In order to ensure protection for all persons, including students and patients, students at Clarkson College must complete certain health and safety requirements according to program needs. ***Accepted students must show proof of health insurance and meet the health and safety requirements.***

### Limitations on International Student Enrollment:

Clarkson College does not offer non-degree coursework or online education programs for non-U.S. citizens.

### Foreign Nurse Applicants:

Clarkson College accepts enrollment applications from nurses whose education was acquired in a foreign country. Applicants are to follow the International Application requirements and application instructions. Additional requirements include:

1. Documentation of successful achievement of the Commission on Graduates of Foreign Nursing Schools (CGFNS) qualifying examination
2. Recommendation by the Nebraska State Board of Nursing

### Non-Degree Applicants Admission Requirements

Admission into non-degree status does not guarantee later admission into a degree program. All admission requirements and deadlines must be met for acceptance into a degree program. Normally a maximum of nine semester hours earned prior to admission to the major may be applied toward the degree. You must be degree-seeking to qualify for Financial Aid.

### Undergraduate Non-Degree Admission Requirements

Any person with proof of successful completion of high school may apply for and enroll in certain undergraduate courses. Non-degree enrollment is limited. First priority for courses will be given to degree-seeking students.

### Undergraduate Non-Degree Application Procedures

- Step 1.** Complete the Non-degree Application for Admission. For your convenience, you may apply online or mail your application to Clarkson College Office of Enrollment Services.
- Step 2.** Application Fee: The application fee of \$15 is nonrefundable. Payment may be submitted online with your application or your

maymail a check or money order payable to Clarkson College, to the Office of Enrollment Services.

- Step 3.** Transcripts: Submit a copy of high school transcripts or GED. Current licensure required for specific programs.

### **Graduate Non-Degree Admission Requirements**

Individuals with documented completion of appropriate undergraduate degree course work may be approved to take up to nine credit hours of graduate work as non-degree.

### **Graduate Non-Degree Application Procedures**

- Step 1.** Complete the Non-degree application for admission. For your convenience you may apply online or mail your application to Clarkson College Office of Enrollment Services.

- Step 2.** Application Fee: The application fee of \$15 is nonrefundable. Payment may be submitted online with your application or you may mail a check or money order, payable to Clarkson College, to the Office of Enrollment Services

- Step 3.** Transcripts: Submit transcripts and current licensure for nursing programs.

### **Readmission Applicants Admission Requirements**

Reapplication is required for applicants previously denied or who have been admitted and moved their enrollment date forward more than one year.

### **Application Instructions**

- Step 1.** Complete the Undergraduate Application for Admission. For your convenience, you may apply online or mail application to the Clarkson College Office of Enrollment Services.

- Step 2.** Application Fee: The application fee of \$15 is nonrefundable. Payment may be submitted online with your application or you may mail a check or money order, payable to Clarkson College, to the Office of Enrollment Services.

- Step 3.** Transcripts: Request official transcripts from your high school and all postsecondary institutions you have attended or are currently attending to Office of Enrollment Services. Clarkson College will not accept transcripts issued directly to the student. Postsecondary institutions include college and universities, professional, technical and business schools regardless of whether or not credit was earned. Readmission applicants need to have transcripts sent from only those institutions they have attended since their previous enrollment at Clarkson College.

- Step 4.** ACT or SAT scores: Required if graduated high school within the last two years. Information regarding these tests is available in most high school guidance offices, on the Web at <http://www.act.org> or can be obtained by contacting the Clarkson College Office of Enrollment Services.

**Please note:** Additional admission requirements and application procedures are required for the following programs:

- Bachelor of Science in Nursing



- Practical Nursing
- Radiologic Technology
- Medical Imaging
- LPN-BSN
- RN-BSN

## ***Additional Admission Requirements***

Students applying to the following programs require additional information for admission along with an undergraduate application.

### ***Bachelor of Science in Nursing (BSN):***

Proof of CNA license

### ***Practical Nursing Program:***

Submit two professional references

Proof of active CNA license status

### ***Radiologic Technology:***

Application deadline is March 1. Please contact the Office of Enrollment Services to receive a radiologic technology application packet.

### ***Medical Imaging:***

Copy of current ARRT licensure

### ***LPN-BSN:***

Copy of current licensure

### ***RN-BSN:***

Copy of current licensure

## **Application Deadlines and Start Dates**

All application materials must be received prior to the application deadline.

### ***Graduate Degree Students:***

The College must receive all required application materials one month prior to the first day of a semester.

### ***Undergraduate Students:***

#### ***Diploma:***

***Practical Nursing:*** Early application deadline is January 15. Application deadline for the fall semester is May 1.

#### ***Associate Degree:***

***Radiologic Technology:*** The application deadline is March 1.

#### ***Bachelor Degree:***

***Traditional BSN Option:*** Early application deadline is January 15. Application deadline for the fall semester is May 1.

***Online Students:*** The admission deadline is three weeks prior to the first day of any given semester.



Follow-up assessments may be implemented to measure academic achievement.

## Computer Equipment Recommendations

In order to increase their likelihood of academic success, it is recommended that all Clarkson 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 through the Student Services Department and the College Web site listed under Online Education, Online Manual.

**Online Education students are required to have access to specific equipment.** These requirements are listed in the Online Education Manual.

## Conditional Admission Status

Applicants who do not meet all of the admission criteria may be granted Conditional Admission status.

### Undergraduate

Students admitted under conditional admission status must meet the following requirements by the end of their first semester of enrollment at Clarkson College:

1. Enroll in General Education course, Strategies to Success;
2. Complete at least 9 hours of credit;
3. Earn at least a 2.0 cumulative grade point average; and
4. Have no “D,” “F,” “NP” or “I” grades.

The Academic Review Committee will review all conditionally admitted undergraduate students at the end of their first semester of enrollment to determine if they may continue as fully admitted students. Undergraduate students who do not meet requirements will be dismissed from the program of study.

### Graduate

Graduate students admitted under conditional admission status must meet the following requirements:

1. Complete six credit hours of core courses;
2. Earn a 3.0 cumulative grade point average; and
3. Have no “C,” “D,” “F,” “NP” or “I” grades.

The Academic Review Committee will review all conditionally admitted graduate students at the completion of the six credit hours of core courses to determine if they may continue as fully admitted students. Students who meet the above requirements will be fully admitted. Graduate students who do not meet the requirements will be dismissed from the College.

## Pending Admission

A temporary status of “pending admission” may be granted to those applicants who have not provided a full set of documents. Temporary “unofficial” documents used to determine eligibility for this status may include student grade reports, facsimile copies and transcripts issued to the student. Official transcripts must be received prior to the end of the first semester of enrollment. Submission of altered or falsified documents will result in dismissal from Clarkson College.

## Undeclared Major

Clarkson College will admit students seeking a Bachelor of Science degree with an undecided major into the College. Each student will have to meet all of the Clarkson College admissions requirements and will not be guaranteed admission to a major program at a later date. The student will be required to re-apply and meet application deadlines to be considered for admission into a major program.

## 3-Year Plan For Radiologic Technology Program

Students who meet the Radiologic Technology deadline and are not selected for Fall Admission to the Radiologic Technology Program may be selected for the 3-Year Plan under the Radiologic Technology Program. This option allows students the opportunity to begin in our Medical Imaging program with a guaranteed acceptance for the following year into the RT program by meeting specific requirements. Under this option, students may enroll in Medical Imaging and/or General Education coursework. **Clarkson College is selective and meeting criteria for admission to the Radiologic Technology Program does not guarantee admission into the 3-Year Plan.**

## Health and Safety Requirements

Since many students at Clarkson College are pursuing health care provider careers, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from the provider. In addition, students must have the ability to respond quickly in emergency situations. In order to ensure protection for all persons, including students and patients, students at Clarkson College must complete certain health and safety requirements according to program needs. **On-Campus health and safety requirements must be completed prior to scheduling the pre-registration assessment test and registration for classes.**

### ***Master of Science in Nursing (MSN), RN to Bachelor of Science in Nursing (BSN), Medical Imaging (MI) Students:***

Health and safety information will not be collected from students admitted to the MSN, RN to BSN, and MI programs. These programs require students to be licensed health care providers and to maintain health and safety standards in their states and in their places of employment. These students must show proof of license in order to be admitted to Clarkson College. Students must also meet the requirements of the institution in which they work and/or do clinical/practicum/field work.

### ***Online Education students in the Health Care Business Management and Health Information Management programs:***

Health and Safety information will not be collected for online education students in Health Care Business Management and Health Information Management.

### ***On-campus students in the Health Care Business Management, Health Information Management programs:***

Students must meet only On-campus health and safety requirements.

## Traditional Bachelor of Science in Nursing Option, Physical Therapist Assistant, Practical Nursing and Radiologic Technology , Radiologic Technology/Medical Imaging, Non-degree and Undeclared students:

Students must meet the On-campus health and safety requirements prior to scheduling the pre-registration assessment test and registration for classes.

### *On-Campus Requirements*

1. Written copy of recent health examination completed by a licensed health care provider, which verifies student's health status is sufficient to complete their selected program of study.
2. Evidence of immunization for DPT (total series) or TD (Tetanus/Diphtheria) booster (if DPT received more than 10 years ago).
3. Reactive Varicella titer or other evidence of chicken pox immunity.
4. Evidence of Measles, Mumps & Rubella (MMR) immunizations; or reactive Rubella titer and Rubeola titer; or other evidence of immunity to measles (requirement is waived for students born before 1956).
5. Evidence of coverage by a comprehensive health insurance plan for the entire academic year. This information is required annually.
6. Appropriate Tuberculosis screening (current within one year), which consists of either:
  - a. Non-reactive PPD (skin test); or
  - b. Negative chest x-ray (to be used if PPD has ever been positive); or
  - c. Absence of symptoms of TB if prior history of reactive PPD and negative chest x-ray, as noted by the primary health care provider.
7. Evidence of polio immunization.

**Note:** Evidence of immunizations will be waived if the student signs a form saying they have been immunized. Waivers are acceptable for attendance in theory classes on campus, but may be insufficient to meet clinical requirements for specific clinical agencies utilized in the clinical courses of various programs.

### *Clinical Requirements*

Clinical requirements must be **completed prior to the first day of a clinical course. No students will be allowed to enter a clinical class if these requirements are not met.**

1. Current Health Care Provider Basic Life Support (BLS) Certification of Completion.
2. Appropriate Hepatitis B immunization,
  - a. First of series of three immunizations prior to first day of clinical and subsequent completion of the Hepatitis B immunization protocol and reactive titer.
  - b. If titer is non-reactive, student must receive a second series of Hepatitis B immunizations followed by a reactive titer.
  - c. If the second titer is non-reactive, no further immunizations are required, but a core antibody for Hepatitis B must be completed.

## Campus Student Housing Requirements

In addition, all newly enrolled students who will reside in campus housing:

1. Will acknowledge receipt of information regarding meningococcal meningitis.
2. Either receive the meningococcal immunization or sign a waiver stating they have received the information and choose not to receive the immunization.

For more information about how to meet these requirements, contact the Office of Enrollment Services at Clarkson College. For BLS certification, contact the Department of Professional Development at 402-552-2541.

**All** students must meet the requirements of the institution in which they do clinical/practicum/field work. If students do not meet the requirements of the institution in which they do clinical/practicum/field work, the student would become ineligible to participate in the specific program of study and unable to complete the program.

This policy is subject to change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

## Non-Matriculated Student Record Retention

It is the policy of Clarkson College that applications and application materials including official academic transcripts, letters of reference, student essays, observation hours and letters from the College will be retained three years for all non-enrolled students. Records from applicants who do not enroll are not covered under The Family Educational Rights and Privacy Act of 1974 (FERPA).

## Rights of Students with Disabilities

Section 504 of the Federal Rehabilitation Act guarantees the rights of the disabled citizens. Basic to this law is the statement that "if a person is otherwise qualified except for his/her disability then that individual is qualified." Public Law 101-336 Americans with Disabilities Act of 1990 also guarantees the rights of disabled citizens. Clarkson College is committed to equal opportunity for the student with a disability.

It is the student's responsibility to request accommodations through the Accommodations Coordinator, 402-552-3561, prior to the start of each semester.

# Student Financial Services

## Financial Aid

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 consists of scholarships, grants, loans and part-time employment which may be offered to students in various combinations, depending on the degree of need. Need is determined by comparing the support which can be expected from the income, assets and other resources of the family with the total cost of attendance for the academic year. Financial aid received from Clarkson College is intended to supplement student and family resources.

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) form and indicate Clarkson College as a recipient of the results. Clarkson College's award year begins with the Fall semester and concludes with the Summer session. The priority date for completed applications is March 1. An application completed after March 1 will always be considered, but availability of funds cannot be ensured. If eligible, the student will be offered, by official award letter, 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:

1. Complete the Clarkson College *Financial Aid Information Form*. Submit the completed form to the Clarkson College Student Financial Services Office.
2. Complete the *Free Application for Federal Student Aid* (FAFSA) form and have the results forwarded to Clarkson College, School Code #009862.
3. Submit additional documents as requested.
4. Be enrolled or accepted as a student in a Clarkson College degree program.
5. Be making satisfactory academic progress.
6. Be a United States citizen or eligible non-citizen.
7. Not be in default on a federal student loan and must not owe a refund on any federal financial aid program at any institution.

### Disbursement of Financial Aid

Financial aid will be applied to Clarkson College tuition, fees, housing and other charges before disbursements are made toward the student's living expenses. The student is expected to pay in full any difference between the financial aid and any outstanding balance due Clarkson College. Payment of that difference must be received in the Student Financial Services Office by the tuition due date.

### Satisfactory Academic Progress (SAP)

Federal regulations require that a student attending an educational institution maintain satisfactory academic progress in order to receive federal financial assistance. All continuing and former students who apply for financial aid must meet these academic standards before federal assistance can be authorized.

The progress for each student will be checked on a cumulative basis at the completion of each semester. There are three requirements contained in the policy:

**Undergraduate requirements:**

1. Undergraduate students must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.0 scale;
2. Undergraduate students must successfully complete at least 66% of the total semester hours attempted. Grades of D (in Support and Major course requirements) and F, Incomplete (I) and No Pass (NP) are not considered successful, and
3. An undergraduate student seeking a degree at Clarkson College may receive financial aid up to and including the maximum total of semester hours shown below or until the degree is acquired, whichever comes first. The total number of credit hours includes courses taken at other institutions which are applied to Clarkson College degree requirements:

<i>Associate Degree</i>	<i>97 semester hours</i>
<i>Baccalaureate Degree</i>	<i>194 semester hours</i>

**Graduate Requirements:**

1. Graduate students must maintain a minimum Cumulative Grade Point Average (CGPA) of 3.0 on a 4.0 scale;
2. Graduate students must successfully complete at least 80% of the total semester hours attempted. Grades of C or D (in support and Major course requirements) and F, Incomplete (I) and No Pass (NP) are not considered successful; and
3. Graduate students seeking a degree at Clarkson College may receive financial aid up to and including the maximum total semester hours shown below or until the degree is acquired, whichever comes first. The total number of semester hours includes courses taken at other institutions which are applied to Clarkson College degree requirements:

Master of Science in Health Care Business Leadership	49 Semester hours
Master of Science in Nursing Health Care Leadership	54 Semester hours
Master of Science in Nursing Education	54 Semester hours
Master of Science in Nursing Family Nurse Practitioner	67 Semester hours
Post-Master's Certificate	40 Semester hours

**Suspension of Financial Aid**

Students who do not meet the satisfactory progress standards are allowed one probationary semester. If the standards are not met during that time, a student is considered ineligible to receive funding from federal and non-federal financial aid programs at Clarkson College.

An appeal may be filed with the Financial Aid Appeals Committee through the Director of Student Financial Services.

When a student's leave of absence exceeds 60 days, or six months with an approved medical leave of absence, the student's last date of attendance will be maintained for financial aid purposes. Refer to the "Leave of Absence" information located in the "Academic Information and Policies" portion of this catalog.

## Student Appeal Process (SAP)

Students have the right to appeal if there are mitigating circumstances that have affected his or her academic progress. Petitions are available in the Student Financial Services area. The following circumstances may qualify for an appeal:

1. Student illness requiring physician's care
2. Major illness or death in the student's immediate family (spouse, mother, father, sister, brother, child or grandparent)

The written appeal and appropriate documentation must be submitted to the Financial Aid Appeals Committee. The Financial Aid Appeals Committee will review the appeal and mail a written response to the student within two weeks after receiving the appeal. The student's academic progress will be checked at the end of each semester to establish future eligibility.

The following types of information may be considered in determining whether the student is still maintaining satisfactory academic progress:

- Unusual circumstances, such as extended illness
- Class attendance and completion of assignments
- Participation in College tutoring or support services
- Changes in educational objectives

## Reinstatement of Financial Aid Eligibility

Students who have not maintained satisfactory academic progress can re-establish financial aid eligibility by successfully completing sufficient semester hours and/or attaining the required cumulative grade point average.

## Proration of Awards Based Upon Enrollment Status

To receive most financial awards, including a student loan, the student must be enrolled at least half time. Financial aid awards are prorated based on the student's enrollment status.

### Undergraduate Students

#### Full-time enrollment

Fall and Spring semesters: 12 credit hours

Summer semester: 10 credit hours

#### Half-time enrollment

Fall and Spring semesters: 6 credit hours

Summer semester: 5 credit hours

### Graduate Students

#### Full-time enrollment

Fall and Spring semesters: 9 credit hours

Summer semester: 8 credit hours

## Refunds and Repayments of Financial Aid

If a student withdraws from all courses at Clarkson College, he or she may be required to repay financial aid that has been disbursed. The amount of repayment required is based on formulas mandated by the federal government.

## 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.

## Merit-Based Financial Aid

Clarkson College has a variety of scholarships available, subject to application and criteria requirements review. The Scholarship Committee reviews all potential awards. Fulfillment of minimum requirements listed below is not a guarantee of award. Students are considered for merit-based scholarships upon acceptance to Clarkson College. Scholarships are renewable each semester as long as the student maintains the minimum cumulative grade point average and is enrolled at least half time. Award amounts are prorated each semester based upon the student's enrollment status.

## Scholarships

### *Undergraduate Merit-based Scholarships*

#### *Gateway to Success Scholarship for Minority Nursing Students*

To be eligible for consideration, a student must have a high school GPA of 2.5, be a U.S. citizen and an American racial minority student (African-American, Asian-American, Hispanic, or Native American). The student must be accepted to the Clarkson College Nursing program after the Fall 1999 semester. Applications and a detailed list of requirements can be obtained from the Student Financial Services Office.

#### *Clarkson Service League Diamond Scholarship*

To be eligible for consideration, a student must have a high school cumulative grade point average of 3.8, an ACT score of at least 25 and be in the top 10 percent of his or her graduating class. Transfer students must have a transfer cumulative grade point average of 3.8 on a 4.0 scale.

#### *Clarkson Service League Gold Scholarship*

To be eligible for consideration, a student must have a high school cumulative grade point average of 3.6, an ACT score of at least 24 and be in the top 20 percent of his or her graduating class. Transfer students must have a transfer cumulative grade point average of 3.6 on a 4.0 scale.

#### *President's Platinum Scholarship*

To be eligible for consideration, a student must have a high school cumulative grade point average of 3.4, an ACT score of at least 23, and be in the top 30

percent of his or her graduating class. Transfer students must have a transfer cumulative grade point average of 3.4 on a 4.0 scale.

### *President's Silver Scholarship*

To be eligible for consideration, a student must have a high school cumulative grade point average of 3.2, an ACT score of at least 22, and be in the top 40 percent of his or her graduating class. Transfer students must have a transfer cumulative grade point average of 3.2 on a 4.0 scale.

### *President's Bronze Scholarship*

To be eligible for consideration, a student must have a high school cumulative grade point average of 3.0, an ACT score of at least 21, and be in the top 50 percent of his or her graduating class. Transfer students must have a transfer cumulative grade point average of 3.0 on a 4.0 scale.

### *Academic Success Scholarship*

To be eligible for consideration, a student must have completed 24 semester hours at Clarkson College (does not include transfer hours), maintain a 3.7 cumulative grade point average, be enrolled in six or more semester hours; be in good standing at the College and not be a current Clarkson College academic scholarship recipient.

### *Special Donor Scholarships*

Due to the generous support of friends of Clarkson College, several special donor scholarships are available. 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 the award is based on fund availability. Contact Student Financial Services for more information.

Special Donor Scholarships include:

- Dr. Fay L. Bower Endowed Scholarship
- Margaret E. Christensen Endowed Scholarship
- Clarkson College Alumni Association Endowed Scholarship
- Virginia Cox Endowed Scholarship
- Dr. and Mrs. Ali Ebadi Endowed Scholarship
- Helen Follmer Endowed Scholarship
- Dr. and Mrs. Julius C. Goldner Endowed Scholarship
- Ellen R. Miller Endowed Scholarship
- Patricia Nollette Endowed Scholarship
- Dr. Patricia B. Perry Endowed Scholarship

## **ROTC Scholarships**

### *Air Force ROTC*

ROTC students are eligible to compete for two- and three-year scholarships during their freshman or sophomore year in college. To be eligible to compete,

students should enroll in Air Force ROTC classes offered at the **University of Nebraska at Omaha (UNO)**.

Students may enroll in the Air Force ROTC program even if they are not scholarship recipients. ROTC students receive \$150 per month during their junior and senior years.

If interested in any of these programs, please contact UNO ROTC at 402-554-2318 for further information.

### **Army ROTC**

The Army ROTC 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.

Three- and four-year scholarships are available to all high school seniors who apply and are selected to receive these scholarships while they attend an institution offering a four-year Army ROTC program. Two- and three-year scholarships are available to college students who elect to enroll in the Army ROTC program. Army ROTC scholarships pay up to \$16,000 a year for tuition and fees.

With each scholarship, the student receives \$450 a year for books, \$150 a month for up to 10 months as a subsistence allowance, and up to \$400 a year for other university fees or laboratory fees. Two-year nursing scholarships are also available to qualified nursing students. These scholarships offer the same benefits as three- and four-year scholarships.

### **Federal Programs - Grants**

The federal government provides a variety of grants based upon need. The *Free Application for Federal Student Aid (FAFSA)* form is the first step in determining eligibility for any type of federal grant and/or loan.

### **Federal Pell Grants**

Federal Pell Grants are designed to provide federal assistance to those undergraduate students with the greatest need. Federal Pell Grants provide the foundation for many financial aid packages to which other federal and non-federal monies can be added.

All students who file the FAFSA will receive a copy of the resulting *Student Aid Report (SAR)*.

Selection criteria for the Federal Pell Grant award is based on the student's financial need. Those students who have earned a Bachelor's degree are ineligible for a Federal Pell Grant.

### **Federal SEOG Grants**

Federal Supplemental Educational Opportunity Grants are awarded based on the student's financial need. They require the same eligibility as the Federal Pell Grant program. Those students receiving a Federal Pell Grant who have remaining financial need will be given priority when awarding Federal SEOG funds.

## Federal SEOG Grants

Federal Supplemental Educational Opportunity Grants (SEOG) are awarded based on the student's financial need. They require the same eligibility as the Federal Pell Grant program. Those students receiving a Federal Pell Grant who have remaining financial need will be given priority when awarding Federal SEOG funds.

## Federal Programs - Employment and Loans

### *Federal Work Study (FWS)*

FWS provides employment for students who demonstrate financial need. Employment is on campus and is awarded based upon 10 to 15 hours of work per week during the academic year. The amount a student may earn cannot exceed the award limits determined by the Student Financial Services Office.

### Federal Programs - Loans

Most educational loans are based on a student's financial need and require repayment following graduation. Detailed information for each loan program is available from the Student Financial Services Office. All programs require completion of the FAFSA as well as a Master Promissory Note (MPN). The student must maintain at least half-time enrollment status.

### *Subsidized Federal Stafford Loans*

Subsidized Federal Stafford Loans have a low interest rate which is paid by the federal government while the student is enrolled at least half time in school. Eligibility for the Subsidized Federal Stafford Loan is based on financial need as determined by completing the FAFSA form.

Both undergraduate and graduate students may be eligible. No payments are required as long as the student maintains half-time enrollment. Loan amounts are usually awarded for a two-semester loan period. Maximum annual Subsidized Federal Stafford Loan limits are listed below (the student's grade level is determined by his or her current academic status at Clarkson College.):

<u>Grade Level</u>	<u>Maximum Loan Level</u>
Freshman	\$ 2,625
Sophomore	\$ 3,500
Junior	\$ 5,500
Senior	\$ 5,500
Graduate	\$ 8,500

### *Unsubsidized Federal Stafford Loans*

Unsubsidized Federal Stafford Loans are similar to the Subsidized Federal Stafford Loans except that the student is responsible for the interest on these loans. The interest can be capitalized and added to the principal balance or the student can make interest payments while in school. Freshmen and sophomores can borrow up to \$4,000 per academic year; juniors and seniors can borrow up to \$5,000 per academic year.

## ***Federal Nursing Student Loans***

The federal government funds the Federal Nursing Student Loan program, but it is administered by Clarkson College. The loans carry a 5% interest rate and are awarded to Nursing students based upon the student's financial need. Loan amounts range from \$750 to \$4,000 per academic year. The maximum lifetime amount a student can borrow from the Federal Nursing Student Loan Fund is \$13,000.

## **Federal Parent Loans for Undergraduate Students (PLUS) Loans**

Federal PLUS Loans are available only to parents of undergraduate students. Parents may borrow up to the cost of education, less any financial assistance received by the student. To receive a PLUS loan the parent(s) must complete a Master Promissory Note (MPN). The interest rate on a PLUS loan is variable and repayment of principal and interest begin 60 days after the loan funds have been disbursed.

## **State Programs - Grants** ***Nebraska State Grant (NSG)***

State grant funding is available to undergraduate students who are residents of Nebraska and who have financial need.

## **Additional Sources of Aid**

Clarkson College often receives notification of scholarship opportunities from other individuals and organizations. Information on these scholarships is available in the Student Financial Services Office.

## **Resident Advisor**

A Resident Advisor (RA) is a Clarkson College staff member. RAs live in the residence hall and have the primary responsibility of facilitating the development of a community atmosphere. RAs are Clarkson College student leaders who are knowledgeable about resources, services and activities available to residents.

## **Student Ambassador**

Clarkson College Ambassadors are students selected to assist the Office of Enrollment Services with recruitment and special College events. Ambassador appointments are renewable. Applications are available from the Admissions Office and interviews are conducted on a space-available basis.

# 2004-2005 Tuition and Fees

## Tuition

Undergraduate Courses (per credit hour)	\$ 325.00
Graduate Courses (per credit hour)	\$ 370.00

## Fees

Administrative Service Fee per credit hour (Max. 12 hours)	\$ 16.00
Student Activity Fee per credit hour (Max. 12 hours) Undergraduate Student Only	\$ 4.00
Advanced Placement Fee	Varies by Exam
Application Fee	\$ 15.00
Internal Examination Fee	Varies by Exam
Online Education Fee (per credit hour)	\$ 30.00
Drop/Add Fee after the 1st six class days (per course)	\$ 25.00
Enrollment Fee for first-time students	\$ 100.00
Graduation Fee	\$ 65.00
Course Fee (selected courses, per course)	\$ 25.00
Lab Fee (per lab class)	\$ 25.00
Late Registration Fee	\$ 25.00
Late Payment Fee (per semester)	\$ 25.00
Library Services Fee per credit hour (Max. 12 hours) All Graduate Students, and undergraduate students enrolled in Online Courses	\$ 2.00
Nursing (ERI) Testing Fee (per semester)	\$ 56.00
Practical Nursing (ERI) Testing Fee (per semester)	\$ 30.00
Life Learning/Portfolio Evaluation Fee (per credit hour)	50% of Tuition
Technology Fee (per semester)	\$ 15.00
Thesis Fee (NU 901) (per semester)	\$ 50.00
Transcript Fee	\$ 5.00

## Residence Hall Rate

On-Campus Housing for the Fall Semester	\$1,795.00
On-Campus Housing for the Spring Semester	\$1,795.00
On-Campus Housing for the Summer Session	\$1,695.00

## Miscellaneous

Payment Plan Service Charge (per semester)	\$ 10.00
Returned Check Fee (each check)	\$ 25.00
The Nebraska Medical Center Parking Fee (per fiscal year)	\$ 99.00

*All tuition, fees, policies and programs are subject to change. Notice of any change will be communicated to students, faculty, and staff. Tuition and fees are established annually. In the unlikely event of a rate change during the academic year, registered students will be notified in writing prior to the implementation of any new rate.*

# Student Financial Services Student Accounts

## Account Payments

A student becomes financially responsible for all tuition and fees incurred upon registration. Tuition and fees must be paid, or a payment plan submitted to the Student Financial Services Office before the second week of the semester. It is the student's responsibility to make appropriate payment arrangements. Failure to comply with this payment policy may result in assessment of a late payment fee to the student's account and/or the student being dropped from classes.

A student can make payments to their account with cash, checks, credit cards and automatic electronic bank transfers. Personal checks returned due to insufficient funds or a closed account will be assessed a processing fee. Students are then required to make any subsequent payments to Clarkson College with a money order or a cashier's check.

## Bookstore Vouchers

Students are allowed to charge books to their student account if the student will receive financial aid exceeding the tuition, fees and housing expenses charged to the account. Bookstore vouchers are obtained in the Student Financial Services Office (SFS) one week before classes begin and only the SFS staff may approve the voucher.

## Cashier

The Cashier is located in the Student Financial Services Office on the second floor. Students can make payments on accounts, receive copies of account history and verify the status of financial aid application processing. A student may write a personal check for up to \$10.00 for cash if they are in good standing with the College.

## COPPER

### (Clarkson Optional Payment Plan - Employee Reimbursement )

The Copper Payment Plan allows students who are employed by The Nebraska Medical Center, PPA, UMA, and UNMC and who qualify for tuition reimbursement to defer payment of tuition for up to two weeks after grades are issued. Requests to participate must be submitted prior to the first day of each semester and the Student Accounts Representative must grant approval. There is a service charge for participation in this program. Deferment is for tuition only. Payment of fees and other charges is due by the semester payment due date.

## Deferred Payment Plan

The Deferred Payment Plan (DPP) is offered as a service to all Clarkson College students. This program allows students to pay one fourth of the tuition and fees incurred for a semester by the tuition payment due-date. The remaining balance must then be paid in three equal installments.

Requests for this payment option must be submitted by the first day of the semester and approval must be granted by the Student Accounts Representative. There is a service charge for participation in this program.

## Financial Aid Deferment/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 a deferment or extension of the payment date. Requests must be made in writing and submitted to the Student Accounts Representative before the tuition due date. Payment for an amount not covered by financial aid must be received in the Student Financial Services Office by the tuition due date.

## Refund Checks

Students with a credit balance on their student account will be issued a refund check for the amount of the credit. Refund checks are mailed to the address listed with the Registrar's Office. A student can request that the credit balance remain on their student account to cover future charges. In order for the credit balance to stay on the student's account, the student must complete a credit balance retention form. The form must be submitted to the Student Financial Services Office.

## Tuition Refund Policy

Fees are non-refundable after the first week of the semester. To receive a 100% refund of tuition, the official Change of Registration form, or the official Withdrawal and Leave of Absence form requesting withdrawal or leave of absence — must be submitted to the Registrar on or before the last day of the first week of the semester. After the appropriate form has been submitted, the refund schedule published in the *Schedule of Classes* will be applied. Tuition refunds at Clarkson College may be credited to the student's account based on the published schedule, if the student drops coursework, withdraws or takes a leave of absence after the semester begins. Refund schedules are also available in Student Financial Services and Enrollment Services offices. It is the student's responsibility to be aware of the tuition refund policy. **Only the Student Financial Services Office can approve exceptions to the tuition and fee refund schedule. Deans, directors, faculty members and staff are *not* authorized to make exceptions. Refunds are based on the day the completed paperwork is received by the Registrar.**

**Note:** *It is strongly recommended that the student consult with Clarkson College Student Financial Services prior to dropping any classes. Dropping credit hours may create serious financial problems.*

## Tuition Assistance

A student should contact the Student Accounts Representative if they are eligible for tuition assistance. Billing statements from Clarkson College will be mailed to any agency that will make payments on the student's behalf. However, the student must first complete a Release of Information form and submit it to the Student Accounts Representative before any account information can be shared with an outside party.

## Academic Information and Policies

Clarkson College has established various academic policies to guide students through the completion of their academic program. The academic policies are provided to ensure a quality education and equity. If at any time a student believes a decision based upon Clarkson College policies is not equitable, a *Petition for Reconsideration Form* may be filed directly to the Registrar's Office.

### 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.

### Academic Probation

A student 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.

#### *Undergraduate*

An undergraduate student 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 earning 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 College. A student whose major GPA falls below a 2.0 may be academically dismissed from the major.

#### *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 6 semester hours will be placed on Academic Probation. If the graduate student who is placed on Academic Probation needs to complete only pass/no pass courses for the remainder of their program, the student is required to register for a graduate course(s) that is evaluated with a letter grade and raise the CGPA to at least a 3.0 to successfully fulfill the graduation requirements. Failure to do so will result in Academic Dismissal.

### 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 6-week terms. Classes of various duration may be offered during each semester to facilitate earning a degree.

### Adding/Dropping Courses

Adding a course may be completed through the first five days of instruction in a semester. This includes adding a course and transferring from one section of a

course to another section. After the designated time, the approval of the instructor and the Vice President are required. 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 which are given to faculty or staff for submission. **Only Student Financial Services may authorize reimbursement of fees or tuition. Deans, directors, faculty, or staff are not authorized to approve reimbursement.**

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 10th week of the course
12-week course	Before the end of the 8th week of the course
6-week course	Before the end of the 3rd week of the course

A grade of "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing) 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	11th- 14th week of the course
12-week course	9th- 11th week of the course
6-week course	4th- 5th week of the course

**Courses may NOT be dropped during the final exam period.**

## Advanced Standing Credit

Clarkson College recognizes that valid learning experiences are not restricted to the formal classroom. Many individuals attain college-equivalent knowledge and skills through a variety of means. It is the policy of Clarkson College to award college credit for non-traditional learning in cases where such credit is appropriate. Duplicated credit will not be granted under any circumstances, i.e., individuals who have completed comparable college courses or credits will not be granted credit by evaluation for the comparable course. Criteria used for granting credit by evaluation of non-traditional study are outlined below. Letter grades will not be assigned to credit awarded on this basis. 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. Evaluative credit for experience prior to attending Clarkson College will not be awarded during the first semester nor the last semester of attendance.

Students cannot gain Advanced Standing Credit without first qualifying for enrollment in the course in which they wish to gain credit. Only students in good standing may earn Advanced Standing Credit. Students will be given appropriate credits designated by a "CR" on the transcript. Advanced Standing Credit to be awarded is determined by program.

## Procedure

In order to challenge a course, all course prerequisites must be met at the time of registration. A grade of Credit (CR) or No Credit (NC) will be recorded and will not be computed in the cumulative grade point average. The challenge procedure may be used one time for each course. Any course previously taken at Clarkson College without successful completion is not eligible for course challenge.

1. The student will meet with their Clarkson College Program Director. The Program Director will maintain a list of courses deemed eligible for Advanced Standing Credit. The Program Director confirms that the student is eligible to register for the course challenge and explains the process. Students are strongly encouraged to complete the challenge process prior to the beginning of each semester to facilitate course enrollment if unsuccessful.
2. Student will obtain the challenge form in Enrollment Services. The student must fill out the form completely and the fee must be paid. Student will sign the form to indicate understanding of process and grading options.
3. Students will prepare for the examination and will make an appointment with the testing center to take the test for the course, if applicable. Any additional work designated as part of the challenge will be completed prior to the end of the semester. The Program Director is responsible for notifying the Registrar's Office of each student's grade of P (pass) or F (fail). The Registrar records successful completion of the challenge and credit is granted for the course on the transcript.

## Fees Schedule

Fees will be determined annually. A listing of the fees can be found in the *Tuition and Fees* section of this catalog.

### Advanced Standing Credit

Advanced Standing Credit is a method by which students can earn credit without completing a course(s) through the following methods:

#### 1. Standardized Testing, such as

- College Level Examination Program (CLEP)
- College Entrance Examination Board (CEEB)
- Advanced Placement (AP) Examinations (minimum score of 4 required)
- American College Testing/Proficiency Examination Program (ACT/PEP)
- National League for Nursing (NLN) Exams
- Defense Activity for Non-Traditional Education Support (DANTES)
- Microsoft User Specialist
- Health Information Management National Certification(s)
- Other standardized tests which have demonstrated reliability and validity may be considered for Advanced Standing Credit, to be determined by the Program Director/Registrar

#### 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. This credit does not apply toward fulfillment of the Clarkson College residency requirements for graduation. The Program Director and Registrar, in accordance with College policy, will determine whether such credits satisfy major, core or general education requirements towards the appropriate degree.

**a. Prior Learning Validation by Portfolio**

Individuals seeking a degree who believe their prior experiences may qualify them to receive college credit can seek credit through the portfolio method. The student's academic department 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 and publish it annually in the College catalog. Each Academic Program will also determine what specific courses may be fulfilled via credit by learning through validation by portfolio exam.

**b. Prior Learning Validation by Transition Course Completion and Awarding of Major Course Credit**

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. 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.

**3. Credit by Internal Examination**

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, the student 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 courses may be fulfilled via credit by Internal Examination.

All NLSN exams and internal exams for Advanced Standing Credit will be scheduled and administered by the Coordinator of Online Education or by the Success Center.

Credit earned by these methods earns the student a "CR." No grade is assigned for a course that is granted credit without attendance. Only students in good standing may earn Advanced Standing Credit. Students cannot gain Advanced Standing Credit without first qualifying for enrollment in the course (i.e., completion of the prerequisites) for which they wish to gain credit.

Credit is granted after the student earns a satisfactory score on the examination or a satisfactory evaluation of the portfolio or performance on the first attempt. If unsuccessful, the student must enroll and complete the course. Advanced Standing Credit is applicable to the residency requirement. A fee will be charged for each semester hour of non-traditional credit awarded.

Students who have received an I, F or NP in a course cannot earn Advanced Standing Credit for that course.

## Attendance

Students are expected to attend all classes in which they are enrolled and follow the attendance policies as specified in the course syllabus. Students in skills laboratories, practicums, internships and clinical courses are required to attend.

Graduate students enrolled in the Family Nurse Practitioner option are required to attend class on campus one weekend each semester they are enrolled in an assessment course and a clinical course.

In those cases where a crisis (as identified by the course faculty) has occurred, course faculty must be notified of the reasons before the absence. Classes may be made up within the same semester at the discretion of the faculty.

Faculty are to inform students in writing of Clarkson College attendance policies in all their course syllabi. Faculty will report, within two working days of the last class missed, the names of the students who have two or more unexcused absences in a semester to their Program Director, using the forms designated for reporting non-attendance. Program Directors will report the names to the Registrar within two working days.

## 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; however, no grade can be earned nor can the student apply the course to the degree requirements or convert to credit once the course begins.

## Canceling 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 will be made by the Vice President based upon a recommendation from the appropriate Dean/Program Director and will normally be accomplished at least three days prior to the first day of class. 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.

Arrangements will be made for students who have been following their Degree Plan and need a specific course to graduate by the timeline established in their plan, should a course be cancelled. Students who need such arrangements should file a *Petition for Reconsideration* stating the need.

## 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 which occur when the students have not notified the College of a name or address change.

## Class Standing (Undergraduate)

The number of semester hours completed indicates a student's class standing. The number of semester hours for the various class standings are:

Freshman.....	0 - 30	semester hours
Sophomore.....	31 - 60	semester hours
Junior.....	61 - 90	semester hours
Senior.....	91 +	semester hours

## Comprehensive Examination/Thesis

Students enrolled in the Master of Science in Nursing program will be required to complete either a thesis or a comprehensive examination. The student will meet with their academic advisor to review the policies and procedures related to the completion of the thesis or comprehensive examination.

## Cooperative Programs

### ***Grace University Cooperative Program Bachelor of Nursing***

This program is based on an articulation agreement between Grace University in Omaha, Nebraska, and Clarkson College. The program is designed to meet current licensing requirements as a "registered nurse" within the state of Nebraska and complies with appropriate nursing care training standards as defined by Clarkson College. Grace University provides Clarkson College with appropriate admissions-related documentation upon acceptance. 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; and 3) fulfill the objectives of Grace University's general education division. For more information regarding this cooperative program, contact the Clarkson College Enrollment Services Office.

### ***Practical Nursing***

This program is based on an articulation agreement with Grace University in Omaha, Nebraska, and Clarkson College. Upon graduation, students are prepared to practice collaboratively with colleagues in other disciplines in a variety of settings. Grace University provides Clarkson College with the appropriate admissions-related documentation upon acceptance into the program. Students who complete this program should be able to: 1) demonstrate the ability to operationalize nursing as the human science of caring at the practical nursing

level, 2) fulfill the objectives of Grace University's Biblical Studies division; and 3) fulfill the objectives of Grace University's general education division.

## Course Work Categories (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) Core Curriculum, 3) Support courses and (4) Major courses.

### General Education Courses

These are courses which serve as a foundation to the declared major. General Education courses are designed to provide a base of understanding broadly applicable to life and career and to provide experiences which enhance the student's major area of study.

### Core Curriculum Courses

These are courses unique to Clarkson College are designed to build skills and understanding which extend each student's competence. Core courses focus on health care and provide a framework for building personal and career enhancing experiences. Because the core 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 which are in direct support of the student's major courses. Support courses are identified by faculty in the major course areas, developed in cooperation by 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 possible credit with their advisor when enrolling. The student is responsible for assembly and submission of required documentation and credentials during the enrollment process.

### 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 overloads. To be considered a **full-time undergraduate** student at Clarkson College, the student must be enrolled in an equivalent of 12 semester hours of course work per Fall and Spring semesters and 10 semester hours per the 12-week Summer session.

To be considered a **full-time graduate** student at Clarkson College, the student must be enrolled in an equivalent of 9 semester hours per Fall and Spring semesters and 8 semester hours per the 12-week Summer session.

To be considered a full-time graduate student at Clarkson College in a program taught in an accelerated term format, the student must be enrolled in an equivalent of 6 credit hours per semester term. The maximum number of hours for which a student can register in a single semester without approval is as follows:

	<b><u>Fall and Spring (15-wk)</u></b>	<b><u>Summer (12-wk)</u></b>
Undergraduate	16 semester hours	12 semester hours
Graduate	9 semester hours	9 semester hours

## Credit Hour Overload

If a student desires to petition for consideration to take a semester overload, the following minimal guidelines will be taken into consideration and should be addressed in the *Petition for Reconsideration*:

The student:

1. May not be employed full time;
2. Must have a Cumulative Grade Point Average (CGPA) of 3.5; and
3. Must acquire a 3.5 Grade Point Average (GPA) for the semester preceding the semester for which the student is seeking the overload;
4. Must not have an outstanding Incomplete grade.

All requests for overloads should be made on a *Petition for Reconsideration* form with an indication that the student meets the above minimal guidelines.

To be enrolled for more than the maximum semester hour load, normally no more than one additional three- or four- semester-hour course, a student must have the prior written approval of the appropriate department Dean/Director and the Vice President.

## Dean's List

During each semester at Clarkson College, those undergraduate students whose academic scholastic achievements are notable are given public recognition by publication of 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 Term Grade Point Average (TGPA) of 3.5 or better. Students receiving an Incomplete ("I") grade in a Clarkson College course are not eligible for the Dean's List in the semester the Incomplete is received.

## Degree Completion

A degree-seeking student must complete their degree at Clarkson College within 7 years of matriculation. This includes time spent on leave of absence. Students who do not complete within 7 years must reapply for admission.

## Degree Plan

The Degree Plan will include 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. During the first semester of attendance, each student will be assigned and meet with a major academic advisor who will assist the student in the completion of their Degree Plan course requirements. The purpose the Degree Plan is:

1. To ensure the student has a plan for meeting all Clarkson College requirements for a graduation in a timely and effective way;
2. To provide the student a basis for monitoring their own progress; and
3. To provide the student assurance thier program requirements are accurate.

Once the Degree Plan has been submitted and approved by the Program Director and Registrar, the student signs the Degree Plan. Copies of the signed Degree Plan are given to the student and the student's advisor. The original is retained in the Registrar's office. The signed Degree Plan then becomes the student's official plan for graduation and may not be changed without formal written approval by the Vice President. Any deviation from the student's official Degree Plan without the appropriate approval will result in the student not qualifying for graduation.

## Degree Requirements

### *Diploma Program*

Each candidate for a Diploma program at Clarkson College must:

1. Earn semester hours required by the academic program;
2. Complete required General Education semester hours as specified by the academic program;
3. Complete 3 semester hours of Core Curriculum courses;
4. Complete at least 20 semester hours for the diploma major at Clarkson College;
5. Attain at least a 2.0 Cumulative GPA;
6. Attain at least a 2.0 Cumulative GPA in major coursework; and
7. Meet any additional requirements of the major area of study.

### *Associate of Science Degree*

Each candidate for an Associate of Science Degree at Clarkson College must:

1. Earn semester hours required by the academic program;
2. Complete required General Education semester hours as specified by the academic program;
3. Complete 5 semester hours of Core Curriculum courses;
4. Complete at least 10 semester hours of 200-level courses in the major at Clarkson College;
5. Attain at least a 2.0 Cumulative GPA;
6. Attain at least a 2.0 Cumulative GPA in major coursework; and
7. Meet any additional requirements of the major area of study.

### *Bachelor of Science Degree*

Each candidate for a Bachelor of Science Degree at Clarkson College must:

1. Earn semester hours required by the academic program;
2. Complete required General Education semester hours as specified by the academic program;
3. Complete 9 semester hours of Core Curriculum courses;
4. Complete at least 26 semester hours in the major at Clarkson College;
5. Complete at least 26 semester hours of upper-(300/400) level courses in the major at Clarkson College;

6. Attain at least a 2.0 Cumulative GPA;
7. Attain at least a 2.0 Cumulative GPA in major coursework; and
8. Meet any additional requirements of the major.

### *Master of Science Degree*

Each candidate for a Master of Science Degree at Clarkson College must:

1. Earn at least 38 graduate semester hours for Nursing Education option, 44 graduate semester hours for Family Nurse Practitioner option, 41 semester hours for the Nursing Health Care Leadership option, and 49 semester hours for Health Care Business Leadership;
2. Complete a residency requirement of all but 9 graduate semester hours at Clarkson College;
3. Attain at least an overall 3.0 Cumulative GPA; and
4. Attain at least a 3.0 cumulative GPA in all option course work.

## Directory Information

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 no later than four days after the beginning of the semester at Clarkson College.

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, 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 of 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.

## Dismissals

Dismissal refers to permanent expulsion from the College and does not carry the opportunity for readmission. Only by approval of the Vice President may a student be dismissed from the College.

Dismissal is action taken by 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.

### *Academic Dismissal*

Students may be dismissed from the College or from a major course of study because of poor academic performance. Academic dismissal from the College means that the individual is no longer permitted to be a student at Clarkson College and is not permitted to return to the College in the future.

*Academic Dismissal* is a result of one of the following situations:

1. A student who fails the same major, option, or support course more than once will be academically dismissed.
2. Any student who entered Clarkson College before the Fall 1999 semester who fails a total of three major and/or support courses will be dismissed from the College. Any student who entered Clarkson College during or after the Fall 1999 semester who fails a total of two major and/or support courses will be dismissed from the College.
3. Any Nursing Division student who entered Clarkson College on or after the Fall 2004 semester may Withdraw Fail (WF) from only two major or support courses during his/her current program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the Undergraduate or Graduate Nursing Program.
4. A student who fails to be released from academic probation in the approved period of time will be dismissed from the College.

#### *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 and academic dishonesty and violation of the Student Code of Conduct.

## **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. We are committed to maintaining an environment that is free of discrimination due to sex, race, color, religion, national origin, sexual orientation, age, disability or veteran status. 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.*

## **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.

## **E-mail Policy**

Clarkson College grants e-mail access to all authorized faculty, students, staff, and administration as a privilege, not as a right. The rules below apply to using e-mail at Clarkson College. When a user signs the Information Systems Request Form for authorization to use services, they acknowledge the responsibilities for proper use of e-mail. Concerns regarding the use of e-mail should be reported to the Director of Technology.

1. Users will not use e-mail for the purpose of communicating actions that may terrify, intimidate, threaten, harass, annoy or offend another person.
2. Users will not use e-mail to send humorous items, chain letters and viruses, to others in any form that would offend or annoy the intended recipient(s).
3. Users will not try to access other user's e-mail accounts or other unauthorized areas of the College computer system.
4. 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.
5. These actions constitute grounds for cancellation of access to Clarkson College e-mail privileges, and may result in disciplinary and/or legal action.

## **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 taken by any group or individual that would seek to restrict the appropriate freedoms of any group or individual.

The College reserves the right to place reasonable item, 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 or  
                                  Diversity Director or  
                                  Dean, where applicable  
                                  Vice President

**Non-Academic Issues**

                                 Individual(s) directly involved  
                                  Supervisor/Manager or  
                                  Diversity Director or  
                                  Dean of Enrollment Management and Student  
                                  Services or  
                                  Human Resources

## 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 Dean/Program Director of the department involved, with approval of the Vice President. A student request for review of a course grade must be initiated within one term of the grade assignment and must be submitted with a *Petition for Reconsideration Form*.

## Grade Point Average

In order to track a student's progress toward completion of degree requirements, Clarkson College uses a Grade Point Average (GPA) System. The 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 hours attempted into the number of Total Quality Grade Points Earned (see Letter Grades and Quality Grade Points). The CGPA is not affected by "P," "NP," "AU," "CR," "I," "NC," "W," "WP" or "WF."

- P = Passing
- NP = Not passing
- AU = Audit
- CR = Credit
- I = Incomplete
- NC = No credit

- W = Withdrawal (before the end of the 10th week of a 15-week course, before the end of the 8th week of a 12-week course or before the end of the 3rd week of a 6-week course.)\*
- WP = Withdrawal Pass (after the 10th week of a 15-week course, after the 8th week of a 12-week course or after the end of the 3rd week of a 6-week course.)\*
- WF = Withdrawal Fail (after the 10th week of a 15-week course, after the 8th week of a 12-week course or after the 3rd week of a 6-week course.)\*
- GPA =  $\frac{\text{Total Quality Grade Points Earned}}{\text{Total Semester Hours Attempted}}$

**\*Courses may not be dropped during Finals Week.**

An undergraduate student must maintain a 2.0 Cumulative Grade Point Average (CGPA) for successful completion of the program of study. 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 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” in the major 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.

Any 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.

## Grade Reports

Grade reports will be mailed to students and advisors within one week following the end of a semester.

## Graduate Degree/Certificate

Clarkson College is approved to offer graduate academic programs by The Higher Learning Commission on Institutions of Higher Education, North Central Association of Colleges and Schools.

### Master of Science in Nursing (MSN)

- Nursing Health Care Leadership Option
- Nursing Education Option
- Family Nurse Practitioner Option

### Master of Science in Health Care Business Leadership

#### Post Master's Certificate

- Family Nurse Practitioner
- Nursing Education
- Nursing Health Care Leadership

Clarkson College offers a Master of Science in Nursing Degree and a Master of Science in Health Care Business Leadership. Admission to these graduate programs is governed by requirements which may be found in this catalog under *Admissions*.

Clarkson College has designed graduate degree programs which:

1. Permit individuals to seek advancement in new positions within the health care industry.
2. Provide individuals in the health care industry who desire to change careers, the opportunity to move into the for-profit business sector.
3. Prepare entrepreneurial individuals who are capable of being leaders to form new alliances with businesses which serve the health care industry.

Clarkson College offers three types of graduate courses which lead to a graduate degree. These include:

**Core Courses:**

Courses which all students must complete, no matter which option or concentration they choose. These courses are the foundation upon which the program is built.

**Elective Courses:**

Courses which can be selected by the student in order to complete semester hours not required for the option, concentration or certificate. These courses may be selected from any area of study or from a support area, depending upon the specific degree requirements.

**Option or Concentration Courses:**

Courses that are required to complete an area of specialty (referred to as an option or concentration) within the graduate program.

## Graduation Requirements and Procedures

Students must fulfill all of the following requirements 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.

Four 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 (student must register and pay for all deficient coursework before participating in the graduation ceremony).
4. Completion of the required service learning hours.

The Registrar's Office will not 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.

A signed diploma will be issued upon verification of successful completion of all coursework.

## Graduation Academic Honors

Academic honors are conferred on candidates who, upon graduation, distinguish themselves by maintaining a high cumulative grade point average. To qualify for academic honors, students must have completed the minimum required residency hours at Clarkson College. Transfer courses do not apply toward the Cumulative Grade Point Average. Academic honor recipients receive an honors cord to wear at the graduation ceremony. Honors are designated by:

Summa Cum Laude	3.85 and above
Magna Cum Laude	3.75 through 3.84
Cum Laude	3.65 through 3.74
With Distinction	3.50 through 3.64

## Grievance Process

Students who believe they have been treated in an arbitrary or capricious way, discriminated against or not provided due process may seek an appeal by using the Petition for Reconsideration process. Both academic and non-academic decisions are subject to the grievance process. (See *Petition for Reconsideration*.)

Every effort should be made by the student to resolve the issue with the person(s) involved. However, if the Petition for Reconsideration process has been exhausted and the student still believes that they have been treated in an arbitrary, capricious or discriminatory manner, or that they have not received due process, the student may request that the Vice President consider conducting a hearing. If the Vice President believes a hearing is warranted, a hearing will be scheduled. The hearing panel may be composed of both students and faculty. The panel will:

1. Review the statement, seeking clarity as is necessary (may mean interviewing the student).
2. Seek testimony from those involved, i.e. the person(s) with whom the student has a grievance.
3. Interview others in order to obtain a broad and complete perspective.
4. Reach a decision by recommending to the Vice President either:
  - a. Uphold the original decision; or
  - b. Recommend the original decision should be reversed; or
  - c. Provide an alternative decision appropriate to the situation.
5. The Vice President will take into consideration the recommendation of the panel and then make a decision which will be communicated to the student. The decision of the Vice President is final.

## Incomplete Grades

A student who is passing in a course may be assigned a grade of Incomplete ("I") if some portion of the coursework remains unfinished at the end of the semester. Assignment of an "I" is at the discretion of the course instructor. An *Incomplete Grade Form* must be completed and signed by the instructor, identifying the reason for requesting an incomplete, the specific work which 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 six months from the date the course ends or the "I" will automatically convert to an "F" grade. No Incomplete grades are given in clinical/lab/practicum/internship courses.

## Independent Study

Independent Study refers to courses 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 Dean/Director and Vice President. An *Independent Study Form* must be completed and approved before students will be permitted to enroll in Independent Study courses. Nor more than six semester hours of undergraduate coursework may be pursued as Independent Study.

Graduate students are limited to no more than six semester hours of independent study per semester, but are not limited to a maximum number of semester hours over the course of the graduate program.

## Leave of Absence

A leave of absence is “time certain” withdrawal from Clarkson College. Leaves are granted for a minimum of one semester and a maximum of three consecutive semesters. A *Leave of Absence Form* must be completed by the student.

Any student on a Leave of Absence (LOA) who does not register in any classes after three consecutive semesters will be automatically withdrawn from the College.

All students are required to complete a Leave of Absence Form prior to any semester in which they will not be enrolled in courses. If a student drops all the courses for which they have enrolled after the first day of a semester, the student must complete a Leave of Absence Form.

In programs where the College is limited as to the number of students who may be enrolled, students not completing a Leave of Absence Form cannot be guaranteed a position in the program when returning to active enrollment.

Readmission to the College may be possible through the application process. Students who are withdrawn from the College and want to reapply 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 student’s program Dean/Director upon approval of the Vice President.

When a student’s leave of absence exceeds 60 days or 6 months with an approved medical leave of absence, the student’s last date of attendance will be maintained for financial aid purposes by the Student Financial Services office. If a student is enrolled in a clinical/lab/practicum/internship course at the time the leave of absence begins, the student must complete a drop form for the course. Students may request an incomplete in other courses if they are currently satisfactory in the course.

## Letter Grades and Quality Grade Points

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 and F. 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	B+ = 3.33 Quality Grade Points
A = 4.00 Quality Grade Points	B = 3.00 Quality Grade Points
A- = 3.67 Quality Grade Points	B- = 2.67 Quality Grade Points
C+ = 2.33 Quality Grade Points	D = 1.00 Quality Grade Points
C = 2.00 Quality Grade Points	F = 0.00 Quality Grade Points
C- = 1.37 Quality Grade Points	

A grade of "D," "F" or "NP" in undergraduate major or support courses is considered failing. Any grade of "C," "D," "F" or "NP" in graduate course work is considered failing.

## Mentoring

First-year students have the opportunity to participate in the Clarkson College mentoring program. This program was designed to provide students individualized assistance with the transition into the College. 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 student is invited to participate on a voluntary basis. For more information, contact the Enrollment Services Office.

## Non-Degree Students

Courses and programs may be offered which may be of special interest to students attending other colleges. Non-degree students are welcome to enroll in these courses or programs on a seat-availability basis. Any person may register for and take any course offered at Clarkson College if that person fulfills the course prerequisites and selected requirements for admission (see *Admissions* section of the catalog). Priority for enrollment when courses are filled will be given to those students seeking degrees at Clarkson College. Students may take no more than nine total semester hours of non-degree coursework.

Transfer to degree-seeking status may be requested at any time. All admission requirements must be met for acceptance. A maximum of nine semester hours earned prior to the transfer may be applied toward the degree.

## New Student Orientation

Each student accepted for enrollment at Clarkson College is strongly encouraged to attend the New Student Orientation program, usually held on the Friday before classes begin each semester.

The program provides information about the College and offers the opportunity to meet faculty and other students. During the orientation, new students can obtain a photo identification badge and a parking permit.

Orientation gives the new student information on the services provided by the College, student organizations, and other valuable tips.

## Petition for Reconsideration

Petition for Reconsideration is a method by which an individual may administratively appeal a decision, because of extenuating circumstances, believed to be inequitable. All petitions must be submitted to the Registrar's Office in order to facilitate tracking of petitions. The Registrar's Office will forward the petition to the appropriate person(s) and schedule a meeting with the individual(s) petitioned, who will make the decision regarding the request. All parties involved will be notified of the petition. If after receiving the results the petitioner still believes the decision is inequitable, a new petition may be filed to the next level of authority until it reaches the President, at which point the result of the petition process is final.

## Petitioning for a Course Offering

Students may petition the Vice President, through the appropriate Dean/Program Director, to offer courses which are 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/Director to initiate a course offering.

## 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 Vice President. Students who enroll in courses without successfully completing the prerequisites course(s) will be administratively withdrawn, without prior notice.

## One-Year Diploma/Certificate Programs and Associate of Science Degree Programs

Students enrolled in an Associate of Science Degree program must maintain a grade of "C-" or higher in each major/support course. One of the following actions will occur when a student receives a "D," "F" or "NP" grade in a major/support course:

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 readmission.
2. Leave of absence from the program with the option of taking general education courses on a non-degree basis. If the student maintains a grade point average of at least 2.0 and has no grade below a "C-" during the leave of absence, a space would be reserved for the student the next time the course is offered. Additional conditions may be required of the student in order to return.

3. Repeat the course the next semester at the discretion of the program director. Additional conditions may be required of the student.
4. Finish/repeat the course via independent study at the discretion of the program director. Additional conditions may be required of the student.

The academic program director in consultation with faculty and administration will determine which of the preceding requirements will be granted. Students will be required to sign an “educational contract” agreeing to abide by the requirement(s) and conditions. Students who wish to appeal the decision may do so through the Clarkson College *Petition for Reconsideration* procedure.

Any student readmitted to a program or returning from a leave of absence 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 or support course after being readmitted or re-enrolled will be academically dismissed from the College.

## Bachelor of Science Degree Programs

Failed courses in the major or support courses can be repeated to achieve a passing grade; however, a major or support course may not be repeated more than one time. A student who fails a major or support course more than once will be dismissed from the program/College. Any student who entered Clarkson College during or after the Fall 1999 semester who receives a “D” or “F” in a total of two courses in the major or support courses will be dismissed from the College.

Any Nursing Division student who entered Clarkson College on or after the Fall 2004 semester may Withdraw Fail (WF) from only two major or support courses in the Nursing Division. 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 their current program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the Undergraduate or Graduate Nursing Program.

## Master of Science Degree Programs

Students seeking the Master of Science Degree must complete the core courses, the concentration courses and all prerequisites to the options. Designated core courses must be completed before the selected option courses.

Students who have received incomplete grades in coursework may not register for more than 9 semester hours of further courses or 6 semester hours in 2 consecutive 6-week terms.

**Master of Science in Nursing students:** The statistics course and courses in the option that support the option practicum may be taken any time but are prerequisite to the option practicum. The research core courses may be taken as a co-requisite for the practicum option but are a prerequisite to the thesis or com-

prehensive examination.

Graduate 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 entered Clarkson College on or after the Fall 1999 semester who receive a grade of “C,” “D,” “F” or “NP” in a total of two courses will be dismissed from the College. Graduate students who entered Clarkson College before the Fall of 1999 semester who receive a “C,” “D,” “F” or “NP” grade in three classes will be dismissed.

## Registration for Classes

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, without prior notice, a student from a course if prerequisites have not been met or if the student has not paid the necessary tuition or fees. Spaces in clinical courses are limited. 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.

A late registration fee may be assessed when a student enrolls for coursework after the designated registration period published in the Clarkson College *Schedule of Classes*.

## Online Education Registration Deadline

Online students are required to register two weeks prior to the first day of a semester. Students will not be allowed to add courses after this date without approval from both the Program Director and course faculty.

## Residency Requirement

**Certificate or Diploma** - At least 20 semester hours must be completed at Clarkson College for the certificate or diploma.

**Associate Degree** - At least 40 semester hours must be completed at Clarkson College for the Associate Degree.

**Bachelor’s Degree, RN to BSN** - At least 26 semester hours must be completed at Clarkson College for the Bachelor’s Degree.

**Master’s Degree** - All but nine hours must be completed at Clarkson College for a Master Degree.

## 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 can not be changed. The transcript is the final, accurate record of academic accomplishment.

## Schedule of Classes

The *Schedule of Classes* is the official publication which lists the latest procedures and information regarding Clarkson College registration and course offerings, tuition and fees, and refunds. The most current academic calendar can also be found in the *Schedule of Classes*.

## Scholastic Honesty

Clarkson College recognizes that its graduates will hold leadership roles in society. With societal leadership opportunity comes the responsibility to maintain the highest standards of honesty. Clarkson College views scholastic honesty as a reflection of a student's personal integrity. Therefore, all students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and examinations. The following are considered serious violations:

**Plagiarism:** Taking passages from writings of others without giving proper credit to the source. Includes using the works of another student.

**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.

**Cheating:** Giving or receiving information during an examination.

Students found guilty of scholastic dishonesty are subject to disciplinary action. The judicial policies and procedures may be found in the *Student Handbook*, Student Code of Conduct section.

## Second Bachelor of Science Degree

Clarkson College offers a program designed to permit an individual who has completed a Bachelor of Science degree in another field to complete a second Bachelor of Science degree by building upon the first degree. Completing the degree by this method provides opportunity for an individual possessing a bachelor's degree in a different field to prepare for changing careers by completing a second bachelor's degree. Individuals who hold a valid bachelor's degree may be admitted to work toward a second bachelor's degree. Students must complete a new *Application for Admission* if they wish to pursue a second degree. A student who wishes to complete a second bachelor's degree must meet all course and program requirements of the second degree being sought, with a minimum of 30 semester hours of additional upper-level (300/400) major coursework taken at Clarkson College for a second degree.

## Service Learning Service Program

The College defines service as college-related activities where students physically engage in a personal relationship with some identified agency external to Clarkson College. The purpose of such stated relationship is for both parties to mutually benefit either through direct physical interaction or intellectual exchange.

As a graduation requirement, all students (on-campus and online) must complete Service Learning hours, which are a component of specific courses as defined by each academic program. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

Service hours accrued beyond the required number of service hours can be applied toward the requirements for the Maltese Cross Certificate and Maltese Cross Medal awards.

Students should submit a signed *Service Approval* form to one of the 5th floor secretaries. The student, College administrator and agency must sign the form.

A student in a dual program must complete the Service Learning requirements for the program requiring the greater amount of Service Learning. Any additional required service hours for another program may be applied towards the Maltese Cross Certificate and Maltese Cross Medal awards.

### ***Service Learning Graduation Requirements:\****

<b><u>Program/Degree</u></b>	<b><u>Hours</u></b>
Diploma Program	8
Associate Program	15
Health Care Business Mgt.	30
Undergraduate Nursing	30
Medical Imaging	15
RN to BSN	15
Graduate Programs	15

Additional information is located in the *Service Learning/Community Service Program* manual.

## **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 which may affect their continued attendance at Clarkson College. The following classifications are used at Clarkson College:

### ***Academic Probation***

A student who has not maintained the required Cumulative Grade Point Average.

### ***Academic Dismissal***

A student who has been removed from the College for academic reasons.

### ***Conditional***

Refers to a student who has been admitted to Clarkson College but does not meet all of the College admission requirements. Undergraduate students must advance from Conditional Admission to Full Standing within the first semester. Students classified as attending Clarkson College under Conditional Status may be required to enroll in courses and/or be limited to the courses in which they can enroll by the Admissions Committee based upon the Committee's determination of what is in the best interest of the student's academic success.

### ***Foreign Student***

A student in the United States on a F-I student visa. Clarkson College accepts qualified foreign students.

### ***Full Standing***

Refers to a student who has met all Clarkson College admission requirements.

### Full-Time Student

An undergraduate student is full time if enrolled in at least 12 semester hours per Fall and Spring semesters, or 10 semester hours during the Summer session. A graduate student is full time if enrolled in at least 9 graduate semester hours per Fall and Spring semesters, or 8 graduate semester hours during the Summer session or 6 semester hours per semester term of accelerated form at classes.

## Student Conduct

Clarkson College expects a higher standard of conduct from its students than the minimum required to avoid disciplinary action. All students are expected to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars (See *Student Handbook*).

Clarkson College distinguishes its responsibility for student conduct from that which is in violation of law as cases of separate jurisdiction. The College will report to the appropriate authorities any student conduct which is in violation of civil or criminal law.

When a student or group of students stands in violation of civil or criminal law, they may be subject to College disciplinary action. In the event the College must deal with a student regarding improper conduct, disciplinary proceedings may be conducted as outlined in the *Student Handbook*.

## 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 will be considered for transfer if applicable to the student's degree requirements. No grade lower than a "B minus" in the graduate program, or "C minus" in undergraduate programs will be accepted as transfer credit. **A maximum of nine graduate credits may be transferred.** Clarkson College does not accept transfer credit for courses taken elsewhere **after** enrollment at Clarkson College.

To transfer major courses, the student must complete and submit a *Petition for Reconsideration* form and attach copies of the course description(s) and course syllabus/syllabi. 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.

Credit earned at military schools will be accepted if recommended for credit by the American Council on Education (ACE) and if applicable to the student's degree program. Official institutional transcripts from regionally accredited service schools with annotated grades will be accepted.

The following time limits will be used to determine transferability:

Undergraduate Major courses:	5 years
RN to BSN, Medical Imaging or 2 Plus 2 Business:	No limit (Effective Fall 2000)
Undergraduate Science courses:	5 years (Effective Fall 2004)
Undergraduate General Education courses:	No limit
Master's Major courses:	5 years

In determining transfer credits, the academic Program Director reserves the option of requiring the student to take an assessment examination. All acceptable college credit will be evaluated by the appropriate Program Director and Registrar.

## Two-Plus-Two (2+2) Curriculum

The Two-Plus-Two curriculum is designed to provide a career ladder opportunity for students who complete an associate degree program and decide to pursue a four-year degree at a later date.

The Bachelor of Science degree, in certain fields of study, is based upon successful completion of an appropriate associate degree. In many cases, a student may utilize the completed Associate of Science degree requirements to satisfy the minor or second specialization for a bachelor's degree. Clarkson College provides a Bachelor of Science degree in Health Care Business Management designed to provide students who have completed an associate of science degree the opportunity to expand their career opportunities. Students who complete the program are prepared to manage and administer services and conduct business in their associate degree health care related area of study.

The Bachelor of Science degree in Health Care Business Management at Clarkson College has a minimum requirement of at least 128 semester hours. A maximum of 70 semester hours earned by a student in fulfilling requirements for an associate degree may be transferred to meet the requirements for the Bachelor of Science in Health Care Business Management at Clarkson College.

The Bachelor of Science degree in nursing accepts associate degree coursework by transfer per course (if applicable) and by advanced placement methods. The Bachelor of Science degree in Medical Imaging grants advanced placement status to ARRT-Registered Radiologic Technologists.

## Undergraduate Degrees

### ***Diploma***

- Practical Nursing

### ***Associate of Science***

- Health Information Management
- Physical Therapist Assistant
- Radiologic Technology

### ***Bachelor of Science***

- Health Care Business Management
- Medical Imaging
- Nursing

Clarkson College programs are regionally accredited by The Higher Learning Commission. Clarkson College academic programs are organized into academic departments which provide curricular planning and instructional support.

## Veteran Services

Clarkson College is committed to assisting all students who are eligible to receive Veterans Administration education entitlements. Registrar's Office 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 (1-888-442-4551).

## Withdrawal

### From Course

Students may withdraw from courses through the last day of the tenth week of a 15-week semester, the eighth week of a 12-week semester, and the third week of a 6-week course. **Students may not withdraw from courses during the last week of a semester, under any circumstances.**

It is the student's responsibility to initiate the change in the Registrar's Office using a *Change of Registration*, *Official Withdrawal* and *Leave of Absence* form, and complete and personally submit the form to the Registrar's Office. Clarkson College will not be responsible for completed forms, which are given to faculty or staff for submission.

### Grades Recorded on Student's Permanent Record

"W" (Withdrawal) grade is recorded on the student's permanent record when courses are dropped after the week indicated below:

15- week course	First day of the term through the end of the 10th week of the course
12- week course	First day of the term through the end of the 8th week of the course
6- week course	First day of the term through the end of the 3rd week of the course

"WP" (Withdrawal Passing) or a "WF" (Withdrawn Failing) grade when courses are dropped after the week indicated below:

15- week course	11th - 14th week of course
12- week course	9th - 11th week of course
6- week course	4th - 5th week of course

### From 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 may re-enroll any time without a new application if they return within a year and seek advisement from an academic advisor.

Students who withdraw from the College for more than one year and decide to return must reapply 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 program Dean/Director upon approval of the Vice President.

#### ***Graduate Student***

A student who is enrolled in courses leading to a master's degree or post-master's certificate.

#### ***Non-Degree Student***

A student attending Clarkson College but not working toward a degree. Non-degree students must meet selected requirements for admission to the College.

#### ***Undergraduate Student***

A student enrolled in courses leading to a diploma, associate or bachelor's degree.

# Online Education

## **Coordinator of Online Education**

**Linda Nieto**

**(402) 552-3039**

Clarkson College offers a number of online education courses each semester. Courses are organized into two 15-week semesters (Fall and Spring) and one 12-week Summer session.

Online education is not for everyone, and students are encouraged to discuss the responsibilities of completing coursework or programs through online education with the Director of Instructional Design at 1-800-647-5500. 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 and participating in online discussions.

Support services are provided to ensure online education students have similar access to the educational resources available on campus. Online education refers to the method by which instruction is delivered. Clarkson College may limit the number of courses offered via Online Education.

## **Admissions**

Online 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 Enrollment Services office for further information.

## **Advising**

Advising for the online education student is handled by the Program Directors. 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 away.

## **Online Education Test Proctors/Preceptors**

All students taking an online course are required to have a test proctor and must complete a *Test Proctor Agreement* form and *Scholastic Honesty Statement* by the end of the first week of class.

Online education students completing courses which 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 Required/Software and Service Provider**

Students enrolled in a online 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 Instructional Design at 1-800-647-5500. 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 skills assessment. Contact the appropriate department for current information concerning campus visits for skillsassessment.

## Financial Aid

Online 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 online education students information about the length of time and the number of courses necessary for completion of their 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, proposed course work 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.

## Programs Offered through Online Education

Clarkson College offers a variety of courses and degree programs through online education. The following list identifies the courses and programs offered through online education:

### Certificates or Diploma

- Health Information Management

### Associate of Science

- Health Information Management

### Bachelor of Science

- Medical Imaging
- Health Care Business Management
- RN to BSN Program

### Master of Science

- Nursing Education
- Family Nurse Practitioner
- Nursing Health Care Leadership
- Health Care Business Leadership

## Post-Master's Certificate

- Nursing Education
- Family Nurse Practitioner
- Nursing Health Care Leadership

Each semester, the *Schedule of Classes* identifies the courses being offered through online education. The *Schedule of Classes* can be accessed through the Clarkson College Web site.

## Registration Deadline

Graduate students and online students are required to register two weeks prior to the first day of a semester. Students will not be allowed to add courses after this date without approval from both the Program Director of the course they want to take and course faculty. In order to receive textbooks in a timely manner, it is suggested that online education students register as early as possible after the *Schedule of Classes* is distributed.

## Online Course Sections

Online courses will use the following section numbers to differentiate between those students using on-campus services and those using off-campus services:

Section .98 will be used for online students requiring on-campus services. On-campus services will include such services at the College Bookstore, Computer Lab or Testing Center.

Section .90 will be used for online students requiring off-campus services. Off-campus services will include such services as MBS Direct (the virtual bookstore).

The advisor is responsible for assigning the student to the appropriate online section when approving the class schedule.

# Division of Nursing

## *Dean of Nursing*

***Linda S. Christensen, J.D., M.S.N.***

***(402) 552-6206***

## Introduction

Clarkson College's Division of Nursing offers a variety of nursing programs, including Practical Nursing, Baccalaureate Nursing, Master's Nursing and Post-Master's Certificates. Completion of the Practical Nursing program will lead to a diploma in practical nursing and eligibility to write the practical nursing licensure exam (NCLEX-PN). The Practical Nursing program is scheduled on a part-time basis only, which supports the needs of the individuals who are actively employed. The Baccalaureate Nursing Program can be completed as a: traditional student (4-year traditional college schedule), fast track student (for transfer students who have all non-nursing courses completed prior to entry into the nursing program), 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 Degree in Nursing or a 3-year nursing diploma). The Master of Science in Nursing Program provides three options for graduate students including: Family Nurse Practitioner, Nurse Education or Nursing Health Care Leadership. Each of these graduate options can be completed as a Post-Master's Certificate, for those who already have an earned Master's Degree in Nursing.

## Mission of the Nursing Division

The Mission of Clarkson College's Division of Nursing is to prepare nurses to provide high quality, ethical and compassionate health care patients, their families and their communities. This is accomplished by operationalizing the College Values of: Learning, Caring, Commitment, Integrity and Excellence.

## Philosophy of the Nursing Division

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 nursing knowledge. We value trust, integrity, excellence and caring in our professional relationships. We are dedicated to the dignity and health of people. We are committed professional nurses and educators who foster the learning of nursing in a caring environment.

We profess that education is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized experiences, and evaluating subsequent outcomes. We ground nursing education in the totality of the human experience through the study of the humanities and sciences and in accordance with the professional and governmental standards.

We believe students are partners in the educational process and encourage learning by discovery, curiosity, critical thinking, experience, reflection, modeling, collaboration and interactive participation. We model service to the College and community and celebrate the diversity of human beings. We actualize all of these beliefs through the effective education of individuals as nurses.

We believe there are various educational levels within nursing. The practical, baccalaureate and master's nursing programs within the Division of Nursing at Clarkson College represent these levels. Practical nursing education provides for entry-level technical practice, while 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.

We believe the study of nursing is consistent with and fosters the mission of Clarkson College. Nursing is the extension and science of human interactions related to the health needs of people and society. We believe that nursing is the human science of caring whereby caring is the nurturing energy present in empowering relationships. Health encompasses the human processes of readiness, receptivity, resiliency and resourcefulness in dynamic interaction with the environment. Nurses contribute to the health of people and society through the artful and competent application of the science of caring.

We, the Nursing Faculty of Clarkson College, believe that Nurse CARING is achieved through Connecting, Awareness, Rhythm, Intention, Nursing Science and Glue of Excellence. Connecting involves the processes of relating to another; it incorporates the physical senses with the esoteric. Awareness is the acute consciousness of self, other people, and the universe. Rhythm is the patterned movements and fluctuations of humans with varying degrees of intensity, repetition and reciprocity. Intention is the process of designing and doing nursing. Nursing Science is the incorporation of science with evidence-based nursing practice to understand people and their health care. "Glue of Excellence" conveys the complex integration of knowledge, art, science and spirit, fundamental to the development of nurses who are responsible citizens.

# MASTER OF SCIENCE IN NURSING (MSN) DEGREE

*Director of Graduate Nursing*

*Marla Erbin-Roesemann, Ph.D., R.N.*

*(402) 552-3310*

## Introduction

Clarkson College offers an online Master of Science in Nursing Degree which provides three options to meet specific professional goals of graduate students. The options include: Nursing Health Care Leadership, Nursing Education and Family Nurse Practitioner.

In order to complete a MSN at Clarkson College, students must successfully complete 38 to 45 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 capstone 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.

## Program Outcomes

Upon completion of the degree requirements for the Master of Science in Nursing, the graduate will be able to demonstrate the following when working with individuals, families, groups and communities whether in an advanced practice, education or leadership role.

1. Synthesize sophisticated knowledge of caring to advocate for holistic health care for individuals, families and groups across the lifespan.
2. Establish a foundation for leadership based on advanced knowledge in order to assume complex roles of educator, administrator or advanced clinician.
3. Coach individuals, families, and groups in health promoting and risk preventive behaviors by integrating concepts of holistic health and evidenced-based practice.
4. Synthesize the impact of individual and group characteristics, experiences and environments on health behaviors.
5. Formulate, implement and evaluate strategies based on concepts of advanced nursing practice.

The Clarkson College MSN program requires you a core of **17** credit hours of coursework, along with completion of a **3 to 4** credit hour capstone. Each of the three specialty options has a set of additional courses required for completion of the MSN.

**Master of Science in Nursing Core Courses** **Semester Hours**

GR 800	*Introduction to Graduate Education (three day, on-campus orientation)	1
NS 801	Theories and Concepts of Advanced Practice Roles	1-2
NS 802	Health Care Delivery Systems & Managed Care	3
NS 804	Application & Evaluation of Theory in Nursing	3
NS 808	Nursing Law and Ethics	3
NS 812	Research Design & Methods I	3
GR 847	Applied Statistics	<u>3</u>
<b>Total</b>		<b>17</b>

\*GR 800 is a mandatory one-credit-hour on-campus course, to be completed over a three-day weekend at the beginning of a student’s program of study.

**Capstone**

You may choose to:

Conduct research and write a thesis, which requires student to register for NS 814 the first semester and one credit hour of NS 902 the subsequent semester. If the thesis is not completed in these two semesters, students must register for one credit hour of NS 902 per semester until the thesis is completed. A second option is to take the Comprehensive Nursing Examination (NS 901).

NS 814	Research Design & Methods II	3
<b>and</b>		
NS 902	** Thesis	1-2
<b>or</b>		
NS 901	** Comprehensive Examination	3

\*\* NS 902 or 901

*All online students are required to visit the campus for either the thesis defense or to take the comprehensive examination.*

**Service Learning Service Graduation Requirements**

**Service Learning:** 15 hours\* of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

**Specialty Option Courses**

All courses identified in each of the following three options must be completed:

**Nursing Health Care Leadership Option**

(41-42 total hours = 17 hours core + 3-4 hours capstone + 21 hours option)

*Semester Hours*

MB 803	Health Care Management Leadership	3
MB 804	Health Care Managerial Communications	3
MB 805	Health Care Information Systems	3
MB 806	Managerial Finance for Health Care Leaders	3
MB 807	Health Care Strategic Management	3
MB 810	Human Resources and Organizational Behavior	3
NS 898	Nursing Health Care Leadership Practicum	<u>3</u>
<b>Total</b>		<b>21</b>

**Nursing Education Option**

(38-39 total hours = 17 hours core + 3-4 hours capstone + 18 hours option)

*Semester Hours*

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 824	Teaching Strategies for the Nurse Educator	3
NS 825	Computer Technology for the Nurse Educator	3
NS 894	Nursing Education Practicum	<u>3</u>
<b>Total</b>		<b>18</b>

**Family Nurse Practitioner Option \*\*\***

(44-45 total hours = 17 hours core + 3-4 hours capstone + 24 hours option)

*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
NS 840	Primary Care of Children and Adolescents	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II	<u>3</u>
<b>Total</b>		<b>24</b>

\*\*\* The Family Nurse Practitioner curriculum is designed for singular progression through the assessment and clinical courses. Though the program may be completed online, students are required to visit campus for a three-day weekend during the semester the student is enrolled in each of the assessment or clinical courses (NS 830, NS 832, NS 840, NS 842 and NS 844).

# 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.

## 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, a counselor, a referral agent and an advocate, dealing with families. The curriculum focuses on theoretical concepts relevant to advanced practice nursing and the evolving primary health care system.

<i>Required Curriculum</i> *	<i>Semester Hours</i>
NS 801 Theories and Concepts of Advanced Practice Roles	1-2
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
<b>Total 25-26</b>	

\* The Family Nurse Practitioner Certificate curriculum is designed for singular progression through the assessment and clinical courses. Though the program may be completed online, students are required to visit campus for a three-day weekend during the semester the student is enrolled in each of the assessment or clinical courses (NS 830, NS 832, NS 840, NS 842 and NS 844).

## 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.

## Service Learning Graduation Requirements

**Service Learning:** 15 hours\* of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required

number of Service Learning hours will not receive diplomas or transcripts, until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied towards the requirements for the Maltese Cross Certificate or Medal.

<b>Required Curriculum</b>		<b>Semester Hours</b>
NS 801	Theories and Concepts of Advanced Practice Roles	1-2
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 824	Teaching Strategies for the Nurse Educator	3
NS 825	Computer Technology for the Nurse Educator	3
NS 894	Nursing Education Practicum	<u>3</u>
<b>Total</b>		<b>19-20</b>

### **Nursing Health Care Leadership**

The focus of this Post-MSN certificate is to prepare nurses who desire advanced preparation in nursing health care leadership and systems. The curriculum focuses on theoretical concepts relevant to the practice of nursing health care 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.

### **Service Learning Graduation Requirements**

**Service Learning:** 15 hours\* of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts, until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

<b>Required Curriculum**</b>		<b>Semester Hours</b>
NS 801	Theories and Concepts of Advanced Practice Roles	1-2
MB 803	Health Care Management Leadership	3
MB 804	Health Care Managerial Communications	3
MB 805	Health Care Information Systems	3
MB 806	Managerial Finance for Health Care Leaders	3
MB 807	Health Care Strategic Management	3
MB 810	Human Resources and Organizational Behavior	3
NS 898	Nursing Health Care Leadership Practicum	<u>3</u>
<b>Total</b>		<b>22-23</b>

\*\* 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 Business Leadership program.

***Admission Criteria for the Post-Master's Certificate Program:***

1. Baccalaureate and master's degree in nursing from programs accredited by the National League for Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE).
2. GPA of at least 3.0 on a 4.0 scale.
3. One official transcript from each college or university attended.
4. Current unencumbered U.S. registered nurse license appropriate to state and place where practicing and where clinical experience will occur.
5. Completion of Clarkson College application for Graduate Admission.
6. Scholarly essay to include professional goals.
7. Two professional letters of recommendation.
8. Current resume.
9. FNP Certificate students must have identified a preceptor prior to registration in clinical practice courses.
10. Applicants with equivalent coursework can request exemption from some courses, via the petition process.

# GRADUATE NURSING COURSE DESCRIPTIONS

**GR 800**

***Introduction to Graduate Education***

***1 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. This course is provided over a three-day period at the beginning of the semester on the Clarkson campus. Students will learn how to effectively write scholarly papers, both in terms of format and APA style, discuss the graduate student role and personal challenges to graduate education. Students will formulate a personal plan for achievement of their own professional goals.

***Prerequisite:*** Admission to Graduate Nursing or Health Care Business Leadership (HCBL) Program. Certificate students are not required to complete this course unless they have never taken an online course. Course Grade = Pass/Fail.

**GR 847**

***Applied Statistics***

***3 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.

***Prerequisites:*** Basic statistics course.

**NS 801**

***Theories and Concepts of Advanced Practice***

***1-2 semester hours***

Provides an overview of advanced practice roles, scope of practice, prescriptive authority and reimbursement for Nurse Practitioners, Clinical Nurse Specialists, Certified Midwives and Certified Registered Nurse Anesthetists. The educational requirements, licensure, and regulation of APNs will be examined along with the way in which the advanced practice nurse relates to and functions with other health care practitioners. Students opting for the second semester hour will be required to complete a 30-hour practicum with an advanced practice nurse. The purpose of this second hour of study is to promote the understanding of the role of advanced practice nursing as it relates to the student's role as educator, administrator or clinician. Students will design and complete a project that demonstrates synthesis of concepts and issues relevant to advanced practice nursing.

***Prerequisite:*** GR 800; admission to Graduate Nursing program.

**NS 802**                      **Health Care Delivery Systems and Managed Care**  
**3 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, contracting and current health policy issues relating to health care delivery will be discussed.

**Prerequisite:** GR 800; admission to the Graduate Nursing program. Can either be taken as 15-week or 6-week course.

**NS 804**                      **Application and Evaluation of Theory in Nursing**  
**3 semester hours**

Provides a general introduction to the philosophy of science as it applies to social and human phenomena. The process of theory development is discussed and various theories of nursing are analyzed and critiqued. Emphasis is placed on the nurse caring framework, application to nursing theory, nursing research and practice in a variety of settings.

**Prerequisite:** GR 800; admission to the Graduate Nursing program.

**NS 806**                      **Theories of Learning for the Nurse Educator**  
**3 semester hours**

This course focuses on 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.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804 and NS 808.

**Co-requisites:** GR 847 and NS 812.

**NS 808**                      **Health Law and Ethics**  
**3 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 and health care providers. 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.

**Prerequisite:** GR 800 and NS 801, admission to the Graduate Nursing program.

**NS 812**                      **Research Design and Methodology I**  
**3 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. The course will prepare the student to critique published research studies, both qualitative and quantitative, and appropriately apply research finding for evidence-based practice.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804 and NS 808.

**NS 814** *Research Design and Methodology II*  
**3 semester hours**

This course prepares the student to develop a research proposal for a thesis designed to answer a specific research question, or questions, using quantitative methodology. The thesis provides the opportunity for systematic investigation of a problem of the student's choice under the guidance of faculty.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808, NS 812 and GR 847.

**NS 822** *Curriculum Development for the Nurse Educator*  
**3 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. Emphasis is placed on regulation, accreditation and program accountability.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 806. **Co-requisites:** NS 812, GR 847, NS 814.

**NS 823** *Evaluation Strategies for the Nurse Educator*  
**3 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 800, NS 801, NS 802, NU804, NS 808, NS 806, GR 847 and NS 812. **Co-requisites:** NS 814 and NS 822.

**NS 824** *Teaching Strategies for the Nurse Educator*  
**3 semester hours**

The development and implementation of standard and alternative teaching and learning experiences in the classroom and clinical setting are discussed. The theoretical foundations of teaching and learning, methods for instructional planning, sequencing and organizing instruction, and multimethod teaching strategies for effective instruction in classroom, simulated laboratory and clinical settings are emphasized.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808, GR 847, NS 812, NS 806, NS 822 and NS 823. **Co-requisites:** NS 825, NS 814 and NS 902.

**NS 825****Computer Technology for the Nurse Educator****3 semester hours**

This course focuses on a variety of technologies that support the teaching-learning process. The course emphasizes principles of online learning, current research on the use of the Internet in teaching and learning, and how to integrate computer applications into the teaching-learning process. Threaded discussion boards, chat rooms, learner assessment surveys, multimedia, and interactive teaching, learning and evaluation strategies will be emphasized. Other forms of technology that directly impact the role of the nurse educator will be explored.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808, GR 847, NS 812, NS 806, NS 822, NS 823 and NS 824. **Co-requisite:** NS 824, NS 814 and NS 902

**NS 830****Advanced Physical Assessment****3 semester hours**

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

**Prerequisites:** GR 800, NS 801, NS 802, NS 804 and NS 808. Recommended concurrent enrollment in NS 838. Requires preceptor and clinical site approval prior to registration. Clinical hours: 50.

**NS 832****Primary Health Care I****3 semester hours**

This course examines management of common physical and psychological health problems for adults in primary care. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and how it plays a part in evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808 and NS 830. Recommended concurrent enrollment in NS 836. Requires preceptor and clinical site approval prior to registration. Clinical hours: 120.

**NS 834****Advanced Nutrition****3 semester hours**

This course emphasizes the essential components of nutrition including cultural aspects to prevent disease and promote and restore the health of individuals and families. Therapeutic diets will be included.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804 and NS 808. Recommended concurrent enrollment in NS 840.

**NS 836**

**Pharmacology for Practitioners**

**3 semester hours**

Emphasis is placed on reviewing basic pharmacological concepts and having students understand how and why various classes of drugs exert their therapeutic effects. This course will build upon information learned during undergraduate nursing pharmacology courses and from on-the-job experience. Students will learn 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. Through the integration of pharmacokinetics and pharmacodynamics, students will gain an understanding of the predictable nature of the therapeutic actions and many of the side effects and contraindications of drugs.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804 and NS 808. NS 838 should be taken either before or concurrently with this course. Recommended concurrent enrollment in NS 832.

**NS 838**

**Advanced Pathophysiology**

**3 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. This knowledge will be extended into the recognition of disease processes and the rationale for disease treatment.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804 and NS 808. Recommended concurrent enrollment in NS 830.

**NS 840**

**Primary Care of Children and Adolescents**

**3 semester hours**

This course examines management of common physical and psychological health problems in children and adolescents. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and how it plays a part in evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808, NS 830, NS 832 and NS 836. Recommended concurrent enrollment in NS 834. Requires preceptor and clinical site approval prior to registration. Clinical hours:160.

**NS 842**

**Primary Care of Women**

**3 semester hours**

This course examines management of common physical and psychological health problems of women. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and how it plays a part in the evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808, NS 830, NS 832,

NS 834, NS 836 and NS 840. Recommended concurrent enrollment in NS 814 or NS 902 (NS 814 must be taken prior to 902), if completing thesis. Requires preceptor and clinical site approval prior to registration. Clinical hours: 160.

**NS 844**

**Primary Health Care II**

**3 semester hours**

This course examines management of more complex problems seen in adults in primary care. Geriatric, emergency, and trauma issues will be examined. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and how it plays a part in evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808, NS 812, NS 830, NS 832, NS 834, NS 836, NS 838, NS 840, NS 842 and GR 847. NS 814, NS 902 or NS 901 may be taken concurrently. Requires preceptor and clinical site approval prior to registration. Clinical hours: 160.

**NS 894**

**Nursing Education Practicum**

**3 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 800, NS 801, NS 802, NS 804, NS 808, GR 847, NS 812, NS 806, NS 822, NS 823, NS 824 and NS 825. **Co-requisites:** NS 814, NS 902 or NS 901.

**NS 898**

**Nursing Health Care Leadership Practicum**

**3 semester hours**

The course offers the student the opportunity to demonstrate advanced leadership/management competencies in a selected health care organization. Promotes the utilization of advanced theoretical knowledge in new and existing situations within the practice setting. Learning outcomes stress creative leadership behaviors.

**Prerequisites:** GR 800, NS 801, NS 802, NS 804, NS 808, NS 812, GR 847, MB 803, MB 804, MB 805, MB 806, MB 807 and MB 810. NS 814, NS 902 or NS 901 may be taken concurrently. Student must initiate arrangements for practicum with the faculty prior to registration (135 hours of practice during the semester).

**NU 899**

**Independent Study**

**1-6 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. Approval of a faculty, Director, Dean and Vice President required before registration.

**NS 901**

**Comprehensive Nursing Examination**

**3 semester hours**

A synthesizing examination experience of the discipline of nursing, emphasizing research, advanced practice, theoretical and conceptual development, and utilization of contemporary health and societal issues. The comprehensive nursing examination is a capstone experience required if a thesis is not completed. To be taken the last semester before graduation: may be taken concurrently only with NS 844, NS 894 or NS 898. Students are required to visit the campus to complete the comprehensive nursing examination. Contact the Graduate Department of Nursing for current details.

**NS 902**

**Thesis**

**1 semester hour**

A synthesizing experience of the discipline of nursing emphasizing the completion of a quantitative research proposal, obtaining Institutional Review Board approval, collecting and analyzing data and completing the thesis according to established requirements. Completing a thesis is a capstone experience if the comprehensive examination is not completed. Students must register for three credits of GR 814 the first semester and one credit of NU 902 the subsequent semester(s). If the thesis is not completed in these two semesters, students must register for one credit of NU 902 per semester until the thesis is completed.

**Prerequisites:** Completion of core courses: GR 800, NS 801, NS 802, NS 804, NS 808, NS 812, NS 814, GR 847 and option courses or concurrent enrollment in NS 898, NS 894, NS 842 and NS 844. Students are required to visit campus to defend their thesis.

**The following courses are offered in a 6-week time frame with the Health Care Business Leadership students:**

**MB 803**

**Health Care Management Leadership**

**3 semester hours**

This course provides students with an opportunity to integrate and apply the full range of leadership and skills used in the Core courses. This course will also introduce new models of managerial leadership where the principles and practices of leadership characteristics and methods of leading are examined. The application of these models and skills will be stressed.

**Prerequisites:** GR 800; admission into the Graduate Nursing or HCBL Programs.

**MB 804**

**Health Care Managerial Communications**

**3 semester hours**

This course will develop the ability to effectively apply the interpersonal and organizational communication skills provided in course theory and practice. Student will be expected to demonstrate practical application of information in many ways: interpersonal, small group, organizational and public communication. Attitudes and behaviors will also be addressed in a variety of organizational and community situations.

**Prerequisite:** GR 800; admission to the Graduate Nursing or HCBL Program.

**MB 805****Health Care Information Systems****3 semester hours**

This course will provide the student with an understanding of the changing technology in health care. The expanse of the course will focus on the role of health care leaders in directing the strategic use of health care information systems. The business value of recent technologies and a broad discussion of various health care systems will be included.

**Prerequisite:** GR 800; admission to the Graduate Nursing or HCBL Program.

**MB 806****Managerial Finance for Health Care Leaders****3 semester hours**

This course will cover the principles of financial and managerial finance. Students will learn the unique features of health care finance in a variety of settings. Interpretation of financial statements, budgeting and monitoring the financial health of the organization will be presented. Techniques of decentralizing accountability for containing costs will be explored.

**Prerequisite:** GR 800; admission to the Graduate Nursing or HCBL Program.

**MB 807****Health Care Strategic Management****3 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. Examining 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:** GR 800; admission to the Graduate Nursing or HCBL program. Recommended undergraduate management theory and strategic planning prior to this course.

**MB 810****Human Resources & Organizational Behavior****3 semester hours**

This course covers the fundamental principles and techniques of personnel administration. It is an examination of the management of human resources from a point of view of the personnel manager, operational manager and the employee. Motivational incentives, benefits and compensation packages will be explored to establish effective labor-management relations.

**Prerequisite:** GR 800; admission to the Graduate Nursing or HCBL Program.

# Bachelor of Science in Nursing Traditional Option

**Department Director**  
**Baccalaureate Nursing**  
**Ellen Piskac, M.S.N., R.N.**  
**(402) 552-2463**

## Program Objectives

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

1. Evaluate professional nurse caring behaviors in the delivery of holistic health care to individuals, families and groups across the lifespan.
2. Exemplify characteristics of leadership, scholarship and excellence in the practice of professional nursing.
3. Synthesize concepts of holistic health in the delivery of professional nurse caring to individuals, families and groups across the lifespan.
4. Provide effective professional nurse caring to diverse individuals, families and groups across the lifespan.
5. Creatively formulate effective clinical judgments, based on concepts of professional nurse caring for individuals, families and groups across the lifespan.

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 graduate education as one means of lifelong learning.

Bachelor of Science in Nursing degree graduates are eligible to take the National Council Licensure Examination (NCLEX) for Registered Nurses.

## Assessment

Baccalaureate Nursing students are enrolled in the Total Testing program offered by Educational Resources Incorporated (ERI). This comprehensive program prepares individuals for the NCLEX-RN. The Nurse Entrance Test (NET) is administered during NS 110 World of Professional Nursing to develop a baseline profile of the essential math and reading comprehension skills of both individual students and/or the entire class, and then appropriate remediation is assigned. Individual nursing area tests (CAP) are administered upon completion of each area of study. Areas of student weakness are addressed and Content Coaching online audio remediation is provided to those students. The Clinical and Theory Enhancer allows students to practice prior to each CAP. At the completion of the nursing program, a comprehensive examination (RN Assessment/PreRN Examination) is administered to further identify strengths and weaknesses. Students will then take a computerized "mock" State Board exam (RN-CAT). A four-day NCLEX-RN review course is provided for graduating seniors.

## Curriculum Requirements

In order to complete a Bachelor of Science in Nursing (BSN) degree at Clarkson College students must successfully complete a total of **129** semester hours. These hours must be distributed as follows:

**General Education = 41 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculum).

**Support Courses = 19 semester hours** (at least 8 semester hours of Anatomy and Physiology, and 4 semester hours of Microbiology, 4 semester hours of Biochemistry and 3 semester hours of Pathophysiology).

**Major courses = 69 semester hours** (includes 41 semester hours of nursing theory and 28 semester hours of clinical nursing courses).

## Service Learning Graduation Requirements

**Service Learning:** 30 hours\* of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts, until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

## Curriculum Plan of Required Courses

<i>First Year/First Semester</i>			<i>Semester Hours</i>
BI	211	Anatomy	4
CH	120	Biochemistry	4
HC	102	Health Care Communications	3
MA	101	Intro to Algebra	3
EN	101	English Composition I	<u>3</u>
			<b>Total 17</b>

<i>First Year/Second Semester</i>			<i>Semester Hours</i>
PY	101	Intro to Psychology	3
NS	110	World of Professional Nursing	2
NS	120	Basic Nursing Skills: Theory	2
NS	121	Basic Nursing Skills: Clinical Application	2
BI	213	Physiology	4
BI	210	Microbiology	<u>4</u>
			<b>Total 17</b>

<i>Second Year/First Semester</i>			<i>Semester Hours</i>
NS	230	Health Assessment: Theory	2
NS	231	Health Assessment: Clinical Application	2
BI	227	Pathophysiology	3
NS	206	Pharmacology	3
NS	200	Drug Calculations and Medication Administration	1
SO	101	Introduction to Sociology	3
BI	120	Basic Nutrition	<u>2</u>
			<b>Total 16</b>

<i>Second Year/Second Semester</i>		<i>Semester Hours</i>
PY 200	Human Development	3
BI 121	Therapeutic Nutrition Science	1
NS 250	Professional Nurse Caring with Adults I: Theory	4
NS 251	Professional Nurse Caring with Adults I: Clinical Application	4
NS 210	Professional Nurse Caring Seminar I	1
	Electives	3
		<b>Total 16</b>

<i>Third Year/First Semester</i>		<i>Semester Hours</i>
NS 330	Professional Nurse Caring-Mental Health: Theory	3
NS 331	Professional Nurse Caring-Mental Health: Clinical Application	4
HC 301	Western Humanities and the History of Health Care	4
ST 310	Statistics	3
	Electives	<u>2</u>
		<b>Total 16</b>

<i>Third Year/Second Semester</i>		<i>Semester Hours</i>
NS 350	Professional Nurse Caring with Adults II: Theory	4
NS 351	Professional Nurse Caring with Adults II: Clinical Application	4
NS 310	Professional Nurse Caring Seminar II	1
HC 315	Issues in Health Care	2
NS 309	Scientific Investigation in Health Care	3
	Electives	<u>2</u>
		<b>Total 16</b>

<i>Fourth Year /First Semester</i>		<i>Semester Hours</i>
NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 440	Professional Nurse Caring with Maternal Child Health: Theory	4
NS 441	Professional Nurse Caring with Maternal Child Health: Clinical Application	4
	Electives	<u>4</u>
		<b>Total 16</b>

<i>Fourth Year/Second Semester</i>		<i>Semester Hours</i>
NS 450	Professional Nurse Caring in Public Health: Theory	2
NS 451	Professional Nurse Caring in Public Health: Clinical Application	2
NS 460	Professional Nurse Caring in People with Multi-system Disorders: Theory	3
NS 464	Professional Nurse Leadership and Management: Theory	3
NS 465	Professional Nurse Leadership and Management of People with Multi-system Disorders: Clinical Application	4
NS 410	Professional Nurse Caring Seminar III	<u>1</u>
		<b>Total 15</b>

<b>Total Semester Hours in Program</b>	<b>129</b>
--	------------

# Bachelor of Science in Nursing Fast Track Option

*Department Director  
Baccalaureate Nursing  
Ellen M. Piskac, M.S.N., R.N.  
(402) 552-2463*

## Admission Criteria

- The student must complete all general education courses which includes specified general education, elective general education and support courses.
- The student must obtain a grade point average of 3.0 on all general education courses which includes specified general education, elective general education and support courses.
- The student must have successfully completed a Certified Nursing Assistant (CNA) course.

## Special Progression Criteria

- The student must complete the course of study as outlined.
- If a student does not complete a nursing course as scheduled, the student must wait and take the nursing course when it is offered again in the Fast Track sequence or transfer to the traditional BSN curriculum.
- Entry into the Fast Track Option is permitted during the fall semester only.

## Required General Education/Support Courses

The following courses must be completed prior to entry into the Fast Track Option:

English Composition	3 semester hours
Sociology	3 semester hours
Anatomy (plus lab)	4 semester hours
Physiology (plus lab)	4 semester hours
Microbiology (plus lab)	4 semester hours
Chemistry (plus lab)	4 semester hours
Pathophysiology	3 semester hours
Nutrition	3 semester hours
Human Development	3 semester hours
Introduction to Algebra	3 semester hours
Statistics	3 semester hours
Psychology	3 semester hours
Electives	11 semester hours
<b>Total semester hours</b>	<b>51</b>

## Service Learning Graduation Requirements

**Service Learning:** 30\* hours of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

In order to complete a Bachelor of Science in Nursing (BSN) degree at Clarkson College, students must successfully complete a total of 129 semester hours.

## Curriculum Plan of Required Courses

*Recommended to Complete the Semester Prior to Starting Program*

		Semester Hours
HC 102	Health Care Communications	3
HC 301	Western Humanities and the History of Health Care	4
HC 315	Issues in Health Care	<u>2</u>
		<b>Sub Total 9</b>
BI 227	Pathophysiology (if needed)	<u>3</u>
		<b>Total 12</b>

<i>First Year/Fall Semester</i>		<i>Semester Hours</i>
NS 200	Drug Calculations and Medication Administration	1
NS 206	Pharmacology	3
NS 240	Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Theory	6
NS 241	Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Clinical	4
HC 102	Health Care Communications	<u>3</u>
		<b>Total 17</b>

<i>First Year/Spring Semester</i>		<i>Semester Hours</i>
NS 250	Professional Nurse Caring with Adults I: Theory	4
NS 251	Professional Nurse Caring with Adults I: Clinical Application	4
NS 210	Professional Nurse Caring Seminar I	1
NS 330	Professional Nurse Caring – Mental Health: Theory	3
NS 331	Professional Nurse Caring – Mental Health: Clinical Application	<u>4</u>
		<b>Total 16</b>

<i>First Year/Summer Semester</i>		<i>Semester Hours</i>
NS350	Professional Nurse Caring with Adults II: Theory	4
NS351	Professional Nurse Caring with Adults II: Clinical Application	4
NS310	Professional Nurse Caring Seminar II	1
HC301	Western Humanities and the History of Health Care	<u>4</u>
<b>Total</b>		<b>13</b>

<i>Second Year/Fall Semester</i>		<i>Semester Hours</i>
NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 440	Professional Nurse Caring with Maternal Child Health: Theory	4
NS 441	Professional Nurse Caring with Maternal Child Health: Clinical Application	4
NS 309	Scientific Investigation in Health Care	3
HC 315	Issues in Health Care	<u>2</u>
<b>Total</b>		<b>17</b>

<i>Fourth Year/Spring Semester</i>		<i>Semester Hours</i>
NS 450	Professional Nurse Caring in Public Health: Theory	2
NS 451	Professional Nurse Caring in Public Health: Clinical Application	2
NS 460	Professional Nurse Caring in People with Multi-system Disorders: Theory	3
NS 464	Professional Nurse Leadership and Management: Theory	3
NS 465	Professional Nurse Leadership and Management of People with Multi-system Disorders: Clinical Application	4
NS410	Professional Nurse Caring Seminar III	<u>1</u>
<b>Total</b>		<b>15</b>
<b>Total Semester Hours in Program</b>		<b>129</b>

# RN to BSN Program

**Department Director**  
**Baccalaureate Nursing**  
**Ellen M. Piskac, M.S.N., R.N.**  
**(402) 552-2463**

## 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 Health Care Science Update courses, standardized testing or portfolio. Validation credit is only available for classes as identified.

Nursing and general education courses completed in associate and baccalaureate degree programs will be transferred when the course work is considered comparable. All RN students are required to complete the Clarkson College 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 Bachelor of Science in Nursing (BSN) degree at Clarkson College, students must successfully complete a total of 129 semester hours.

### General Education = 41 semester hours

		Semester Hours
PY 101	Introduction to Psychology	3
PY 200	Human Development	3
SO 101	Introduction to Sociology	3
EN 101	English Composition	3
BU 104	Computer Fundamentals <b>or</b>	
BU 204	Business Computer Applications	3
ST 310	Statistics	3
BI 120	Basic Nutrition Science	2
BI 121	Therapeutic Nutrition	1
HC 301	Western Humanities and the History of Health Care	4
HC 315	Issues in Health Care	2
	Electives	14
	<b>Total</b>	<b>41</b>

**Support Courses = 19 semester hours**

	<i>Semester Hours</i>
BI 211 *Anatomy	4
BI 213 *Physiology	4
BI 210 ***Microbiology	4
CH 120 ***Biochemistry	4
BI 227 **Pathophysiology	<u>3</u>
	<b>Total: 19</b>

**OR**

*HC 200 Health Care Update I and Validation Credit	3 5
** HC 205 Health Care Update II and Validation Credit	3 3
***HC 210 Health Care Update III and Validation Credit	3 <u>5</u>
	<b>Total: 22</b>

**\*Note:** HC 200 Health Care Science Update I (3 semester hours) may be taken in place of BI 211 Anatomy (4 semester hours) **and** BI 213 Physiology (4 semester hours). Upon successful completion of HC 200 Health Care Science Update I, the student will receive 3 semester hours of earned coursework and 5 semester hours of validation credit.

**\*\*Note:** HC 205 Health Care Science Update II (3 semester hours) may be taken in place of BI 227 Pathophysiology (3 semester hours) **and** NS 206 Pharmacology (3 semester hours). Upon successful completion of HC 205 Health Care Science Update II, the student will receive 3 hours of earned semester hours and 3 hours of validation credit.

**\*\*\*Note:** HC 210 Health Care Science Update III (3 semester hours) may be taken in place of BI 210 Microbiology (4 semester hours) **and** CH 120 Biochemistry (4 semester hours). Upon successful completion of HC 210 Health Care Science III, the student will receive 3 semester hours of earned coursework and 5 semester hours of validation coursework.

**Major Courses = 69 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 20 semester hours of classes at Clarkson College. Other courses may be transferred or challenged according to individual course policies.

**BSN Transition Courses**

	<i>Semester Hours</i>
NS 372 Nursing Science Practice and Portfolio	3
NS 376 Health Assessment	<u>3</u>
	<b>Total: 6</b>

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

## Service Learning Graduation Requirements

**Service Learning:** 15\* hours of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

## Required BSN Courses

RN to BSN 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 206	**Pharmacology	3
NS 309	Scientific Investigation in Health Care	3
NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 450	Professional Nurse Caring in Public Health: Theory	2
NS 451	Professional Nurse Caring in Public Health: Clinical Application	2
NS 464	Professional Nurse Leadership/Management: Theory	3
NS 466	Professional Nurse Leadership/Management: Clinical Application	4
		<b>Total <u>21</u></b>
<b>Total Semester Hours in Program</b>		<b>129</b>

**\*\*Note:** HC 205 Health Care Science Update II (3 semester hours) may be taken in place of BI 227 Pathophysiology (3 semester hours) **and** NS 206 Pharmacology (3 semester hours). Upon successful completion of HC 205 Health Care Science Update II, the student will receive 3 semester hours of earned hours and 3 semester hours of validation credit.

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.

# LPN to BSN Program

## LPN Advanced Placement

LPN students are welcome at Clarkson College. In order to acknowledge the previous education of the LPN and to provide appropriate placement in the Bachelor of Science in Nursing program, a process of credit by examination (CBE) is available. LPN applicants to the program will be individually evaluated so the appropriate placement method can be applied.

**Prerequisite: Current, valid PN license.**

### Curriculum Requirements:

The LPN to BSN Program combines theory in general education, support and major courses. Advanced placement credit is 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 BSN Transition courses and standardized testing. 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 200 Drug Calculations and Medication Administration, NS 206 Pharmacology, and the BSN transition courses.

Upon graduation, LPN to BSN students are prepared to practice in a variety of settings, both independently and collaboratively in 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. Bachelor of Science in Nursing 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 **129 semester hours**. These hours must be distributed as follows:

#### **General Education = 41 semester hours**

		<i>Semester Hours</i>
PY 101	Introduction to Psychology	3
PY 200	Human Development	3
SO 101	Introduction to Sociology	3
MA 101	Introduction to Algebra	3
EN 101	English Composition	3
HC 301	Western Humanities and the History of Health Care	4
HC 102	Health Care Communications	3
HC 315	Issues in Health Care	2
ST 310	Statistics	3
BI 120	Basic Nutrition	2
BI 121	Therapeutic Nutrition	1
	Electives	<u>11</u>
	<b>Total</b>	<b>41</b>

**Support Courses =19 semester hours****Semester Hours**

BI 211	Anatomy	4
BI 213	Physiology	4
BI 210	Microbiology	4
CH 120	Biochemistry	4
BI 227	Pathophysiology	3

**Total 19**

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

**Major = 69 semester hours**

The LPN Advanced Placement student will receive validation credit for 13 semester hours following completion of the NLN Mobility Exam Book I with a decision score of 75 and successful completion of NS 372 and NS 376.

**Service Learning Graduation Requirements**

**Service Learning:** 30\* hours of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

**Required BSN Transition Courses****Semester Hours**

NS 372	Nursing Science, Practice and Portfolio	3
NS 376	Health Assessment	3

**Total 6****Required BSN Courses****Semester Hours**

NS 200	Drug Calculations and Medication Administration	1
NS 206	Pharmacology	3
NS 309	Scientific Investigation in Health Care	3
NS 310	Professional Nurse Caring Seminar II	1
NS 330	Professional Nurse Caring-Mental Health: Theory	3
NS 331	Professional Nurse Caring-Mental Health: Clinical Application	4
NS 350	Professional Nurse Caring with Adults: Theory	4
NS 351	Professional Nurse Caring with Adults: Clinical Application	4
NS 410	Professional Nurse Caring Seminar III	1
NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 440	Professional Nurse Care with Maternal Child Health: Theory	4
NS 441	Professional Nurse Care with Maternal Child Health: Clinical Application	4



NS 450	Professional Nurse Caring in Public Health: Theory	2
NS 451	Professional Nurse Caring in Public Health: Clinical	2
NS 460	Professional Nurse Caring in People with Multi-systems Disorders: Theory	3
NS 464	Professional Nurse Leadership and Management: Theory	3
NS 465	Professional Nurse Leadership and Management of People with Multi-systems Disorders: Clinical	4
	<b>Total</b>	<b><u>50</u></b>
<b>Total Semester Hours in Program</b>		<b>129</b>

LPN TO BSN LPN TO BSN

# Bachelor of Science in Nursing

## Course Descriptions

**NS 110**

***World of Professional Nursing***

***2 semester hours***

(2 hours of theory per week)

The profession of nursing is introduced as a discipline. The expanse of roles within and outside of traditional health care delivery systems is explored. Students are introduced to the foundations of nursing practice, professional requirements and the attributes needed to practice competently. Through a combination of classroom and observational experiences, students explore the profession from a variety of viewpoints. Students begin a professional portfolio which will demonstrate achievement in meeting the program objectives over their course of study.

**NS 120**

***Basic Nursing Skills: Theory***

***2 semester hours***

(2 hours of theory per week)

Basic skills and techniques used by nurses are explored. Knowledge from physical and behavioral sciences provides the rationale for various learned skills. Medical terminology is integrated into this course.

***Prerequisite:*** BI 211 must be taken concurrently with NS 121.

**NS 121**

***Basic Nursing Skills: Clinical Application***

***2 semester hours***

(6 hours of clinical per week)

This course provides the opportunity for students to develop proficiency in the performance of basic nursing skills needed for safe, client-centered care. Laboratory simulation precedes actual contact with clients in a variety of settings. Upon satisfactory completion of this course, students will be eligible for certification as a nursing assistant.

***Prerequisites:*** BI 211 must be taken concurrently with NS 120.

**NS 200**

***Drug Calculations and Medication Administration***

***1 semester hour***

(1 hour of theory per week)

This course is designed to provide the student with the requisite skills for safe administration of medications and parenteral solutions. Knowledge of systems of measurement, conversion within and between systems and dosage calculations are included. Students are introduced to understanding physician orders, the "six rights of medication administration" and methods of administering medications via selected routes. Legal implications of documentation and scope of practice are discussed.

***Prerequisites:*** All 100-level Nursing courses MA 101 or equivalent.

(3 hours of theory per week)

Provides a theoretical basis in understanding drug classifications, pharmacokinetic and pharmacodynamic properties, and therapeutic outcomes related to medication administration.

**Prerequisites:** All 100-level nursing courses. BI 211, BI 213, BI 210, CH 120, BI 227 or may be taken concurrently with BI 227, NS 200 or may be taken concurrently with NS 200.

## NS 210

## Professional Nurse Caring Seminar I

1 semester hour

(2 hours of clinical per week)

The first of three professional nurse seminars to provide students the opportunity to correlate the integral components of the curriculum to clinical practice. A series of structured exercises, followed by discussion, will allow students to explore various professional issues inherent in each clinical course. Concepts of caring and their application and the demands of today's health care environments will be explored. Students will be assisted in the process of developing the professional portfolio in light of their clinical experiences and personal learning goals.

**Prerequisites:** All 100-level nursing courses. Must be taken concurrently with NS 250 and NS 251.

## NS 230

## Health Assessment: Theory

2 semester hours

(2 hours of theory per week)

Holistic assessment of children and adults using effective interviewing skills and advanced technology is emphasized within the context of today's changing health care environment.

**Prerequisites:** All 100-level nursing courses, HC 102, BI 211, BI 213, BI 210, CH 120. Must be taken concurrently with NS 231.

## NS 231

## Health Assessment: Clinical Application

2 semester hours

(6 hours of clinical per week)

Application of holistic assessment techniques will be performed by first working with a laboratory partner to practice and demonstrate assessment skills, and later by conducting assessments of individuals in a variety of settings.

**Prerequisites:** All 100-level nursing courses. Must be taken concurrently with NS 230. HC 102, BI 211, BI 213, BI 210 and CH 120.

**NS 240 Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Theory****6 semester hours**

(6 hours of theory per week)

This course is designed to meet the learning needs of the Fast Track Nursing Student at Clarkson College. It is a synthesis of NS 110, NS 120 and NS 230. The profession of nursing is introduced as a discipline. Through a combination of classroom and observational experiences, students will explore the profession from a variety of viewpoints. Basic skills and techniques used by nurses in delivering professional nurse caring are explored. Knowledge from physical and behavioral sciences provides the rationale for various learned skills. Assessment of adults and children using effective interviewing skills and advanced technology is introduced. Medical terminology is integrated into this course. Students begin a portfolio that will demonstrate achievement in meeting the program objectives over their course of study.

**Prerequisites:** Admission into the Fast Track Option. Must be taken concurrently with NS 200, NS 206 and NS 241.

**NS 241 Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Clinical****4 semester hours**

(12 hours of clinical per week)

This clinical course is designed to meet the learning needs of the Fast Track Nursing Student at Clarkson College. It is a synthesis of NS 121 and NS 231. This course provides the opportunity for students to develop proficiency in the performance of basic nursing skills and holistic health assessment techniques needed for safe, client-centered care. Laboratory simulation of basic nursing skills and health assessment techniques precedes actual contact with clients in a variety of settings.

**Prerequisites:** Admission into the Fast Track Option. Must be taken concurrently with NS 200, NS 206 and NS 240.

**NS 250 Professional Nurse Caring with Adults I: Theory****4 semester hours**

(4 hours of theory per week)

This course integrates concepts learned in basic/applied sciences and general education foundational courses with concepts of Professional Nurse Caring. Specific focus will be on adults with circulatory, respiratory, fluid and electrolyte, renal and endocrine problems.

**Prerequisites:** All 100-level nursing courses. NS 200, NS 206, NS 230, NS 231, BI 227. Must be taken concurrently with NS 210 and NS 251.

**NS 251 Professional Nurse Caring with Adults I: Clinical Application**  
**4 semester hours**

(12 hours of clinical per week)

Data collection skills, identification of client problems and planning appropriate nursing interventions are emphasized in the delivery of care in institutional settings. Proficiency in psychomotor skill performance, use of therapeutic communication skills and application of nursing theory are integrated into the care of the adult patient.

**Prerequisites:** All 100-level nursing courses. NS 200, NS 206, NS 230, NS 231, BI 207. Must be taken concurrently with NS 250 and NS 210.

**NS 309 Scientific Investigation in Health Care**  
**3 semester hours**

(3 hours of theory per week)

Focuses on scientific investigation as an integral component of health care. Explores and analyzes the processes utilized in planning, conducting, and communicating the various methods of inquiry, and modes of communication employed in health care investigation. Knowledge and skills necessary for analysis of theoretical and technical aspects of scientific investigation are analyzed.

**Prerequisites:** All 100- and 200-level nursing courses, ST 310 or equivalent.

**NS 310 Professional Nurse Caring Seminar II**  
**1 semester hour**

(Two hours of clinical per week)

The second of three professional nurse seminars will provide students the opportunity to correlate conceptual components of the nursing curriculum to nursing practice. Students will explore the critical issues facing nursing: social, cultural, environmental and ethical concerns, while identifying the advocacy role of the nurse in the health care system. Historical aspects are analyzed for their impact on current practice. A series of structured exercises, followed by student-led panel discussions, will emphasize verbal and written critical analyses of issues related to the profession of nursing. This will facilitate students' understanding of the integration of professionalism and clinical nursing practice. The professional portfolio will be expanded to include a focus of professional nurse caring behaviors with structured clinical experiences organized to reflect the student's personal and professional growth and competencies.

**Prerequisites:** All 100- and 200-level nursing courses. NS 330 and NS 331. PY 101 and PY 200. Must be taken concurrently with NS 350 and NS 351.

**NS 330 Professional Nurse Caring-Mental Health: Theory**  
**3 semester hours**

(3 hours of theory per week)

Theories and concepts used to provide nursing care for persons with psychiatric/mental health concerns within institutional and community-based settings are the focus of this course. Emphasis is placed on the integration of psychopathological processes with psychosocial assessment, therapeutic communication and nursing interventions.

**Prerequisites:** All 100- and 200-level nursing courses, PY 101 and PY 200. Must be taken concurrently with NS 331.

**NS 331 Professional Nurse Caring-Mental Health: Clinical Application**  
**4 semester hours**

(12 hours of clinical per week)

Emphasis is placed on the student's ability to assess and assist both individuals and families of diverse backgrounds in coping with acute/chronic mental health conditions in a variety of institutional and community settings. Group process issues will be explored. This course stresses personal growth through self-reflection.

**Prerequisites:** All 100- and 200-level nursing courses, PY 101 and PY 200. Must be taken concurrently with NS 330.

**NS 350 Professional Nurse Caring with Adults II: Theory**  
**4 semester hours**

(4 hours of theory per week)

Professional nurse caring behaviors will be integrated throughout the course with the provision of holistic nursing care of adults with health problems in various acute settings. Critical thinking and therapeutic nursing intervention strategies for individuals experiencing high risk, unstable and critical conditions are emphasized. Standards of care are followed with prioritization of client health needs. The implications of legal and ethical issues are presented.

**Prerequisites:** All 100- and 200-level nursing courses, NS 330 and NS 331. Must be taken concurrently with NS 310 and NS 351.

**NS 351 Professional Nurse Caring with Adults II: Clinical Application**  
**4 semester hours**

(12 hours of clinical per week)

Professional nurse caring will be integrated into holistic nursing care of adults with health problems in various acute care settings. Emphasis is on the individual's and family's response to critical conditions. Therapeutic nursing interventions are aimed at promotion, maintenance and restoration health.

**Prerequisites:** All 100- and 200-level nursing courses, NS 330 and NS 331. Must be taken concurrently with NS 310 and NS 350.

**NS 410 Professional Nurse Caring Seminar III**  
**1 semester hour**

(2 hours of clinical per week)

The last of three professional nurse seminars will provide students the opportunity to correlate conceptual components of the nursing curriculum to nursing practice. Students will explore political, legal and economic concerns relating to the management and leadership role of the nurse in today's rapidly changing health care system. A series of structured exercises, followed by student-led forums, will emphasize scholarship and excellence. This will facilitate students' understanding of the identification of professional nurse caring behaviors in the delivery of holistic health care. Evidence-based practice is used in the process of critical thinking as

applied to health care issues. The professional portfolio will be completed, demonstrating the integration of program competencies and professional practice.

**Prerequisites:** All 100- 200- and 300-level nursing courses. NS 430, NS 431, NS 440, and NS 441. May be taken concurrently with NS 464. Must be taken concurrently with NS 460 and NS 465.

**NS 430**                      **Professional Nurse Caring with Families: Theory**  
**2 semester hours**

(2hours of theory per week)

Students are introduced to the concept of family-focused nursing care throughout the lifespan. Students develop a theoretical base in models of family health promotion, process and role structure, family development, sociocultural assessment, communication patterns, coping processes and cultural diversity among families. Family diagnosis and interventions are emphasized. Issues related to health care for people of all ages in home, school, occupational and community settings are explored. The home care system, role of the home care nurse and case management are examined in the managed care environment.

**Prerequisites:** All 100- 200- and 300-level nursing courses. May be taken concurrently with NS 440 and NS 441. Must be taken concurrently with NS 431.

**NS 431**                      **Professional Nurse Caring with Families: Clinical Application**  
**2 semester hours**

(6hours of clinical per week)

This course focuses on the role of the home care nurse in applying the theories of family-focused care throughout the lifespan. Students will experience the clinical roles related to family health promotion and chronic disease management in the home setting. Case management and analysis of the models in home care systems will be explored.

**Prerequisite:** All 100- 200- and 300-level nursing courses. May be taken concurrently with NS 440 and NS 441. Must be taken concurrently with NS 430.

**NS 440**                      **Professional Nurse Caring with Maternal Child Health: Theory**  
**4 semester hours**

(4 hours of theory per week)

The childbearing/child rearing family is the focal point of this course, including the normal progression of pregnancy, delivery and postpartum care. Theories and concepts used to provide nursing care for infants, children, adolescents and their families within institutional and community settings are also included. Women's health issues are discussed within the context of the family and community.

**Prerequisites:** All 100- 200- and 300-level nursing courses. Must be taken concurrently with NS 441.

**NS 441**                      **Professional Nurse Caring with Maternal Child  
Health: Clinical Application**                      **4 semester hours**

(12 hours of clinical per week)

The focus of this course is the application of theories and concepts related to the care of the childbearing/child rearing family. Care of families in a variety of clinical settings, including clinics and home care, is emphasized.

**Prerequisite:** All 100- 200- and 300-level nursing courses. Must be taken concurrently with NS 440.

**NS 450**                      **Professional Nurse Caring in Public Health: Theory**                      **2 semester hours**

(2 hours of theory per week)

Students are introduced to the concepts of public health sciences aimed at promoting, preserving and protecting the health of populations as a whole. Students develop a theoretical base in community health diagnosis, epidemiology, bio-statistics, communicable and non-communicable disease control, environmental health, social and behavioral health determinants, group process, health education, public health program planning and evaluation, ethics and public health policy. Students will examine the use of politics, legislation and professional organizations as appropriate public health nursing interventions aimed at resolving the special health needs of population aggregates.

**Prerequisites:** All 100- 200- and 300-level nursing courses. NS 430, NS 431, NS 440 and NS 441. Must be taken concurrently with NS 451.

**NS 451**    **Professional Nurse Caring in Public Health: Clinical Application**                      **2 semester hours**

(6 hours of clinical per week).

This course focuses on the nurses' role in disease prevention and health promotion related to population aggregates and the community as a whole. Students will experience clinical roles related to public health nursing, epidemiology, environmental health, community organizations, legislative activity in the American Nurses Association, utilization of community resources, community health care policy, program planning and evaluation.

**Prerequisites:** All 100- 200- and 300-level nursing courses, NS 430, NS 431, NS 440 and NS 441. Must be taken concurrently with NS 450.

**NS 460**                      **Professional Nurse Caring in People with  
Multi-System Disorders: Theory**                      **4 semester hours**

(3 hours of theory per week)

The student will analyze the effectiveness of their own professional nurse caring behaviors in provision of holistic health care to adults. Various health care systems and health problems of individuals, families, groups and communities of diverse cultures will be evaluated. The focus will be collaboration with professional multidisciplinary health teams. The effectiveness of therapeutic nursing interventions will be evaluated. Application of critical thinking skills to the nursing

process will enable the student to act as a change agent in various complex clinical situations.

**Prerequisites:** All 100- 200- and 300-level nursing courses. NS 430, NS 431, NS 440 and NS 441. Must be taken concurrently with NS 464, NS 465 and NS 410.

**NS 464 Professional Nurse Leadership and Management: Theory**  
**3 semester hours**

(3 hours of theory per week)  
 Professional nurse leadership and management theories will be explored. Leadership styles and their impact on health care delivery will be examined. The various functions of management will be reviewed. In the role of manager/leader, the student will devise strategies that plan, direct, delegate, evaluate and implement. The focus is on scholarly activities to emphasize increased understanding of the influence of professional nurse caring behaviors within an organizational structure. The promotion of evidence-based practice using interpersonal and therapeutic communication skills will enhance the articulation of global health care issues.  
**Prerequisites:** All 100- 200- and 300- level nursing courses. NS 430, NS 431, NS 440 and NS 441. May be taken concurrently with NS 450, NS 451 and NS 460. Must be taken concurrently with NS 410 and NS 465.

**NS 465 Professional Nurse Leadership and Management of People with Multi-System Disorders: Clinical Application**  
**4 semester hours**

(180 clinical hours per semester)  
 Professional nurse leadership and management of people with multi-system disorders will facilitate the integration of organizational theories to clinical practice. Analysis of complex needs of diverse peoples in various environments and cultures will be critiqued. The focus is the independent performance of professional competencies under the guidance of a clinical preceptor in multiple settings in the transition from student to professional practitioner. **This course is considered the clinical capstone of the nursing program.**  
**Prerequisites:** Must be taken concurrently with NS 460, NS 464 and NS 410.

**NS 466 Professional Nurse Leadership Management: Clinical Application**  
**4 semester hours**

(180 clinical hours per semester)  
 In this final clinical course, the student applies management and leadership theories in actual health care situations, enacting the nurse manager/leader role using different managerial and leadership strategies to experience the advantages and disadvantages of each.

**NS 499 Independent Study**  
**1-6 credit hours**

(By arrangement; 1-6 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 students who have not obtained college credit in Anatomy, Physiology, Microbiology, Biochemistry, Pathophysiology and/or Pharmacology.

### **HC 200**

### **Health Care Science Update I**

**3 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 3 semester hours of earned coursework and 5 semester hours of validation coursework.

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

### **HC 205**

### **Health Care Science Update II**

**3 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 3 semester hours of earned coursework and 3 semester hours of validation coursework.

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

### **HC 210**

### **Health Care Science Update III**

**3 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 Program.

# Diploma in Practical Nursing

**Department Director**  
**Practical Nursing**  
**Aubray Orduna, M.S.N., R.N.**  
**(402) 552-6118**

## Program Outcomes

Upon completion of this program, graduates will demonstrate the ability to operationalize Practical Nursing as the human science of caring. In addition, graduates will be able to:

1. Demonstrate an understanding of the dynamic interaction among knowledge, art, science, spirit and environment necessary to caring partnerships.
2. Demonstrate relationships in interactions with individuals of diverse backgrounds and various health care settings.
3. Integrate legal, ethical and professional standards of practice into practical nurse caring roles.
4. Utilize concepts of holistic health and wellness in providing practical nurse caring to individuals, families and groups.
5. Provide effective practical nurse caring to diverse individuals, families and groups across the lifespan.
6. Analyze concepts of practical nurse caring in prioritizing care needs for individuals and groups with acute and chronic health problems.

Upon graduation, students are prepared to practice collaboratively with colleagues in other disciplines in a variety of settings. Graduates will be able to articulate into programs of study leading to licensure as a registered nurse.

Practical Nursing graduates are eligible to write the National Council Licensure Examination (NCLEX-PN) for Practical Nurses.

## Assessment

Practical Nursing students are enrolled in the Total Testing Program offered by Educational Resources Incorporated (ERI). This comprehensive program is offered online and prepares individuals for the NCLEX-PN. The Nurse Entrance Test (NET) is administered during orientation to develop a baseline profile of the essential math and reading comprehension skills of both individual students and/or the entire class, and then appropriate remediation is assigned. Individual nursing area tests (CAPs) are administered upon completion of each area of study. Areas of student weakness are addressed and content coaching tapes are provided as a remediation tool for those students. The Clinical and Theory Enhancer allows students to practice prior to each CAP. At the completion of the nursing program a comprehensive examination (PN Assessment/PreLPN Examination) is administered to further identify strengths and weaknesses. Students will then take a computerized “mock” State Board exam (PN-CAT). A licensure preparation/review course is provided for graduating students.

## Curriculum Requirements

In order to complete a Practical Nursing (PN) Diploma at Clarkson College students must successfully complete a total of **48** semester hours. These hours must be distributed as follows:

**General Education = 12 semester hours** (which must include 3 semester hours of the Clarkson College Core Curriculum).

**Major courses = 36 semester hours** (includes 18 semester hours of nursing theory and 18 semester hours of nursing clinical).

This program is based upon the requirements for a “traditional one-year Practical Nurse course of study progression.” The program is currently implemented only on a part-time basis, and students complete the program of study in two years. Courses will only be offered according to this part-time schedule. If a student, for any reason, cannot complete a course as scheduled, they must wait until the next time the course is offered.

If a course includes both theory and clinical components, the student must obtain a grade of C or above in theory AND a pass in clinical to obtain credit in that course. If the student receives a grade of less than C in theory OR a No Pass in clinical/lab, the student must retake both theory and clinical/lab components constituting the entire course.

## Service Learning Graduation Requirements

**Service Learning:** 8 hours of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

## Part-Time Practical Nursing Plan of Study

<i>First Year/First Semester</i>		<i>Semester Hours</i>
BI 211	Anatomy	4
BI 120	Nutrition	2
PY 200	Human Growth and Development (Across the Life Span)	3
		<b>Total 9</b>
<i>First Year/Second Semester</i>		<i>Semester Hours</i>
NUR 100	Drug Calculations	1
NUR 110	Practical Nurse Caring with Adults I	6
		<b>Total 7</b>
<i>First Year/Third Semester</i>		<i>Semester Hours</i>
HC 102	Health Care Communications	3
NUR 120	Health Care of Women: Normal and Common Variations	6
		<b>Total 9</b>



*Second Year/First Semester*

NUR 130 Practical Nurse Caring with Adults II

*Semester Hours*

9

**Total 9**

*Second Year/Second Semester*

NUR 140 Practical Nurse Caring with Adults III

5

NUR 150 Practical Nurse Caring with Infants, Children & Adolescents 4

**Total 9**

*Second Year/Third Semester*

NUR 160 Practical Nursing Caring with Adults IV

5

**Total 5**

**Total Semester Hours**

**48**

# Diploma in Practical Nursing

## Course Descriptions

### General Education Course Descriptions

Once a student enrolls at Clarkson College, all coursework must be completed at the College.

**BI 211**

***Anatomy***

***4 semester hours***

Students gain important concepts about human anatomy in preparation for their degree program coursework. Since knowledge of the human anatomy is essential in understanding and practicing methods used in their skill, this course will provide students an anatomical foundation they will need to become successful as a student and a future practitioner.

**BI 120**

***Basic Nutrition***

***2 semester hours***

Basic nutrition is the focus of this introductory nutrition course. Types of nutrients and the effect on human functioning will be explored. Cultural differences in food behaviors will be discussed in relationship to healthy dietary habits.

**PY 200**

***Human Development***

***3 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.

**HC 102**

***Health Care Communications***

***3 semester hours***

Health Care Communications focuses on various communication types, including communication with individuals, communication with groups, and communications involving systems. The differences between social conversation and therapeutic communication will be explored. Types of communication, verbal and non-verbal, will be explored. Basic elements in communication will be reviewed. Implications of electronic communication and computer technology will be discussed. The legal and ethical implication of professional communication will be analyzed.

### Practical Nursing Course Descriptions

**NUR 100**

***Drug Calculations***

***1 semester hour***

This course is designed to provide the student with the knowledge and skills necessary for safe calculation of medication dosages. An in-depth review of basic math is provided. The student will learn systems of measurement, conversion within and between systems and dosage calculations.



**NUR 110****Practical Nurse Caring with Adults I****6 semester hours**

This course presents an overview of basic practical nursing skills and provides the foundation for the remaining nursing courses. As a member of the health care team, the student cares for adult/geriatric clients utilizing basic practical nursing skills within a nurse caring framework. Medical terminology is introduced along with the basic principles of pharmacology and the nursing process.

**Prerequisites:** BI 120, BI 211 and PY 200.

**NUR 120 Health Care of Women: Normal and Common Variations****6 semester hours**

This course presents maternity concepts from conception through postpartum and neonatal periods, focusing on normal and common variations. Family, cultural and environmental influences are included. Basic principles of pharmacology, drug administration and pathophysiology relevant to childbearing are learned. As a member of the health care team, the student provides care for the mother and baby. The student uses the nursing process and assists the licensed professional by collecting, reporting and recording pertinent data. Basic nursing skills relevant to the care of women are learned.

**Prerequisite:** NUR 110

**NUR 130****Practical Nurse Caring with Adults II****9 semester hours**

This course presents concepts related to the practical nurse caring for adults with chronic medical conditions and uncomplicated surgical procedures. The course focuses on the holistic health care needs of adults across the lifespan. Concepts introduced in this course build on the student's knowledge and basic nursing skills of normal anatomy and physiology acquired in first-level courses. Pathophysiology of disease conditions is introduced. The principles of pharmacology, gerontology and mental health are integrated through the course.

**Prerequisites:** NUR 110 and NUR120

**NUR 140****Practical Nurse Caring with Adults III****5 semester hours**

(2 credit hours theory; 1 credit hour skills lab; 2 credit hours clinical lab)

This course presents concepts of holistic practical nurse caring for adults with acute and chronic medical-surgical health problems. Pathophysiology, pharmacology, nutrition, mental health and gerontology concepts are integrated throughout the course. Critical thinking and therapeutic nursing interventions are emphasized through the prioritization of care for one to two adults in the acute, subacute and/or extended care setting. The legal and ethical implications of therapeutical measures are presented.

***NUR 150 Practical Nurse Caring with Infants, Children and Adolescents***  
***4 semester hours***

This course provides a foundation in family centered health care of children. The term child/children will include the infant through adolescent. The concept of family-centered nursing care will be addressed. The practical nursing student will gain knowledge and skill in caring for children in selected hospital and community settings, incorporating safety, respect and cultural sensitivity. Growth and development, communication and behavioral interventions, pathophysiology of selected disease states/illnesses and pharmacology of selected drug groups will be integrated throughout the course. The nursing process and nurse caring conceptual model will provide the framework for this course.

***NUR 160 Practical Nurse Caring with Adults IV***  
***5 semester hours***

(2 credit hours theory; 3 credit hours clinical lab)

This course presents concepts relevant to multisystem disorders, acute and chronic. Basic principles of leadership and management are introduced. Advanced principles of pharmacology, gerontology, mental health, nutrition and pathophysiology are explored. Responsibilities of the LPN are reviewed, including licensure and legal/ethical concerns. As a member of the health care team, the student coordinates and manages the care of several clients in acute, sub-acute, and/or extended-care facilities. The student uses the nursing process to assist the professional nurse in the evaluation of client goals. Advanced nursing skills relevant to the care of this client are explored.

# Master of Science in Health Care Business Leadership

Director of Health Care Business Programs

Jody Woodworth, M.A., B.S., (NM)

(402) 552-6137

## Mission

The program will prepare students for leadership roles in health care delivery systems. The curriculum focuses on courses designed to facilitate the learning and application of critical skills required to be a successful leader. Students will learn diverse strategies as leaders in defining business problems, assessing information, considering alternatives and choosing the best solution.

## Philosophy

The personal and professional success of the Master's student is based on the practical application of theory and experience. The course work establishes the direction and area of specialization. This business knowledge is gained through an interactive and motivational learning environment. Students will learn diverse strategies as leaders in defining business problems, assessing information, considering alternatives and choosing the best solution.

## Outcomes

At the completion of this program, the graduate will:

1. Demonstrate professional, responsible and innovative leadership for health care agencies, both in traditional and non-traditional settings.
2. Establish a foundation for leadership based on advanced knowledge to assume the complex role of an administrator.
3. Demonstrate theoretical knowledge and analytical abilities necessary to be prepared for leadership positions in the health care setting.
4. Evaluate strategies based on concepts of leadership and management theory.
5. Integrate cultural, economic, ethical, legal and professional standards along with responsible use of resource utilization in a leadership role.

## Online Curriculum

The core curriculum of the program is the foundation students build their knowledge base and will establish the direction or area of specialization.

The Clarkson College online Master of Science degree is designed as a flexible learning environment. Internet-based instruction offers interactive learning opportunities, comprehensive access to information and resources. Dedicated faculty is focused on student learning, which helps make online learning a productive and rewarding experience.

In order to complete a Master of Science in Health Care Business Leadership (HCBL) degree at Clarkson College, students must successfully complete a total of **49** semester hours. These hours must be distributed as follows:

*Semester Hours*

Core Requirements	25
Concentration (selecting one of the concentrations)	18
Capstone Project	3
Internship	<u>3</u>
<b>Total</b>	<b>49</b>

## Service Learning Graduation Requirements

**Service Learning:** 15 hours of Clarkson College Community Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

## Curriculum Plan of Core Requirements

Course Number and Title	Semester Hours	Duration
GR 800 Introduction to Graduate Education	1	3 days
MB 802 Health Care Delivery Systems and Managed Care	3	6 weeks
MB 803 Health Care Management Leadership	3	6 weeks
MB 804 Health Care Managerial Communications	3	6 weeks
MB 805 Health Care Information Systems	3	6 weeks
MB 806 Managerial Finance for Health Care Leaders	3	6 weeks
MB 807 Health Care Strategic Management	3	6 weeks
MB 809 Health Care Business Law and Ethics	3	6 weeks
MB 847 Applied Statistics	<u>3</u>	6 weeks
<b>Total Core Hours</b>	<b>25</b>	

## Concentration Courses

The concentration courses are designed to apply the core requirements to each area of specialization. This area of concentration allows the student to combine cultural, economic, ethical, legal and professional standards with your practical area of interest. Concentration choices prepare students to apply theoretical knowledge and analytical skills in health care leadership positions.

## Concentration Courses:

### Concentration in Management

Course Number and Title	Semester Hours	Duration
MB 810 Human Resources and Org. Behavior	3	6 weeks
MB 820 Health Care Managerial Economics	3	6 weeks
MB 822 Health Care Operations Management	3	6 weeks
MB 824 Health Care Marketing Effectiveness	3	6 weeks
MB 825 Quality Control and Regulatory Issues	3	6 weeks
MB 812 Research & Design Methods I	3	6 weeks

### Concentration in Project Management

MB 810 Human Resources and Org. Behavior	3	6 weeks
MB 830 Project Design and Management	3	6 weeks
MB 831 Project Planning and Integration	3	6 weeks
MB 832 Project Risks and Decisions	3	6 weeks
MB 825 Quality Control and Regulatory Issues	3	6 weeks
MB 812 Research and Design Methods I	3	6 weeks

### Concentration in Human Resource Management

MB 810 Human Resources and Org. Behavior	3	6 weeks
MB 840 Strategic Management of Human Resources	3	6 weeks
MB 841 Benefits and Compensation	3	6 weeks
MB 842 Health Promotion and Safety Standards	3	6 weeks
MB 843 Labor Relations	3	6 weeks
MB 812 Research and Design Methods I	<u>3</u>	6 weeks
<b>Total Hours per area of Concentration</b>	<b>18</b>	

### Capstone/Internship

MB 900 Capstone Project	3	15 weeks
MB 903 Internship	<u>3</u>	15 weeks
<b>Total Hours</b>	<b>6</b>	

### Sample Curriculum Plan

Class will begin in the fall of each year. The following sample curriculum plan based on the Management Concentration, is provided to guide students in planning their college coursework. A three-day on-campus orientation course is required for all graduate students. All courses are six weeks in duration, with the exception of the final capstone project and internship which will be a 15-week duration or full semester.

#### Fall Semester

Core	Semester Hours
GR 800 Introduction to Graduate Education	1
MB 802 Health Care Delivery and Managed Care	3
MB 803 Health Care Management Leadership	<u>3</u>
<b>Total</b>	<b>7</b>

**Spring Semester**

<i>Core</i>		<i>Semester Hours</i>
MB 804	Health Care Managerial Communications	3
MB 805	Health Care Information Systems	<u>3</u>
		<b>Total 6</b>

**Summer Semester**

<i>Core</i>		<i>Semester Hours</i>
MB 806	Managerial Finance for Health Care Leaders	3
MB 807	Health Care Strategic Management	<u>3</u>
		<b>Total 6</b>

**Fall Semester**

<i>Core</i>		<i>Semester Hours</i>
MB 809	Health Care Business Law and Ethics	3
MB 847	Applied Statistics	<u>3</u>
		<b>Total 6</b>

**Management Concentration**

**Spring Semester**

		<i>Semester Hours</i>
MB 810	Human Resources and Org. Behavior	3
MB 820	Health Care Managerial Economics	<u>3</u>
		<b>Total 6</b>

**Summer Semester**

		<i>Semester Hours</i>
MB 822	Health Care Operations Management	3
MB 824	Health Care Marketing Effectiveness	<u>3</u>
		<b>Total 6</b>

**Fall Semester**

		<i>Semester Hours</i>
MB 825	Quality Control & Regulatory Issues	3
MB 812	Research & Design Methods I	<u>3</u>
		<b>Total 6</b>

**Final full semester 15 weeks in duration**

**Spring Semester**

		<i>Semester Hours</i>
MB 900	Capstone Project	3
MB 903	Internship	<u>3</u>
		<b>Total 6</b>

<b>Total Semester Hours in Program</b>	<b>49</b>
--	-----------



# Health Care Business Leadership Course Descriptions

**GR 800**

## ***Introduction to Graduate Education***

***1 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. The first section of the course is provided over a three-day period at the beginning of the semester. Students will learn how to effectively write scholarly papers, both in terms of format and APA style, discuss the graduate student role and personal challenges to graduate education. This course is an overview of the Clarkson College online eCollege platform. It includes a look at the instructional methods, format of the courses and the features within eCollege. The student will be responsible for completion of this introduction before beginning the online Masters program

**MB 802**

## ***Health Care Delivery Systems and Managed Care***

***3 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.

**MB 803**

## ***Health Care Management Leadership***

***3 semester hours***

This course provides students with an opportunity to integrate and apply the full range of leadership and skills used in the Core courses. This course will also introduce new models of managerial leadership where the principles and practices of leadership characteristics and methods of leading are examined. The application of these models and skills will be stressed.

**MB 804**

## ***Health Care Managerial Communications***

***3 semester hours***

This course will develop the ability to effectively apply the interpersonal and organizational communication skills provided in course theory and practice. Student will be expected to demonstrate practical application of information in many ways: interpersonal, small group, organizational and public communication. Attitudes and behaviors will also be addressed in a variety of organizational and community situations which health care leaders must face.

**MB 805**

## ***Health Care Information Systems***

***3 semester hours***

This course will provide the student with an understanding of the changing tech-



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.

**Prerequisites:** MB 847

**MB 820**

### **Health Care Managerial Economics**

**3 semester hours**

An in-depth coverage of the health care industry that emphasizes the economic issues that affect medical care delivery. The student will gain an understanding of how economic models apply to the health care markets and the usefulness of economics models used in medical care issues. Economic application will span the various health care industries and will show the relations of economics to the overall health care delivery in America.

**Prerequisites:** Undergraduate Microeconomics or Macroeconomics

**MB 822**

### **Health Care Operations Management**

**3 semester hours**

This course focuses on the theories and practices of operations management (OM) and the role OM plays within a health care organization (hospital, physician practice, long term care facility, managed care organization, etc.). Operations management in healthcare includes budgeting, strategic planning, decision-making, directing activities, staffing and teambuilding leadership. Students will be exposed to the process of patient satisfaction measurement, quality assessment and personnel performance evaluation. Processes and service design will help to develop organizational action plans, implement customer service initiatives and protocols to help foster organizational success.

**MB 824**

### **Health Care Marketing Effectiveness**

**3 semester hours**

This course applies marketing concepts and approaches from the world of retail to parallel health care organizations. The marketing process will be presented with attention to understanding the consumer and “buyer behavior” using health care situations. Segmentation, research and the marketing mix using integrated planning model will be the prime focus of the course. Customer satisfaction will be used to determine the effectiveness of and organization’s branding process while simultaneously promoting health-related products and services.

**MB 825**

### **Quality Control and Regulatory Issues**

**3 semester hours**

Leading and sustaining effective change efforts is 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 of a specific organizational change effort within a health care organization.

**MB 830*****Project Design and Management*****3 semester hours**

The project design and management course gives an introduction to project design and the practical tools and managerial concepts and techniques used in project management. Topics will include the identification of organizational structure and needs analysis as it relates to the organization's mission and goals, planning tools, scheduling issues, resource allocation and control of the project processes.

**MB 831*****Project Planning and Integration*****3 semester hours**

This course will cover scope, time, cost and quality management and how to conduct a needs analysis. The course will further outline and sequence project activities focusing on the plan creation, and effective use of planning tools, including various software programs. Outcome measurements and reporting will also be covered.

**MB 832*****Project Risks and Decisions*****3 semester hours**

The focus of this course will be on critical thinking and problem-solving skills, and risk assessment. Different areas of risk management are identified with tools to effectively analyzing potential solutions. Participants will also examine impact analysis and risk response control. Techniques will be discussed to help keep projects on track through proper monitoring, control and measurable outcomes. This course will also help the students to understand proper recruiting, organizing and managing the project team and techniques to keep projects on track.

**MB 840*****Strategic Management of Human Resources*****3 semester hours**

This course provides the theory and tools to enable students to analyze, evaluate and design strategic plans in human resources. Organizations must obtain a quality labor force and leadership to lead in today's health care industry. This course addresses the role of the health care leader within the organization's planning process.

**MB 841*****Benefits and Compensation*****3 semester hours**

This course focuses on the complex variety of pay structures within an organization and the relationship of those pay structures to employee performance. Compensation and reward management tools of job analysis, job descriptions, job evaluation and performance management are discussed for their ability to direct organizational productivity.

**MB 842****Health Promotions and Safety Standards****3 semester hours**

This course is designed to inform all members of an organization of health lifestyles, rewards and safety standards to maintain a safe and productive environment. The planning of these activities through a variety of marketing concepts and promotions within an organization are used to help employees become more a part of the culture of the organization. The regulations for safety standards required by law for all organizations and especially those important to health care environments are also covered in depth.

**MB 843****Labor Relations****3 semester hours**

This course focuses on job behaviors of the individuals and the mission and goals of the organization. Students will learn to strategically align performance goals with outcome measurements. Conflict management and negotiation, interpersonal, team and system conflict and negotiation theories appropriate to the workplace will also be covered.

**MB 847****Applied Statistics****3 semester hours**

An in-depth coverage of the strategies involved in data analysis, including statistical procedures and interpretation of data for nursing 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.

**Prerequisites:** Undergraduate statistical course

**MB 900****Capstone Project****3 semester hour**

The Capstone project requires students to conduct an audit of organizational effectiveness on a health care facility of their choice. This section of the Capstone project requires students to identify that facility and propose a course of investigation that addresses the various source components that will follow throughout the Master's program. Students are provided with guidelines to address the Institutional Review Board (IRB) approval process before moving forward with the investigation.

**Prerequisites:** Core Courses: MB 800, MB 801, MB 802, MB 803 and MB 804.

Students will be expected to identify an organizational entity 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 student's health care career knowledge.

**Prerequisites:** *Final Semester of Program*

# Bachelor of Science in Health Care Business Management

**Dean of Health Care Business Programs**  
**Jody Woodworth, M.A., B.S. (NM)**  
**(402) 552-6137**

## Mission

The program for the Bachelor of Science with a major in Health Care is designed to develop the knowledge, leadership and critical thinking skills for individuals to become successful in business and health care work environments. The minor in Health Care Business Management complements any major program in a health care related field and provides the fundamental knowledge and the professionalism needed to apply basic business principles.

## Philosophy

The personal and professional success of the business student is based on the integration of curriculum with practical application experience. Selection of coursework is based on the needs of the individual to ensure that the students can apply the knowledge with a capstone internship in a related business environment. Traditional students as well as distance students can achieve this business knowledge through an interactive and motivational learning environment.

## Outcomes

Clarkson College recognizes the structural changes which have evolved in the health care industry. Over the next decade, many health care roles will be redefined, others eliminated, and still others newly created. 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. Clarkson College has developed a Bachelor of Science in Health Care Business Management and a Minor in Health Care Business Management for non-business majors. Upon completion of the degree plan, the student will be able to:

1. Demonstrate professional, responsible and innovative leadership for the health care agencies and traditional business environments.
2. Demonstrate the theoretical knowledge and analytical abilities necessary to be prepared for careers in health care and traditional business environments.
3. Apply and comprehend professional written and oral communication business skills.
4. Learn, formulate and apply the values of ethical, culturally diverse and legal business strategies.
5. Acquire productive business skills through the knowledge of technology.
6. Demonstrate an understanding of responsible and fair resource utilization in a health care or traditional business environment.

## Outcome Measures

Through the monitoring of current health care and economic trends, the student will be better equipped to make practical application of the theoretical information taught in the classroom. Sources of evaluation will include:

1. Evaluations that review the established criteria of the coursework, including exams, research papers and presentations.
2. Evaluations and feedback through employer surveys used in the internship program.
3. Student's written communications and oral presentations to increase self-confidence and knowledge of theoretical application.
4. Course assessment by grades and performance evaluations. In addition, it is by continual review of the student's progress each semester that the instructor begins to see an increase in knowledge and the adaptation of this knowledge. The internship in a business setting will provide a capstone required for the application of fundamental theories and skills.

## Two-Plus-Two (2+2) Curriculum

The Bachelor of Science degree in Health Care Business Management at Clarkson College provides the opportunity for those students who have completed an Associate degree to expand their career opportunities in the health care field. The Bachelor of Science degree in Health Care Business Management has a minimum requirement of 128 semester hours. A maximum of 70 semester hours earned by a student in fulfilling requirements for an Associate degree may be transferred to Clarkson College to meet the requirements of the Bachelor of Science in Health Care Business Management.

In addition to transfer credits, Clarkson College has three dual degree options that will allow the Associate degree obtained at Clarkson College to be used directly as electives in the bachelor's degree program. The three options are:

1. Dual Degree: Associate degree in Physical Therapist Assistant/Bachelor Degree in Health Care Business Management (**136 total credit hours**).
2. Health Information Management Associate Program/Bachelor Degree in Health Care Business Management (**128 total credit hours**).

In order to complete a Bachelor of Science in Health Care Business (BUS) degree 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 9 semester hours of the Clarkson College Core Curriculum)

**Support Courses = 17 semester hours**

**Major Courses = 42 semester hours**

**Concentration Courses = 18 semester hours** (at least 18 semester hours from one concentration or a combination of any concentration, approved by advisor)

**Elective Courses = 27 semester hours** (at least 27 semester hours of elective credit can be chosen from the general education or business electives at Clarkson College, approved transfer credits or dual degree credits in the 2+2 programs)



<b>General Education</b>		<i>Semester Hours</i>
PY 101	Introduction to Psychology	3
HC 301	Western Humanities and the History of Health Care	4
SO 101	Introduction to Sociology	3
EN 101	English Composition I	3
HC 102	Health Care Communications	3
MA 120	College Algebra I	3
ST 310	Statistics	3
HC 315	Issues in Health Care	<u>2</u>
		<b>Total 24</b>

<b>Support Courses</b>		<i>Semester Hours</i>
BU 102	Introduction to Computers	3
HM 103	Medical Terminology	1
BU 104	Basic Computer Applications	3
BU 106	Personal Financial Planning	3
BU 204	Advanced Computer Applications	3
HM 224	Anatomy and Physiology for HIM	<u>4</u>
		<b>Total 17</b>

<b>Major Courses</b>		<i>Semester Hours</i>
BU 200	Principles of Microeconomics	3
BU 202	Principles of Macroeconomics	3
BU 207	Principles of Accounting I	3
BU 209	Principles of Accounting II	3
BU 210	Business Communications	3
BU 211	Business and Health Law	3
BU 306	Principles of Management	3
BU 320	Human Resources Management	3
BU 326	Principles of Marketing	3
BU 329	Operations Management	3
BU 344	Business Finance	3
BU 355	Compliance Issues	3
BU 404	Managing Health Care Organizations and Systems	3
BU 442	Strategic Planning	<u>3</u>
		<b>Total 42</b>

Concentrations: 18 hours from one concentration or a combination of 18 semester hours from any concentration, approved by advisor.

<b>Management Information Systems</b>		<i>Semester Hours</i>
BU 208	Internet Usage and Design	3
BU 340	Management Information Systems	3
HM 350	Health Care Data Systems	3
BU 400	Applied Topics: Data Analysis	3
BU 414	Project Design and Management	3
BU 496	Professional Experience/Internship	<u>3</u>
		<b>Total 18</b>

<i>Health Information Management</i>		<i>Semester Hours</i>
HM 250	Basic ICD-9-CM Coding	3
HM 251	Basic CPT Coding	3
HM 350	Health Care Data Systems	3
HM 351	Advanced ICD-9-CM Coding	3
HM 352	Advanced CPT and APCs	3
BU 496	Professional Experience/Internship	<u>3</u>
		<b>Total 18</b>

<i>Health Policy and Administration</i>		<i>Semester Hours</i>
BU 309	Medical Billing and Reimbursement	3
HM 350	Health Care Data Systems	3
BU 368	Issues in Public Health	3
BU 371	Organizational Behavior	3
BU 466	Health Care Delivery Systems and Managed Care	3
BU 496	Professional Experience/Internship	<u>3</u>
		<b>Total 18</b>

### ***Elective Courses:***

The remainder of the 27 credit hours of electives can be chosen from the general education or business electives at Clarkson College, approved transfer credits, or dual degree credits in the 2+2 programs.

**Total 27**

***Total Semester Hours in Program*      128**

## **Service Learning Graduation Requirements**

Service Learning: 30 hours of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts, until the hours have been completed.

**Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the Maltese Cross Certificate or Medal.

## **Sample Curriculum Plan**

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 with a concentration in Management Information Systems. All students should seek the advice of their advisor to plan/customize their curriculum.

### ***Freshman Year:***

<i>Fall Semester</i>		<i>Semester Hours</i>
BU 102	Introduction to Computers	3
EN 101	English Composition I	3
MA 120	College Algebra I	3
PY 101	Introduction to Psychology	3
HC 102	Health Care Communications	<u>3</u>
		<b>Total 15</b>

<i>Spring Semester</i>		<i>Semester Hours</i>
BU 106	Personal Financial Planning/Investments	3
BU 202	Principles of Macroeconomics	3
HM 224	Anatomy and Physiology for Health Information Management (HIM)	4
ST 310	Statistics	3
BU 104	Basic Computer Applications	<u>3</u>
<b>Total</b>		<b>16</b>

<i>Summer Semester</i>		<i>Semester Hours</i>
HM 103	Medical Terminology	1
BU 200	Principles of Microeconomics	3
	Elective	3
	Elective	<u>3</u>
<b>Total</b>		<b>10</b>

***Sophomore Year:***

<i>Fall Semester</i>		<i>Semester Hours</i>
BU 207	Principles of Accounting I	3
BU 211	Business and Health Law	3
BU 210	Business Communications	3
SO 101	Introduction to Sociology	3
BU 204	Advanced Computer Applications	<u>3</u>
<b>Total</b>		<b>15</b>

<i>Spring Semester</i>		<i>Semester Hours</i>
BU 209	Principles of Accounting II	3
BU 306	Principles of Management	3
BU 326	Principles of Marketing	3
BU 320	Human Resources Management	3
BU 355	Compliance Issues	<u>3</u>
<b>Total</b>		<b>15</b>

<i>Summer Semester</i>		<i>Semester Hours</i>
BU 344	Business Finance	3
BU 208	Internet Usage and Design	3
	Elective	<u>3</u>
<b>Total</b>		<b>9</b>

***Junior Year:***

<i>Fall Semester</i>		<i>Semester Hours</i>
BU 329	Operations Management	3
BU 442	Strategic Planning	3
BU 414	Project Design and Management	3
BU 400	Applied Topics: Data Analysis	<u>3</u>
<b>Total</b>		<b>12</b>

<i>Spring Semester</i>		<i>Semester Hours</i>
HM 350	Health Care Data Systems	3
BU 404	Business Policies and Administration	3
	Electives	<u>6</u>
<b>Total</b>		<b>12</b>

<i>Summer Semester</i>		<i>Semester Hours</i>
BU 340	Management Information Systems	3
HC 315	Issues in Health Care	2
	Electives	<u>6</u>
		<b>Total 11</b>

<b>Senior Year:</b>		
<i>Fall Semester</i>		<i>Semester Hours</i>
BU 496	Professional Practice Experience/Internship	3
HC 301	Western Humanities and the History of Health Care	4
	Electives	<u>6</u>
		<b>Total 13</b>

	<b>Total Semester Hours in Program</b>	<b><u>128</u></b>
--	--	-------------------

# Health Care Business Minor

## Business Minor

In conjunction with a Clarkson College degree, students may earn a Business Minor.

## Curriculum Requirements:

Twenty-one semester hours of foundation courses provide you with a general business knowledge. The business minor foundation courses may also be applied toward General Education electives.

	<i>Semester hours</i>
BU 207 Principles of Accounting I	3
BU 204 Advanced Computer Applications	3
BU 210 Business Communications	3
BU 306 Principles of Management	3
BU 326 Principles of Marketing	3
Electives	<u>6</u>
<b>Total Semester Hours</b>	<b>21</b>

*The Health Care Business Management Program Director can assist you and your advisor in developing a Degree Plan to incorporate the business minor.*

# Health Care Business Management Course Descriptions

**BU 102*****Introduction to Computers*****3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating systems will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as an introduction to Internet history and operation.

**BU 104*****Basic Computer Applications*****3 semester hours**

This course is to build proficiency skills in the Microsoft Office software packages including word processing, spreadsheet, database creation and presentation software applications. The current Microsoft Office package is used as the standard for this course.

**BU 106*****Personal Financial Planning*****3 semester hours**

This course is an overview of how to make your money work for you and includes budgeting, net worth, financial goals, insurance needs and investment options.

**BU 200*****Principles of Microeconomics*****3 semester hours**

A study of microeconomic theory as it applies to supply and demand, allocation of resources, income distribution, differentiation of market types, profits and incentives and current topics.

**BU 202*****Principles of Macroeconomics*****3 semester hours**

A study of macroeconomic theory as it applies to the Gross National Product, money and banking, inflation, unemployment, analysis of aggregate economic activity, fiscal policy and international banking and trade financing.

**BU 202.50*****International Macroeconomics*****3 semester hours**

A study of macroeconomic theory comes to life in this academic travel. The basic principles of Gross Domestic Product, unemployment, inflation, and global economic policy will be covered, as well as how they apply to international trade, health care and aggregate economic theory.

**BU 204****Advanced Computer Applications****3 semester hours**

Using general computer applications, this course is designed to teach advanced features of Microsoft Word, Excel, Access and PowerPoint application software. The information created in one application can be shared with other applications; thus, packaging of materials for presentation will be covered in depth.

**Prerequisite:** BU 104 or equivalent experience.

**BU 207****Principles of Accounting I****3 semester hours**

An introduction to the principles of accounting as it is applied to different business entities. The analyzing and recording of transactions in journals and ledgers; the recording or adjusting and closing entries; the preparation of financial statements.

**BU 208****Internet Usage and Design****3 semester hours**

A comprehensive study of the history of the Internet, its role in today's and tomorrow's society and effective navigation methods. Students will also learn how to develop their own Web sites and evaluate other Web sites.

**Prerequisite:** BU102.

**BU 209****Principles of Accounting II****3 semester hours**

A continuation of Principles of Accounting I with emphasis on partnerships and corporations; budget planning; concepts of cost behavior; job order and cost processing; standard costing; cost analysis and cash flow.

**Prerequisite:** BU 207 with a grade of 'C' or higher.

**BU 210****Business Communications****3 semester hours**

This course is an introduction to business communication. Topics such as writing styles, research methods, report writing, and cross-cultural communication are examined. Additionally, students study the job search process, how meetings are conducted, personality typing, negotiating and technological devices that assist in business communication. Oral reporting and presentation skill are also covered.

**BU 211****Business and Health Law****3 semester hours**

This course focuses on the local, state and federal laws which impact business operations of health care delivery. Special emphasis will be given to those laws that directly affect the development of health care businesses and the laws which affect health care delivery such as the Americans with Disabilities Act (ADA), the Civil Rights Act of 1964, Organ Donation Legislation, Informed Consent Legislation and the Health Insurance Portability and Accountability Act (HIPAA).

**BU 290****Special Topics****1 semester hour**

This is a one-hour special topics computer course designed to give the instructor the flexibility of software focus on topics of interest to the student. It is designed to reflect the one-hour credit requirements for learning a specific software product.

**Prerequisites:** BU 104 and BU 204.

**BU 306****Principles of Management****3 semester hours**

This course focuses on the study of management theories, with emphasis on managerial roles and their ever-changing place in business. Each component of management will be examined separately and will also include scenarios for application of these concepts.

**BU 309****Medical Billing and Reimbursement****3 semester hours**

A study of medical billing procedures and reimbursement methods for physician offices, hospitals, home health agencies, and long-term care facilities. Billing forms, coding, medical collections, fraud and abuse laws and the admissions process is included. Additionally, the history and requirements of government and private insurance programs are examined.

**Prerequisite:** HC 102 recommended.

**BU 320****Human Resources Management****3 semester hours**

Human Resources Management focuses on the principles and techniques of personnel administration. Topics such as Equal Employment Opportunity, job analysis, recruiting, selection, training and appraising performance are covered. Additionally, compensation policy, employee benefits, employee rights and discipline, workplace safety and labor relations are discussed.

**Prerequisite:** BU 306.

**BU 326****Principles of Marketing****3 semester hours**

Study of theory and application of the marketing mix concept, with emphasis on the role of the consumer. Each component of the marketing mix will be examined separately as well as the interactive nature of components.

**BU 340****Management Information Systems****3 semester hours**

Examines the use of information technologies in business. Information processing is studied at a system level, including discussions of information technology, management information systems and information services.

**Prerequisites:** BU 104 and BU 204.



**BU 344****Business Finance****3 semester hours**

A presentation of the financial model of organizations. Financial statement analysis, working-capital management, sources of financing, costs and cost behavior, budgeting and capital investment decisions. Issues unique to the health care industry will be discussed and analyzed.

**Prerequisites:** Completion of BU 207 and BU 209 with a C+ or higher.

**BU 355****Compliance Issues****3 semester hours**

This course will review the benefits of having a corporate compliance program. You will examine the essential elements of a corporate compliance program. Additionally, you will learn about the Health Insurance Portability and Accountability Act of 1996, False Claims Act, Stark I and II legislation, and *Qui Tam* lawsuits.

**Prerequisites:** HM 150, HM 350 and BU 211.

**BU 400****Applied Topics: Data Analysis****3 semester hours**

This applied topics course will be offered with an emphasis on data analysis in health care. Guest speakers that specialize in the emphasis area will be brought into Clarkson College or the student will be assigned to attend lectures/seminars. At the end of the course, each student will be expected to analyze the information and formally present a paper on this area of emphasis.

**BU 368****Issues in Public Health****3 semester hours**

This course provides an introduction to the concepts and practice of public health at the community, state and national levels. It addresses the philosophy, purpose, history, organization, functions, tools, activities and results of public health practice. The course also addresses a number of important health issues and problems facing the public health system. Discussion questions and exercises are integrated into the course, serving as a basis for student participation in “real world” public health practice problems.

**Prerequisites:** Sophomore standing.

**BU 371****Organizational Behavior****3 semester hours**

This course focuses on the theories and practices of organizational behavior. Individual and group behaviors in organizations are addressed. Organizational dynamics and development of work environments that foster successful team building are studied. Case studies are used to enhance the learning experience.

**BU 404****Business Policies and Administration****3 semester hours**

A study of the business organization with an overview of the structure and functions of business systems including finance, management, marketing and human resources. Special topics such as the interdependence of business and the

government and the role of the individual as the consumer, a manager and employee and an investor will be addressed.

**Prerequisites:** BU 466 and Senior standing.

**BU 414**

### **Project Design and Management**

**3 semester hours**

Students will learn project management tools including timelines, resource management, objectives and goal setting. This course will work with Microsoft Project and VISIO application software.

**Prerequisite:** BU 104.

**BU 442**

### **Strategic Planning**

**3 semester hours**

This course is designed to provide a foundation in strategic planning principles, techniques and tools. The course will also focus on the application of these concepts to the health care industry.

**Prerequisite:** Senior standing.

**BU 466**

### **Health Care Delivery Systems and Managed Care**

**3 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. Health Maintenance Organizations (HMOs), Preferred Provider Option (PPOs) and Point of Sale (POS) plans will be reviewed. Additionally, managed care functions and contracting will be discussed.

**Prerequisite:** BU 309.

**BU 496**

### **Professional Practice Experience/ Internship**

**3 semester hours**

This course provides field experience in a health 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 an emphasis on health care.

**Prerequisites:** Last semester of study and permission of the Director.

**Note:** Students may be required to meet certain health and safety standards set by the agency providing the internship.

**HM 224**

### **Anatomy and Physiology for HIM**

**4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. This course is an essential foundation.

**HM 250****Basic ICD-9-CM Coding****3 semester hours**

This class will introduce you to the International Classification of Diseases, 9th Edition, Clinical Modifications (ICD-9-CM). You will learn how to choose codes using this system and also the principles and rules for using this coding system in both the inpatient and outpatient settings for both diagnosis and procedural coding.

**Prerequisites:** HM 103, HM 224 and HM 150.

**HM 251****Basic Ambulatory Coding CPT****3 semester hours**

Study and application of CPT coding. Application of principles for CPT coding will be provided by the use of exercises and patient records.

**Prerequisites:** HM 103, HM 224 and HM 150.

**HM 351****Advanced ICD-9-CM Coding****3 semester hours**

This course builds on a basic knowledge of ICD-9-CM coding and disease processes to cover complex scenarios and DRG assignment for inpatient coding. The class will focus on learning to code complex disease processes from actual sample documentation, including experience using the 3M Coding and Reimbursement software.

**Prerequisites:** HM 250, HM 321 and HM 322.

**HM 352****Advanced CPT and APCs****3 semester hours**

This course is designed for students with basic CPT coding skills that want to become more proficient by coding more advanced procedures. The course will also include instruction in the background, methodology and impact of the ambulatory payment classification (APC) system.

**Prerequisites:** HM 251 and BU 309.

# Associate of Science in Health Information Management

**Dean of Health Care Business Programs**  
*Jody Woodworth, M.A., B.S., (NM)*  
(402) 552-6137

**Coordinator**  
*Mary Miller, RHIA*  
(402) 552-6216

## Mission

The Associate of Science in Health Information Management (HIM) is designed to provide the highly motivated, critical thinking individual with an understanding of patient and organizational needs. In support of our Clarkson College mission statement, the program is designed to uphold the values of learning, caring, commitment, integrity and excellence as we provide effective and high-quality education to meet the needs of the community.

## Program Goals

The goals of the Associate Program are to:

1. Produce graduates who meet the entry-level competencies of American Health Information Management Association (AHIMA).
2. Demonstrate caring through service to the community.
3. Foster an attitude of professionalism in health information management students.
4. Provide educational opportunities for health information management professionals and others within the community.
5. Promote interest, enrollment and retention in the health information management program.
6. Retain faculty members involved in ongoing educational and professional growth.
7. Offer a high-quality, comprehensive curriculum based upon continuous assessment and quality improvement.

## Accreditation Status

The Health Information Management program is pending accreditation review by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association.

## Curriculum Requirements

In order to complete an Associate of Science in Health Information Management (HIM) degree at Clarkson College, students must successfully complete a total of **71** semester hours. These hours must be distributed as follows:

**General Education = 14 semester hours** (which must include 5 semester hours of the Clarkson College Core Curriculum)

**Support courses = 19 semester hours**

**Major courses = 38 semester hours**



## Curriculum Plan:

### Course Requirements

	<i>Semester Hours</i>
HM 150 Health Care Concepts	3
HM 155 Directed Practice I	1
BU 211 Business and Health Law	3
HM 250 Basic ICD-9-CM Coding	3
HM 251 Basic CPT Coding	3
HM 256 Health Care Statistics	1
BU 306 Principles of Management	3
BU 309 Medical Billing and Reimbursement	3
HM 350 Health Care Data Systems	3
HM 351 Advanced ICD-9-CM Coding	3
HM 352 Advanced CPT and APCs	3
BU 355 Compliance Issues	3
HM 366 Directed Practice II	3
BU 466 Health Care Delivery Systems and Managed Care	<u>3</u>
	<b>Total 38</b>

### Support Courses

	<i>Semester Hours</i>
BU 102 Introduction to Computers	3
BU 104 Basic Computer Applications	3
HM 224 Anatomy & Physiology for HIM	4
HM 304 Pharmacology & Drug Administration	3
HM 321 Disease Process I	3
HM 322 Disease Process II	<u>3</u>
	<b>Total 19</b>

### General Education

	<i>Semester Hours</i>
EN 101 English Composition I	3
HC 102 Health Care Communications*	3
HM 105 Medical Terminology	3
MA 120 College Algebra I	3
HC 315 Issues in Health Care*	2
	<b>Total <u>14</u></b>

**Total Semester Hours for Program** **71**

\* These classes must be taken at Clarkson College.

## Service Learning Graduation Requirements

**Service Learning: 15 hours\*** of Clarkson College Service Learning hours must be completed prior to graduation. Graduate who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

\* **Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the Maltese Cross Certificate or Medal.

## Sample Curriculum Plan

The following sample curriculum plan is provided to guide students in planning their college coursework. This plan is designed for a full-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

<i>First Year – Fall Semester</i>		<i>Semester Hours</i>
BU 102	Introduction to Computers	3
HM 105	Medical Terminology	3
HM 224	Anatomy and Physiology for HIM	4
HM 322	Disease Process II	<u>3</u>
<b>Total</b>		<b>13</b>
<i>First Year – Spring Semester</i>		<i>Semester Hours</i>
HM 150	Health Care Concepts	3
HM 155	Directed Practice I	1
HM 321	Disease Process I	3
HM 250	Basic ICD-9-CM Coding	3
BU 104	Basic Computer Applications	<u>3</u>
<b>Total</b>		<b>13</b>
<i>First Year – Summer Semester</i>		<i>Semester Hours</i>
BU 309	Medical Billing and Reimbursement	3
HM 251	Basic CPT Coding	<u>3</u>
<b>Total</b>		<b>6</b>
<i>Second Year – Fall Semester</i>		<i>Semester Hours</i>
HM 352	Advanced CPT and APC's	3
HM 350	Health Care Data Systems	3
HC 102	Health Care Communications	3
EN 101	English Composition I	<u>3</u>
<b>Total</b>		<b>12</b>
<i>Second Year – Spring Semester</i>		<i>Semester Hours</i>
BU 211	Business and Health Law	3
HC 315	Issues in Health Care	2
BU 355	Compliance Issues	3
HM 351	Advanced ICD-9 Coding	<u>3</u>
<b>Total</b>		<b>11</b>
<i>Second Year – Summer Semester</i>		<i>Semester Hours</i>
MA 120	College Algebra I	3
HM 256	Health Care Statistics	1
BU 306	Principles of Management	<u>3</u>
<b>Total</b>		<b>7</b>
<i>Third Year – Fall Semester</i>		<i>Semester Hours</i>
HM 466	Health Care Delivery Systems and Management Care	3
HM 304	Pharmacology and Drug Administration	<u>3</u>
<b>Total</b>		<b>6</b>
<i>Third Year – Spring Semester</i>		<i>Semester Hours</i>
HM 366	Directed Clinical Practice II	<u>3</u>
<b>Total</b>		<b>3</b>
<b>Total Semester Hours</b>		<b>71</b>

## Sample Curriculum Plan - Part-Time

The following sample curriculum is provided to guide students in planning their college coursework. This plan is designed for a part-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

<i>First Year – Fall Semester</i>		<i>Semester Hours</i>
HM 105	Medical Terminology	3
HM 224	Anatomy and Physiology for HIM	<u>4</u>
		<b>Total 7</b>
<i>First Year – Spring Semester</i>		<i>Semester Hours</i>
HM 150	Health Care Concepts	3
HM 250	Basic ICD-9 CM Coding	<u>3</u>
		<b>Total 6</b>
<i>First Year – Summer Semester</i>		<i>Semester Hours</i>
HM 251	Basic CPT Coding	3
BU 102	Introduction to Computers	<u>3</u>
		<b>Total 6</b>
<i>Second Year – Fall Semester</i>		<i>Semester Hours</i>
BU 104	Basic Computer Applications	3
HM 155	Directed Practice I	1
HM 322	Disease Process II	<u>3</u>
		<b>Total 7</b>
<i>Second Year – Spring Semester</i>		<i>Semester Hours</i>
HM 321	Disease Process I	3
HM 351	Advanced ICD-9-CM Coding	<u>3</u>
		<b>Total 6</b>
<i>Second Year – Summer Semester</i>		<i>Semester Hours</i>
BU 309	Medical Billing and Reimbursement	3
HC 102	Health Care Communications	<u>3</u>
		<b>Total 6</b>
<i>Third Year – Fall Semester</i>		<i>Semester Hours</i>
HM 352	Advanced CPT and APCs	3
HM 304	Pharmacology and Drug Administration	<u>3</u>
		<b>Total 6</b>
<i>Third Year – Spring Semester</i>		<i>Semester Hours</i>
EN 101	English Composition I	3
BU 211	Business and Health Law	<u>3</u>
		<b>Total 6</b>
<i>Third Year – Summer Semester</i>		<i>Semester Hours</i>
MA 120	College Algebra	3
BU 306	Principles of Management	<u>3</u>
		<b>Total 6</b>
<i>Fourth Year – Fall Semester</i>		<i>Semester Hours</i>
HC 315	Issues in Health Care	2
HM 256	Health Care Statistics	1
HM 350	Health Care Data Systems	<u>3</u>
		<b>Total 6</b>
<i>Fourth Year – Spring Semester</i>		<i>Semester Hours</i>
BU 355	Compliance Issues	3
BU 466	Health Care Delivery Systems and Managed Care	<u>3</u>
		<b>Total 6</b>
<i>Fifth Year – Fall Semester</i>		<i>Semester Hours</i>
HM 366	Directed Practice II	<u>3</u>
		<b>Total 3</b>
<b>Total Semester Hours for Program</b>		<b>71</b>

# Certificate in Health Information Management

## Foundations of Health Information Management

This program is designed for individuals with no coding experience. After completion of this 19 semester hour program, students will be qualified for entry level positions in health related business such as billing cerks or patient access representatives.

<i>Course Requirements:</i>	<i>Semester Hours</i>
BU 102 Introduction to Computers	3
HM 105 Medical Terminology	3
HM 150 Health Care Concepts	3
HM 224 Anatomy and Physiology for HIM	4
HM 250 Basic ICD-9-CM Coding	3
HM 251 Basic CPT Coding	3
<b>Total</b>	<b>19</b>

A Clarkson College Certificate will be awarded at the completion of the 19 semester hours.

## Sample Curriculum Plan - Full-Time

The following sample curriculum plan is provided to guide students in planning their college coursework. This plan is designed for a full-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

<i>Fall Semester</i>	<i>Semester Hours</i>
BU 102 Introduction to Computers	3
HM 105 Medical Terminology	3
HM 224 Anatomy and Physiology for HIM	4
<b>Total</b>	<b>10</b>
<i>Spring Semester</i>	<i>Semester Hours</i>
HM 150 Health Care Concepts	3
HM 250 Basic ICD-9-CM Coding	3
HM 251 Basic CPT Coding	3
<b>Total</b>	<b>9</b>
<b>Total Semester Hours for Program</b>	<b>19</b>

## Certificate Program Health Information Management

This program is for individuals who are interested in medical coding and reimbursement.

<i>Course Requirements:</i>	<i>Semester Hours</i>
BU 102 Introduction to Computers	3
HM 105 Medical Terminology	3
HM 150 Health Care Concepts	3



HM 224	Anatomy and Physiology for HIM	4
HM 250	Basic ICD-9-CM Coding	3
HM 251	Basic CPT Coding	3
HM 304	Pharmacology and Drug Administration	3
BU 309	Medical Billing and Reimbursement	3
HM 321	Disease Process I	3
HM 322	Disease Process II	3
HM 350	Health Care Data Systems	3
HM 351	Advanced ICD-9-CM Coding	3
HM 352	Advanced CPT and APCs	<u>3</u>
<b>Total SemesterHours</b>		<b>40</b>

## Sample Curriculum Plan

The following sample curriculum plan is provided to guide students in planning their college course work. This plan is designed for a full-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

<i>First Year - Fall Semester</i>		<i>Semester Hours</i>
HM 105	Medical Terminology	3
HM 224	Anatomy and Physiology for HIM	4
BU 102	Introduction to Computers	3
HM 322	Disease Process II	<u>3</u>
<b>Total</b>		<b>13</b>

<i>First Year - Spring Semester</i>		<i>Semester Hours</i>
HM 150	Health Care Concepts	3
HM 250	Basic ICD-9 Coding	3
HM 321	Disease Process I	3
HM 350	Health Care Data Systems	<u>3</u>
<b>Total</b>		<b>12</b>

<i>First Year - Summer Semester</i>		<i>Semester Hours</i>
HM 251	Basic CPT Coding	3
BU 309	Medical Billing and Reimbursement	<u>3</u>
<b>Total</b>		<b>6</b>

<i>Second Year - Fall Semester</i>		<i>Semester Hours</i>
HM 351	Advanced ICD-9-CM Coding	3
HM 352	Advanced CPT and APCs	3
HM 304	Pharmacology and Drug Administration	<u>3</u>
<b>Total</b>		<b>9</b>
<b>Total Semester Hours for Program</b>		<b>40</b>

## Sample Curriculum Plan - Part-Time

The following sample curriculum plan is provided to guide students in planning their college course work. This plan is designed for a part-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

<i>First Year - Fall Semester</i>		<i>Semester Hours</i>
HM 105	Medical Terminology	3
HM 224	Anatomy and Physiology for HIM	4
		<b>Total 7</b>
<i>First Year - Spring Semester</i>		<i>Semester Hours</i>
HM 150	Health Care Concepts	3
HM 250	Basic ICD-9 CM Coding	3
		<b>Total 6</b>
<i>First Year - Summer Semester</i>		<i>Semester Hours</i>
BU 102	Introduction to Computers	3
HM 251	Basic CPT Coding	3
		<b>Total 6</b>
<i>Second Year - Fall Semester</i>		<i>Semester Hours</i>
HIM 304	Pharmacology and Drug Administration	3
HM 322	Disease Process II	3
		<b>Total 6</b>
<i>Second Year - Spring Semester</i>		<i>Semester Hours</i>
HM 321	Disease Process I	3
HM 351	Advanced ICD-9-CM Coding	3
		<b>Total 6</b>
<i>Second Year - Summer Semester</i>		<i>Semester Hours</i>
BU 309	Medical Billing and Reimbursement	3
		<b>Total 3</b>
<i>Second Year - Fall Semester</i>		<i>Semester Hours</i>
HM 350	Health Care Data Systems	3
HM 352	Advanced CPT and APC	3
		<b>Total 6</b>
		<hr/>
		<b>Total Hours Semester 40</b>

After completion of the 40 semester hours, a Clarkson College Certificate of Completion will be awarded.

Once the 40 semester hours in the Certificate program have been completed, an additional 31 semester hours will fulfill the requirements for the Associate Degree in Health Information Management.

## Certification Review Courses

These review courses are designed for experienced coders who are interested in taking the CPC or CPC-H examinations. Each class is an 80-hour review. The instructor has passed the AAPC instructor approval exam and Clarkson College is an official site.

Upon completion of either review course, six semester hours will be earned, which can be applied to the Associate Degree in Health Information Management program. The student will also earn 18 Continuing Education Units (CEUs).

		<i>Semester Hours</i>
* HM 348	Facility Certification Review	6
	<b>or</b>	
* HM 349	Professional Certification Review	6
<i>*Can be taken to substitute for a coding course with approval from the director.</i>		

# Health Information Management Course Descriptions

**BU 102** *Introduction to Computers* **3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating systems will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as an introduction to Internet history and operation.

**BU 104** *Basic Computer Applications* **3 semester hours**

This course is to build proficiency skills in the Microsoft Office software packages including word processing, spreadsheet, database creation and presentation software applications. The current Microsoft Office package is used as the standard for this course.

**BU 211** *Business and Health Law* **3 semester hours**

This course focuses on the local, state, and federal laws which impact business operations of health care delivery. Special emphasis will be given to those laws that directly affect the development of health care businesses and the laws which affect health care delivery such as the Americans with Disabilities Act (ADA), the Civil Rights Act of 1964, Organ Donation Legislation, Informed Consent Legislation and the Health Insurance Portability and Accountability Act (HIPAA).

**BU 306** *Principles of Management* **3 semester hours**

This course focuses on the study of management theories, with emphasis on managerial roles and their ever-changing place in business. Each component of management will be examined separately and will also include scenarios for application of these concepts.

**BU 309** *Medical Billing and Reimbursement* **3 semester hours**

A study of medical billing procedures and reimbursement methods for physician offices, hospitals, home health agencies, and long-term care facilities. Billing forms, coding, medical collections, fraud and abuse laws and the admissions process are included. Additionally, the history and requirements of government and private insurance programs are examined.

**Prerequisite:** HC 102 recommended.

**BU 355****Compliance Issues****3 semester hours**

This course will review the benefits of having a corporate compliance program. You will examine the essential elements of a corporate compliance program. Additionally, you will learn about the Health Insurance Portability and Accountability Act of 1996, False Claims Act, Stark I and II legislation, and *Qui Tam* lawsuits.

**Prerequisites:** *HM 150, HM 350 and BU 211.*

**BU 466****Health Care Delivery Systems and Managed Care****3 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 profession, and health services financing. Health Maintenance Organizations (HMOs), Preferred Provider Option (PPO) and Point of Sale (POS) plans will be reviewed. Additionally, managed care functions and contracting will be discussed.

**Prerequisite:** *BU 309.*

**HM 103****Medical Terminology****1 semester hour**

This 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 in analyzing, synthesizing, writing and communicating terminology pertinent to all health science related disciplines.

**Required for Health Care Business students**

**HM 105****Medical Terminology****3 semester hours**

This course introduces students to medical terminology utilizing the basic rules for medical word building. Classroom discussion and text provide an overview of a medical specialty, along with its respective body system and introduces terms related to that particular specialty. Authentic medical records and critical thinking are utilized to help students interpret medical records.

**Required for Health Information students**

**HM 150****Health Care Concepts****3 semester hours**

The study of the origin, uses, generic components, content and format of health care data and data sets across the continuum of health care. Accreditation, certification and licensure standards applicable to health care data and methods of assuring these standards are studied. Qualitative and quantitative analysis of health care data, forms and screen design and control are reviewed. Introduction to the Health Information Management profession and associations will also be covered.

**HM 155****Directed Practice I****1 semester hour**

Clinical experience to provide students the opportunity to practice the skills learned within the program curriculum. This clinical experience will include release of information, birth certificates, filing, master patient index, admissions and quantitative analysis in the acute-care setting.

**Prerequisites:** *This course will be taken in the sophomore year; HC 150, HM 224.*

**HM 224****Anatomy and Physiology for HIM****4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. This course is an essential foundation.

**HM 250****Basic ICD-9 CM Coding****3 semester hours**

This class will introduce you to the International Classification of Diseases, 9th Edition, Clinical Modifications (ICD-9-CM). You will learn how to choose codes using this system and also the principles and rules for using this coding system in both the inpatient and outpatient settings for both diagnosis and procedural coding.

**Prerequisites:** *HM 103, HM 224 and HM 150.*

**HM 251****Basic CPT Coding****3 semester hours**

Study and application of CPT coding. Application of principles for CPT coding will be provided by the use of exercises and patient records.

**Prerequisites:** *HM 103, HM 224 and HM 150.*

**HM 256****Health Care Statistics****1 semester hour**

The study of the methods/formulas for computing and preparing statistical reports in the health care setting. Emphasis will be placed on descriptive statistics and presenting statistical data.

**HM 301****Overview of Coding and Reimbursement Applications****3 semester hours**

This class is an overview of non-Health Information Management professionals. The overview includes coding for ICD-9-CM, CPT and HCPCS, along with reimbursement methodologies such as DRGs, APCs and RVUs, most commonly used in the current health care environment.

**Prerequisites:** *HM 103, HC 150, HC 224 or any experience that would be equivalent to these classes.*

**HM 304** *Pharmacology and Drug Administration*  
**3 semester hours**

This course is a study of pharmacological concepts and practices including theory and practice of drug administration. Legal and ethical issues of medication are also covered.

**Prerequisites:** HM 103, HM 224, HM 321 and HM 322.

**HM 321 and HM 322** *Disease Process I & II*  
**3 semester hours each**

These courses are designed to study the nature and causes of disease. This includes the study of the etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, management, prognosis and advanced medical terminology. Through class discussion and assigned case studies, students apply their knowledge learned and utilize their critical thinking and problem solving abilities. They are organized by body system and do not need to be taken in consecutive order.

**Prerequisites:** HM 103 and HM 224.

**HM 348** *Facility Certification Review*  
**6 semester hours**

This course is designed to review fundamentals of coding as well as CPT, ICD-9, and HCPCS coding for outpatient facilities. Students will be prepared to take the CPC-H exam.

**Prerequisites:** One year of outpatient facility coding experience or HM 250 and HM 251.

**HM 349** *Professional Certification Review*  
**6 semester hours**

This course is designed as a review program to systematically address the CPT coding of each body system. Students who take this course will be prepared to take the national exam to become a Certified Professional Coder (CPC).

**Prerequisites:** One year of physician coding experience or HM 250 and HM 251.

**HM 350** *Health Care Data Systems*  
**3 semester hours**

The study of methods to access and retrieve health data and patient records. These methods including numbering, filing, indexing systems, record retention policies and procedures, requirements and organization for the various health care indexes and registers, and data abstracting and retrieval techniques. The methods range from paper to electronic systems, including the latest advances in health care data management and health care informatics.

**Prerequisites:** BU 102 and HM 150.

**HM 351****Advanced ICD-9-CM Coding****3 semester hours**

This course builds on a basic knowledge of ICD-9-CM coding and disease processes to cover complex scenarios and DRG assignment for inpatient coding. This class will focus on learning to code complex disease processes from actual sample documentation, including experience using the 3M Coding and Reimbursement software.

**Prerequisites:** HM 250, HM 321 and HM 322.

**HM 352****Advanced CPT and APCs****3 semester hours**

This course is designed for students with basic CPT coding skills that want to become more proficient by coding more advanced procedures. The course will also include instruction in the background, methodology and impact of the Ambulatory Payment Classification (APC) system.

**Prerequisites:** HM 251 and BU 309.

**HM 366****Directed Practice II****3 semester hours**

Clinical experience to provide students the opportunity to practice the skills learned within the program curriculum. This clinical experience will include the quality improvement, utilization review, risk management, coding and tumor registry. Students will gain experience in all types of health care settings (long term, home health care, physician's office and insurance). Student presentations and review of curriculum will be presented to prepare for comprehensive examination.

**Prerequisites:** This course will be taken in the final semester of senior year.

# Bachelor of Science in Medical Imaging

## *Director of Medical Imaging Program*

*Joey Battles, M.A. Ed., R.T.(R)(CT)(QM)(MR)*  
(402) 552-2960

## Mission

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 Assurance, Education and Management. Upon completion of the program, graduates may be eligible for advanced registry certifications by the American Registry of Radiologic Technologists.

The program for the Bachelor of Science in Medical Imaging provides a learning environment that stirs the affective, challenges the cognitive, and hones the technical abilities and resources of the lifelong learner in Medical Imaging.

## Program Outcomes

Upon completion of the Bachelor of Science in Medical Imaging the student will be able to:

1. Practice in a variety of health care milieus.
2. Fulfill quality management roles and procedures.
3. Conduct specialized imaging procedures.
4. Identify cultural, ethnic, gender and lifestyle differences among the population.
5. Demonstrate effective verbal and written communication skills when interacting with patients, colleagues and peers.

## Philosophy

The discipline of Medical Imaging focuses on the pictorial representation of the temporal, contextual and spatial states of being. Pictorial states of being reflect the individual's state of physical health. Pictorial representations are necessary to affirm health and/or illness. The creation of pictorial images requires a humanistic, liberally educated professional who is effectively, cognitively and technologically skilled in the production and interpretation of pictorial images.

## 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 (MI) degree at Clarkson College, students must successfully complete a total of **128** semester hours. The hours must be distributed as follows:

**General Education = 44 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculum)

**Support Courses = 8 semester hours** (at least 4 semester hours of Anatomy and 4 semester hours of Physiology)

**Radiologic Technology = 44 semester hours** from a JRCERT accredited institution

**Major courses = 32 semester hours** (must include 19 semester hours of Medical Imaging Electives) *Semester Hours*

MI 303	Introduction to Medical Imaging	1
MI 312	Principles of Quality in Medical Imaging	3
MI 330	Pathophysiology	3
MI 410	Cross-Sectional Anatomy I	3
MI 411	Cross-Sectional Anatomy II	3
	Elective Courses (Approved by student's advisor)	<u>19</u>
<b>Total</b>		<b>32</b>

All students, with the approval of their advisor, must choose 19 semester hours of Medical Imaging electives. The students will choose from the following electives:

<i>Medical Imaging Electives</i>	<i>Semester Hours</i>	
MI 304	Pharmacology and Drug Administration	3
MI 385	CT Externship	3
MI 386	MRI Externship	3
MI 387	Angiography Externship	3
MI 388	Mammography Externship	3
MI 389	Quality Management Externship	3
MI 415	Computed Tomography	3
MI 421	Principles of MRI Physics	3
MI 422	Principles of MRI Instrumentation	3
MI 423	Angiographic and Interventional Procedures	3
MI 427	Mammography	3
MI 441	Medical Imaging Department Management	3
MI 445	Digital Imaging Systems	3
MI 475	Advanced CT Externship	3
MI 476	Advanced MRI Externship	3
MI 477	Advanced Angiography Externship	3
MI 478	Advanced Mammography Externship	3
MI 479	Advanced QM Externship	3
MI 492	Independent Studies in Medical Imaging	1-4

Core Curriculum (9 semester hours must be completed at Clarkson College)

HC 102	Health Care Communications	3
HC 301	Western Humanities and the History of Health Care	4
HC 315	Ethics in Health Care	2

The student who desires to go into a management or supervisory career may, with the permission of the Advisor and Director, substitute any of the following as

a

Medical Imaging elective:

*Semester Hours*

BU 207	Principles of Accounting	3
BU 210	Business Communications	3

BU 306	Principles of Management	3
BU 326	Principles of Marketing	3

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.

## Service Learning Graduation Requirements

**Service Learning: 15 hours\*** of Clarkson College Service Learning hours must be completed prior to graduation. Graduate who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

## Sample Curriculum Plan

A student pursuing the Bachelor of Science Degree in Medical Imaging must complete a minimum of **128** semester hours. The following is a sample plan based on a 2 + 2 format. Individual student's plan may vary depending on the number of courses transferred into the Program.

<i>Junior Year – Fall Semester</i>		<i>Semester Hours</i>
General Education Elective		3
General Education Elective		3
MI 303	Introduction to Medical Imaging	1
MI 330	Pathophysiology	3
MI 410	Cross Sectional Anatomy I	<u>3</u>
<b>Total</b>		<b>13</b>

<i>Junior Year – Spring Semester</i>		<i>Semester Hours</i>
General Education Elective		3
General Education Elective		3
MI 411	Cross Sectional Anatomy II	3
MI 421	Principles of MRI Physics	<u>3</u>
<b>Total</b>		<b>12</b>

<i>Junior Year – Summer Session</i>		<i>Semester Hours</i>
General Education Elective		3
MI 312	Principles of Quality in Medical Imaging	3
MI 304	Pharmacology and Drug Administration	3
MI 422	Principles of MRI Instrumentation	<u>3</u>
<b>Total</b>		<b>12</b>

<i>Senior Year – Fall Semester</i>		<i>Semester Hours</i>
General Education Elective		3
General Education Elective		3
MI 386	MRI Externship	3
MI 415	Computed Tomography	<u>3</u>



*Senior Year – Spring Semester*

General Education Elective

General Education Elective

MI 423    Angiography

MI 441    Medical Imaging Department Management

**Total**    **12**  
*Semester Hours*

3

3

3

3

**Total**    **12**

    

***Total Semester Hours in Program***

**128**

MEDICAL IMAGING

MEDICAL IMAGING

MEDICAL IMAGING

MEDICAL IMAGING

# Medical Imaging Course Descriptions

**MI 303**

## ***Introduction to Medical Imaging***

***1 semester hour***

(One hour theory per week)

This course introduces Medical Imaging as a profession and introduces the role of the professional Medical Imaging Technologist in the ever-changing health care system. Roles of the imaging specialist, educator, manager and researcher are explored. The necessity for lifelong learning is explored professionally and personally. ***This course should be successfully completed within the first two semesters after a student is accepted into the MI program.***

**MI 304**

## ***Pharmacology and Drug Administration***

***3 semester hours***

(Three hours theory per week)

This course is designed to focus on the general principles for safe administration of pharmaceuticals. The science of medication administration is outlined stressing the assessment process, differences between many types of medications, patient trust and health promotion. The course continues by focusing on mathematics and calculations, and outlines the essential information for various drug groups.

**MI 312**

## ***Principles of Quality in Medical Imaging***

***3 semester hours***

(Two hours theory and two hours 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***

***3 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 385****CT Externship****3 semester hours**

(12 hours clinical experience per week)

This course is designed to provide students with clinical 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.

**Prerequisites:** Successful completion (“C” or higher) of MI 410, MI 411 and MI 415.

**MI 386****MRI Externship****3 semester hours**

(12 hours clinical experience per week)

This course is designed to provide students with clinical 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.

**Prerequisites:** Successful completion (“C” or higher) of MI 410, MI 411 and MI 421. **Co-requisite:** MI 422.

**MI 387****Angiography Externship****3 semester hours**

(12 hours clinical experience per week)

This course is designed to provide students with clinical hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of Angiographic examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are a requirement of the course.

**Prerequisites:** Successful completion (“C” or higher) of MI 410, MI 411 and MI 423.

**MI 388****Mammography Externship****3 semester hours**

(12 hours clinical experience per week)

This course is designed to provide students with clinical 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.

**Prerequisites:** Successful completion (“C” or higher) of MI 410, MI 411 and MI 427.

**MI 389*****Quality Management Externship******3 semester hours***

(12 hours clinical experience per week)

This course is designed to provide students with clinical hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of Quality Management procedures. Projects, writing assignments, and demonstration of prescribed competency procedures are requirements of the course.

**Prerequisites:** Successful completion (“C” or higher) of MI 312.

**MI 410*****Cross-Sectional Anatomy I******3 semester hours***

(2 hours theory and 1 hour lab per week)

Anatomical cross-sections of the human thorax, head and neck are presented to students using cadaver slices matched with comparable MR/CT images. Physiological considerations of major structures will also be addressed. Students practice and assess their identification skills through review exercises.

**MI 411*****Cross-Sectional Anatomy II******3 semester hours***

(2 hours theory and 1 hour lab per week)

Anatomical cross-sections of the human abdomen, pelvis and extremities are presented to students using cadaver slices matched with comparable MR/CT images. Physiological considerations of major structures will also be addressed. Students practice and assess their identification skills through review exercises.

**MI 415*****Computed Tomography******3 semester hours***

(3 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.

**MI 421*****Principles of MRI Physics******3 semester hours***

(3 hours theory per week)

This course details the physical and biological principles of Magnetic Resonance Imaging (MRI). A historical perspective leading to the development of MRI and an introduction of the fundamentals of electricity and magnetism will be presented.

The process of MRI will be discussed in detail, beginning with the patient entering the room through the final developing of hard-copy films. This course will also present the latest imaging methods available in MRI as they evolve.



(3 hours theory per week)

This course discusses the latest imaging methods in Magnetic Resonance Imaging (MRI). Spin echo, gradient imaging, angiography, echo planar imaging, and the use of contrast agents and artifacts in MRI will be discussed. Related anatomical and physiological changes in various health states as revealed in MRI will be emphasized, with particular attention given to the central nervous system, thorax, abdomen, pelvis and extremities. The course is comprehensive, in that it spans from an examination and exploration of human responses to MRI procedures, through to the administration of an MRI department.

**Prerequisite:** Satisfactory completion of MI 421.

(3 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.

(3 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.

(3 hours theory per week)

This course is designed for the student who is planning a career in education. The student will be introduced to the various instructional methodologies, how they apply to higher education and the proper manner to implement them.

(3 hours theory per week)

This course will introduce the student to the process of curriculum design. The student will learn how to design and implement curriculum-based essentials, accreditation requirements and available resources. The student will also learn how curriculums of various levels must be integrated.

**MI 435*****Medical Imaging Instructional Supervision******3 semester hours***

(3 hours theory per week)

This course introduces the participant to the principles of student supervision and clinical education. The participant will learn various methodologies of clinical supervision and instruction.

**MI 441*****Medical Imaging Department Management******3 semester hours***

(3 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 Systems******3 semester hours***

(3 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.

**MI 475*****Advanced CT Externship******3 semester hours***

(12 hours clinical experience per week)

The student will perform clinical 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.

***Prerequisites:*** Successful completion of MI 415 and MI 385.

**MI 476*****Advanced MRI Externship******3 semester hours***

(12 hours clinical experience per week)

The student will perform clinical 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.

***Prerequisites:*** Successful completion of MI 421, MI 422 and MI 386.

**MI 477** **Advanced Angiography Externship**  
**3 semester hours**

(12 hours clinical experience per week)  
 The student will perform clinical hands-on practice in angiography. 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:** Successful completion of MI 423 and MI 387.

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

(12 hours clinical experience per week)  
 The student will perform clinical 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.

**Prerequisites:** Successful completion of MI 427 and MI 388.

**MI 479** **Advanced QM Externship**  
**3 semester hours**

(12 hours clinical experience per week)  
 The student will perform clinical hands-on practice in quality management procedures. The student will obtain advanced experience and will be required to demonstrate competency for numerous routine and advanced procedures.

**Prerequisites:** Successful completion of MI 312 and MI 389.

**MI 492** **Independent Studies in Medical Imaging**  
**1-4 semester hour(s)**

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

**MI 498** **Medical Imaging Research**  
**3 semester hours**

(3 hours theory per week)  
 This course focuses on the theoretical and practical conduct of human inquiry by examining and analyzing the research process. This course will provide ways of knowing about health and illness and about people who are embedded in contexts of delivering health and human services.

# Associate of Science in Physical Therapist Assistant

*Director of Physical Therapist Assistant Program*  
*Victoria Trost, P.T., D.P.T.*  
*(402) 552-6178*

## Mission

The Physical Therapist Assistant (PTA) program at Clarkson College is designed to give students a diverse educational experience rich in both basic and applied sciences. Students of the program will be prepared to work under the supervision of a licensed physical therapist and be expected to demonstrate good ethical judgment and compassion in the treatment of patients. The physical therapist assistant student is expected to adhere to all professional and ethical standards set forth by the American Physical Therapy Association.

The Physical Therapist Assistant program provides an optimal learning environment for the preparation of students for delivering quality health care in a variety of clinical settings. The program offers a broad educational experience which 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 for clinical practice to help people improve their quality of life, which is consistent with the College Mission.

## Philosophy

Physical Therapy (PT) is characterized as a profession, which focuses on the restoration of musculoskeletal dysfunction, the promotion of physical wellness and a commitment to servicing others. Physical therapist assistants are individuals who play an integral role as part of the patient care team by assisting the physical therapist. Involvement with patient care in physical therapy requires an educated individual who possesses both a basic insight to human nature and places a strong moral value on human life. In addition to patient care advocacy, the physical therapist assistant is responsible for the advancement of the profession by participating in professional organizations at the state and national levels. Through these combined efforts, the physical therapist assistant serves as an educationally and technically trained health care provider concerned with improving the well-being of all humankind.

## Goals

The goals of the Physical Therapist Assistant program are to prepare:

1. Physical therapist assistants who provide quality health care under the supervision of a licensed physical therapist.
2. Practitioners who exhibit good moral and ethical judgment in health care practice.



3. Graduates who possess the ability to effectively translate theory into practice in order to meet the demands of a dynamic health care system.
4. Graduates who will assume leadership roles in the American Physical Therapy Association and in their clinical setting.
5. Graduates who contribute to the advancement of the profession by participating in research, teaching and serving on committees or in organizations concerned with health care policy and planning.

## Program Outcomes

Graduates of the Physical Therapist Assistant program will:

1. Work within the legal guidelines and professional standards for the physical therapist assistant in the delivery of PT services.
2. Correctly use all modalities utilized by the physical therapist assistant.
3. Demonstrate effective oral and written communication skills when interacting with colleagues and patients.
4. Implement treatment plans and PT interventions under the supervision of a physical therapist.
5. Show sensitivity to cultural, ethnic, gender and lifestyle differences.
6. Uphold confidentiality of all persons at all times.

## PTA in the Profession

Physical Therapist Assistants (PTAs) are an integral part of the health care team and provide skilled services to individuals across the lifespan. PTAs may work in a variety of settings including hospitals, outpatient clinics, nursing homes, educational settings and wellness facilities to name just a few. Under the direction of a physical therapist, PTAs implement numerous interventions through exercise programs and mobility training. Whether it is following a person's injury or illness or someone just wanting to live a healthier lifestyle, PTAs have the skills to help people gain functional independence and have an improved quality of life.

## Admissions Policies

Students must meet the criteria for entrance into the College prior to application to the PTA Program. For information about entrance requirements refer to the *Admissions Information*. Since class size is limited, additional criteria are used to determine admission into the Physical Therapist Assistant program. Complete details regarding the policies and procedures about admission are available from the Office of Admissions, the Director of the Physical Therapist Assistant Program, or on the Internet at <http://www.clarksoncollege.edu>.

## 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 **72** semester hours. Students are required to attend year round, with all PTA courses completed in the sequence shown in the sample curriculum. These hours must be distributed as follows:

**General Education = 17 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculum). Recommended elective courses include: Human Biology, Abnormal Psychology, Human Development and Nutrition.

**Support courses = 8 semester hours** (Anatomy and Physiology)

**Major courses = 47 semester hours**

**Service Learning Graduation Requirements**

**Service Learning: 15 hours\*** of Clarkson College Service Learning hours must be completed prior to graduation. Graduates who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

**Curriculum Plan**

The following curriculum plan for an Associate of Science degree in Physical Therapist Assistant has been provided to guide students in preparing a degree plan. Students should seek the advice of a PTA advisor to customize a degree plan.

**Curriculum Plan of Required Courses**

		<i>Semester Hours</i>
<i>First Year - Fall Semester</i>		
BI	211 Anatomy	4
HC	102 Health Care Communications*	3
PTA	101 Introduction to Physical Therapy	3
PTA	102 Medical Terminology	2
PTA	104 Functional Anatomy for the PTA	<u>2</u>
		<b>Total 14</b>
<i>First Year - Spring Semester</i>		
BI	213 Physiology	4
EN	101 English Composition I	3
PTA	110 Basic Skills in Physical Therapy	3
PTA	115 Therapeutic Exercise I	3
PY	101 Introduction to Psychology	<u>3</u>
		<b>Total 16</b>
<i>First Year - Summer Session</i>		
PTA	120 Therapeutic Modalities I	3
PTA	125 Clinical Practicum I	1
PTA	205 Pathophysiology	<u>3</u>
		<b>Total 7</b>
<i>Second Year - Fall Semester</i>		
MA	120 College Algebra	3
PTA	210 Therapeutic Modalities II	3
PTA	212 Professional Issues Seminar	1
PTA	215 Therapeutic Exercise II	3
	Elective	<u>3</u>
		<b>Total 13</b>

*Second Year - Spring Semester*

PTA 220	Clinical Practicum II
PTA 230	Advanced Procedures
PTA 235	Therapeutic Exercise III
HC 315	Issues in Health Care*

*Semester Hours*

3
3
3
<u>2</u>

**Total 11**

*Second Year - Summer Session*

PTA 240	Clinical Practicum III
PTA 245	Clinical Practicum IV

*Semester Hours*

5
<u>6</u>

**Total 11**

***Total Semester Hours in Program***

**72**

All semester hours of major courses must be completed at Clarkson College. In addition, once a student enrolls at Clarkson College all general education course work must be completed at the College.

# Physical Therapist Assistant Course Descriptions

**PTA 101*****Introduction to Physical Therapy*****3 semester hours**

(3 hours theory per week)

Designed to provide an introduction and overview of the history and progress of the profession of physical therapy. Students will explore such topics as professional ethics in physical therapy, medical malpractice, licensure laws, professional communication, perspectives in multiculturalism and a brief introduction to the basic format of professional literature.

**Prerequisite:** Admission into the PTA Program.

**PTA 102*****Medical Terminology and Documentation for the  
Physical Therapist Assistant*****2 semester hours**

(2 hours theory per week)

Designed to teach students selected medical terms commonly encountered in the profession of physical therapy. Students learn word construction, root words, prefixes and suffixes and the origin of medical terms. Students will also learn current systems of medical documentation of patient care as used in the profession of physical therapy.

**Prerequisite:** Admission into the PTA Program.

**PTA 104*****Functional Anatomy for the Physical Therapist Assistant*****2 semester hours**

(1 hour of theory, 3 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. Laboratory experiences will include visualizing cadaver dissections and obtaining a working knowledge of applied surface anatomy.

**Prerequisite:** Admission into the PTA program.

**PTA 110*****Basic Skills in Physical Therapy*****3 semester hours**

(2 hours theory, 3 hours of laboratory per week)

An examination of the principles and practices of physical therapy with the development of an understanding of the following procedures: range of motion, goniometric measurements, positioning, body mechanics, transfers, wheelchair management, activities of daily living, bandaging, asepsis/isolation techniques, assessing vital signs, bed traction and assistive devices for ambulation.

**Prerequisite:** PTA 104.



**PTA 115****Therapeutic Exercise I****3 semester hours**

(2 hours theory, 3 hours of laboratory per week)

This course will provide an introduction to the concepts of applied kinesiology as it relates to the assessment of human function. In addition, students will gain a basic understanding of normal and abnormal human posture and gait. Techniques to assess muscle strength and apply therapeutic exercise as related to abnormal posture and gait will also be explored.

**Prerequisites:** PTA 104 and BI 211.

**PTA 120****Therapeutic Modalities I****3 semester hours**

(2 hours theory, 3 hours of laboratory per week)

Students will gain an in-depth knowledge of the theory and use of the following modalities as used in physical therapy: ultrasound, infrared, ultraviolet, diathermy, superficial heat and cold, therapeutic massage, intermittent compression, and hydrotherapy. Both basic principles and clinical applications of such modalities will be presented.

**Prerequisites:** PTA 110 and PTA 115.

**PTA 125****Clinical Practicum I****1 semester hour**

(A minimum of 40 hours of clinical per semester)

This clinical will allow students to explore a variety of practice opportunities. Students will gain exposure to unique working environments, which may include situations that do not fit the standard model of PTA clinical practice.

**Prerequisites:** PTA 110 and PTA 115

**PTA 205****Pathophysiology****3 semester hours**

(3 hours of theory per week)

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 as well as metabolic disorders are emphasized.

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

**PTA 210****Therapeutic Modalities II****3 semester hours**

(2 hours theory, 3 hours of laboratory per week)

This course is a second in a series of units of instruction in the clinical use of physical therapy modalities. Students will learn to recognize common indications, contraindications, and special precautions to the application of electrotherapeutic modalities, pelvic and cervical traction, biofeedback and iontophoresis.

**Prerequisite:** PTA 120.

**PTA 212****Professional Issues Seminar****1 semester hour**

(2 hours of theory per week)

This course will focus on various professional issues related to the clinical practice of a physical therapist assistant. Topics include but are not limited to: licensure/certification, quality assurance in the clinical setting, limiting professional liability, the do's and don'ts of clinical practice, professional dress and conduct, professional leadership and employment skills.

**Prerequisite:** PTA 125.

**PTA 215****Therapeutic Exercise II****3 semester hours**

(2 hours theory, 3 hours of laboratory per week)

A continuation of the study of physical therapy skills including the anatomy and physiology of exercise and its principles and applications to pathological conditions. Included is the study and application of progressive resistive exercise, stretching and isokinetics. There is an emphasis on physical therapy appropriate for orthopedic diseases and disorders.

**Prerequisites:** PTA 115 and PTA 120.

**PTA 220****Clinical Practicum II****3 semester hours**

(A minimum of 120 hours of clinical per semester)

Clinical Practicum II provides opportunities for establishing and following individual patient treatments and programs. PTA goals are realized from experience in giving consecutive treatments. In addition, insights are gained into medical, departmental, and institutional functions and organization. Sessions 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. At least one long-term clinical practicum experience (CP II, CP III or CP IV) will be completed outside the Lincoln/Omaha metropolitan area. The student will be responsible for travel, lodging and living expenses for the duration of that clinical.

**PTA 230****Advanced Procedures****3 semester hours**

(2 hours theory and 3 hours of laboratory per week)

Advanced Procedures acquaints the student with rehabilitation of patients with specific diseases and disabilities. Included are techniques used for spinal cord injury, brain injury, cerebrovascular accident, amputation, prosthetics, orthotics, and burn rehabilitation. The student will also be introduced to new trends and directions in physical therapy practice as related to the neurologically involved patient.

**Prerequisites:** PTA 210 and PTA 215.



**PTA 235****Therapeutic Exercise III****3 semester hours**

(2 hours theory, 3 hours of laboratory per week)

Expands on the theory and principles of physical therapy skills used to treat special population groups, to include: sports physical therapy, industrial rehabilitation, wellness programs, pediatric neurological disorders, geriatrics, women's health and cardiopulmonary rehabilitation.

**Prerequisites:** PTA 210 and PTA 215.

**PTA 240****Clinical Practicum III****5 semester hours**

(A minimum of 200 hours of clinical per semester)

This course is a continuation of supervised practical experience in a physical therapy department with added opportunities to apply and improve therapy skills. Sessions include discussion of clinical experiences, quality assurance issues and a facilitated discussion of patient case scenarios.

**Prerequisites:** PTA 220, PTA 230 and PTA 235.

At least one long-term clinical practicum experience (CP II, CP III or CP IV) will be completed outside the Lincoln/Omaha metropolitan area. The student will be responsible for travel, lodging and living expenses for the duration of that clinical.

**PTA 245****Clinical Practicum IV****6 semester hours**

(A minimum of 240 hours of clinical per semester)

This full-time clinical is designed to be a capstone course in the development of the physical therapist assistant student. 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 be expected to discuss completed patient case scenarios and relate how the PTA fits into an integrated health care environment.

**Prerequisite:** PTA 240. At least one long-term clinical practicum experience (CP II, CP III or CP IV) will be completed outside the Lincoln/Omaha metropolitan area. The student will be responsible for travel, lodging and living expenses for the duration of that clinical.

# Associate of Science in Radiologic Technology

**Director of Radiologic Technology Program**  
**Ellen Collins, M.S., RT(R)(M)**  
**(402) 552-6140**

## 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 student is expected to adhere to all professional and ethical standards set forth by the American Society of Radiologic Technologists (ASRT).

The Radiologic Technology program provides 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 which 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.

## Objectives

The goal of the Radiologic Technology program is to prepare graduates to:

1. Practice in an entry-level RT position while providing ethical, compassionate care to patients of various cultural, gender, age and ethnic backgrounds.
2. Provide various health care entities with skilled, entry-level radiologic technologists.
3. Effectively interpret theoretical principles into practice in order to meet the needs of the ever-changing health care arena.
4. Explore methods of contributing to the advancement of local, state and national professional organizations.
5. Seek opportunities for lifelong learning.

## Program Outcomes

Graduates of the Radiologic Technology program will:

1. Demonstrate an understanding of the role and scope of practice of the radiologic technologist.
2. Exercise professional verbal and written communication skills when interacting with colleagues, patients and the public.
3. Perform all radiographic procedures common to the profession at the entry-level utilizing optimal technical factors, while practicing radiation safety precautions.
4. Demonstrate compassion in the treatment of patients, respecting patients' rights and confidentiality at all times.

Students completing the Associate of Science Degree program in Radiologic Technology may choose to enter the Clarkson College Two-Plus-Two Program leading to a Bachelor of Science Degree in Medical Imaging.

## RT Professionals

Radiologic technologists provide diagnostic services for patients using high-tech medical imaging equipment. Medical images produced by radiographers are then sent to physicians for diagnostic interpretation. Radiologic technologists are employed by hospitals, imaging facilities, urgent care clinics, private physician's 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, RT(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 Office of Admissions, the Director of Radiologic Technology or on the Internet at <http://www.clarksoncollege.edu>.

## Curriculum Requirements

In order to complete the Associate of Science in Radiologic Technology (RT) Degree, students must successfully complete a total of **70** 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:

**General Education/Support Courses = 26 Semester Hours:** The following courses compose the 26 hours: College Algebra I, Biology, Anatomy, Physiology, English Composition I, Computer Applications and 9 semester hours of Core Curriculum. Each of these courses need to be completed with a "C" or above.

### Major Courses = 44 Semester hours

At least 20 semester hours must be completed at Clarkson College with at least 10 semester hours of 200-level courses.

## Service Learning Graduation Requirements

**Service Learning: 15 hours\*** of Clarkson College Service Learning hours must be completed prior to graduation. Graduate who do not complete the required number of Service Learning hours will not receive diplomas or transcripts until the hours have been completed.

**\*Note:** Service Learning hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

## Curriculum Plan

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.

### Curriculum Plan of Required Courses

#### *First Year-Fall Semester*

	<i>Semester Hours</i>
MA 120 College Algebra I	3
BI 211 Anatomy	4
RT 101 Introduction to Radiologic Technology	2
RT 103 Medical Terminology	1
RT 105 Patient Care	2
RT 260 Radiation Physics	<u>2</u>
<b>Total</b>	<b>14</b>

#### *First Year-Spring Semester*

	<i>Semester Hours</i>
HC 102 Health Care Communications*	3
BI 213 Physiology	4
EN 101 English Composition I	3
RT 110 Radiographic Procedures I	3
RT 120 Radiographic Exposures I	<u>3</u>
<b>Total</b>	<b>16</b>

#### *First Year-Summer Session*

	<i>Semester Hours</i>
BI 117 Human Biology	4
BU 102 Introduction to Computers	3
HC 315 Issues in Health Care*	2
RT 130 Radiographic Exposures II	2
RT 140 Radiographic Procedures II	3
RT 270 Radiation Biology	<u>2</u>
<b>Total</b>	<b>16</b>

#### *Second Year-Fall Semester*

	<i>Semester Hours</i>
RT 245 Radiographic Procedures III	2
RT 250 Radiographic Pathology	2
RT 276 Pharmacology for Radiologic Technologists	2
RT 265 Clinical Experience I	<u>4</u>
<b>Total</b>	<b>10</b>

#### *Second Year-Spring Semester*

	<i>Semester Hours</i>
RT 275 Clinical Experience II	8
<b>Total</b>	<b>8</b>

#### *Second Year-Summer Session*

	<i>Semester Hours</i>
RT 285 Clinical Experience III	<u>6</u>
<b>Total</b>	<b>6</b>

**Total Semester Hours in Program**

**70**



# Radiologic Technology

## Course Descriptions

### **RT 101**

#### ***Introduction to Radiologic Technology***

***2 semester hours***

(2 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 103**

#### ***Medical Terminology***

***1 semester hour***

(1 hour theory per week)

This 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.

### **RT 105**

#### ***Patient Care***

***2 semester hours***

(2 hours theory and 1 hour laboratory per week)

This course presents the theoretical base for patient care skills and techniques unique to professional radiographers. Laboratory experiences will expand these theoretical foundations by incorporating psychomotor skills in a simulated and/or actual clinical setting.

### **RT 110**

#### ***Radiographic Procedures I***

***3 semester hours***

(3 hours theory and 2 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.

### **RT 120**

#### ***Radiographic Exposures I***

***3 semester hours***

(3 hours theory and 1 hour laboratory per week)

Radiographic exposures is a two-fold course. The 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.

**RT 130****Radiographic Exposures II****2 semester hours**

(2 hours theory and 1 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****3 semester hours**

(3 hours theory and 2 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.

**Prerequisite:** RT 110.

**RT 245****Radiographic Procedures III****2 semester hours**

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. The course will address procedures such as, but not limited to, myelography, arthrography, venography and hysterosalpingography.

The student will also be exposed to the various specialty imaging areas that interact with radiology.

**Prerequisites:** RT 110 and RT 140.

**RT 250****Radiographic Pathology****2 semester hours**

(2 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****2 semester hours**

(2 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 which facilitate comprehension of difficult concepts and applications.



**RT 265*****Clinical Experience I*****4 semester hours**

(40 hours clinical experience per week for 7 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 270*****Radiation Biology*****2 semester hours**

(2 hours theory per week)

This course is a study and analysis of the effects of various types of electromagnetic radiations and their effects upon 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*****8 semester hours**

(40 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 276*****Pharmacology for Radiologic Technologists*****2 semester hours**

(2 hours theory per week)

This course introduces the students to the basic concepts of pharmacology, including legal and ethical issues surrounding the administration of these agents. Venipuncture, administration of diagnostic agents, intravenous medications and the appropriate patient care during delivery will be addressed. Various contrast agents and other pharmacological agents utilized in the diagnostic imaging department will be discussed.

**RT 285*****Clinical Experience III*****6 semester hours**

(40 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.

***Prerequisite:*** RT 265 and RT 275 .



# General Education

## *Director of General Education*

**Stacie Brodkey, M.A.**

**(402) 552-3234**

The core knowledge and skills of a college degree are found in the general education courses which serve as a foundation for the declared major. Clarkson College has designed a five-credit-hour **Core Curriculum** for associate degree majors and a nine-credit-hour **Core Curriculum** for bachelor's degree majors that provides foundation for health care professionals. In addition to the **Core Curriculum**, the **General Education Curriculum** provides courses that address the educational needs of all students.

General education courses are uniquely student-centered and project-oriented. Learning activities are planned to provide the student the opportunity to explore the content while applying it to real life situations. Courses include off-campus activities and in-class project development. The Omaha area is rich in historical and cultural facilities and activities. General education courses at Clarkson College take advantage of these opportunities, often incorporating field trips to these facilities as part of student courses activities. For these reasons, it is strongly recommended that students complete all of their general education coursework at Clarkson College.

## Mission Statement

The Department of General Education emphasizes a general education curriculum relevant to students in the health sciences.

## Philosophy

The Clarkson College General Education department provides foundations for personal, academic and professional success by integrating unique learning experiences directly related to health care into the curriculum.

## Program Outcomes

The goal of the Clarkson College General Education curriculum is to enhance the education received by Clarkson College graduates by providing a breadth of understanding, knowledge and experience, which can serve as a basis for reaching personal and professional success. Specific objectives of the General Education curriculum are:

1. To provide appropriate and effective general education courses designed specifically to support the Clarkson College Mission.
2. To provide support courses at the college level which permit students to expand their abilities in writing, mathematics, sciences, humanities and technology.
3. To offer general education courses in formats which permit the communication of traditional knowledge and understanding through a variety of delivery systems.

4. To develop leadership skills and talents in auxiliary areas, which will provide Clarkson College students the opportunity to take leading roles in their chosen profession.
5. To provide the required health care core curriculum, consisting of three courses, designed to enhance each student's success while in college as well as once they graduate.
6. To provide a full scope of courses which stay flexible and innovative in assessing the needs of both the student and the institution and modify the curriculum to meet those needs.

## Core Curriculum

All undergraduate students are required to complete the Health Care Core Curriculum as part of the general education requirements. Students enrolled in the associate degree programs will be required to complete a five-credit-hour Health Care Curriculum consisting of Health Care Communications and Issues in Health Care. Bachelor's degree students will be required to complete a nine-credit hour core curriculum, which also includes the *Western Humanities* and the *History of Health Care* course. The Health Care Core Curriculum courses are designed to enhance each student's success while in college as well as when they graduate and become leaders in their chosen health care fields.

## General Education Requirements

While core curriculum courses are required, students have the option to choose courses from the General Education curriculum. This means students have an opportunity to customize the General Education curriculum to their own interests.

Course descriptions are listed in alphabetical order according to the course prefix. Following each course title are the hours of credit received for successfully completing the course.

# General Education Course Descriptions

## ART

**AR 110**

**Studio Art**

**3 semester hours**

This course offers a fundamental introduction to the three basic areas of fine art: drawing, watercolor painting and oil painting. Student may wish to fulfill their general education requirements by selecting any one of the three areas.

**AR 290**

**Special Topics in Art**

**1-3 semester hours**

Topics may include any art-related field, such as photography, sculpture or ceramics, that is not currently offered by the College.

**Prerequisite:** AR 110 or academic background in the area of interest .

## BIOLOGICAL SCIENCE

**BI 117**

**Human Biology  
(Lecture and Lab)**

**4 semester hours**

This course is designed to give the student a working understanding of the structure of the human cell and its many functions. As an introductory class, Human Biology is an excellent preparation for Anatomy, Physiology, Nutrition and Pathophysiology. Students will gain understanding of biological foundations of the human body. Topics include inorganic and organic chemical principles, cell organization, respiration, metabolism, mitosis, meiosis, genetics and heredity and the cell's role in overall body homeostasis.

**BI 120**

**Basic Nutrition**

**2 semester hours**

Basic nutrition is the focus of this introductory nutrition course. Types of nutrients and the effect on human functioning will be explored. Cultural differences in food behaviors will be discussed in relationship to healthy dietary habits.

**BI 121**

**Therapeutic Nutrition Science**

**1 semester hour**

Appropriate nutritional adaptations for a variety of health alterations are explored in this therapeutic nutrition course.

**Prerequisite:** BI 120.

**BI 227**

**Pathophysiology**

**3 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:** *Biochemistry, Anatomy, Physiology, Microbiology and all 100-level nursing courses.*

**BI 210**

**Microbiology  
(Lecture and Lab)**

**4 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.

**Prerequisite:** *Nursing majors must take this course concurrently with 200-level nursing courses.*

**BI 211**

**Anatomy  
(Lecture and Lab)**

**4 semester hours**

Students will gain important concepts about human anatomy in preparation for their degree program coursework. Since 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.

*(Prerequisite to 200 -level nursing course for nursing majors).*

**BI 311**

**Advanced Anatomy**

**2-3 semester hours**

The focus of this course centers on advanced exploration of anatomical structures and systems covered in BI211, Human Anatomy. Correlation of pertinent regional anatomy to clinical cases will be emphasized when relevant. Students have the option to complete the course in traditional format for 2 credits or add a guided independent study application for 3 total credits.

**Prerequisite:** *BI 211.*

**BI 213**

**Physiology  
(Lecture and Lab)**

**4 semester hours**

Physiology is a course designed to explore the functions of the human body. Students will gain an understanding of the major body systems. Emphasis is placed on relating anatomy (structure) to physiology, homeostasis (the maintenance of a relatively stable internal environment) and system interactions.

**Prerequisite:** *BI 211. (Prerequisite to 200-level nursing courses for nursing majors.)*



**BI 290****Special Topics in Biology****1-3 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.

**COMMUNICATION****CA 110****Introduction to Sign Language for Communicating  
with the Hearing Impaired****3 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****3 semester hours**

Continuation of CA 110, with emphasis on signing practice and refinement.

**Prerequisite:** CA 110 or permission of instructor.

**CHEMISTRY****CH 110****General Chemistry I  
(Lecture and Lab)****4 semester hours**

This is a chemistry survey course that introduces general, organic, inorganic and biochemistry. Topics include the structure of the atom, how atoms bind together to form molecules, chemical reactions, radioactivity, organic compounds, carbohydrates, lipids, proteins and metabolism, as well as a brief introduction to molecular genetics. Throughout the course, topics that relate to physiological and medical aspects will be emphasized.

**CH 120****Biochemistry  
(Lecture and Lab)****4 semester hours**

Principles of general chemistry with inorganic, organic and biochemistry. General Chemistry concepts and organic nomenclature, synthesis, stereochemistry, Biomolecular chemistry and enzymology. Other areas of focus include pH influences, bioenergetics, metabolism, biosynthesis, amino and nucleic acids, lipids, proteins, genetic coding and pathways in cellular metabolism.

**ENGLISH AND LITERATURE****EN 100****Essentials of Writing****1 semester hour**

Essentials of Writing offers 1 hour of credit for those who wish to sharpen basic writing skills in a personalized environment. After assessing each student's

skills, the instructor prepares an individualized course of study that concentrates on developing reading skills and strategies; grammar and punctuation; invention and discovery techniques; and composing, organizing and developing a thesis statement. Course of study culminates in a polished portfolio of 4 short essays selected by the student. Credit is earned on a Pass/No Pass basis.

**EN 101**

**English Composition I**

**3 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 101.50**

**English Composition I: Academic Travel**

**3 semester hours**

The keystone experience is two weeks of academic travel which emphasizes discovery learning and first-hand research.

**EN 102**

**English Composition II**

**3 semester hours**

English Composition II provides advanced instruction and practice in the art of writing. Rhetorical strategies include textual analysis, critical thinking and effective research methodologies.

**Prerequisite:** EN 101 English Composition or the equivalent of EN 102 English Composition II.

**EN 290**

**Special Topics in English**

**1-3 semester hours**

Courses are listed in the semester schedule and focus on topics of interest in a specific area of study selected by Clarkson College. The course may be repeated as different topics are offered.

**GENERAL**

**GEN 101**

**Strategies for Success**

**1 credit hour**

Strategies for Success will focus on the student that desires a successful career at Clarkson College. Topics such as time management, teaching and learning styles, finding and using information, taking notes, taking tests, reading and listening skills, making decisions, getting along with others, money management and health and wellness will be explored. The student will work closely with the Student Success Center and their Clarkson College Mentor. Credit is earned on a Pass/No Pass basis.



**HEALTH CARE****HC 102****Health Care Communications****3 semester hours**

Health Care Communications focuses on various communication types, including communication with individuals, communication with groups and communications involving systems. The differences between social conversation and therapeutic communication will be explored. Types of communication, verbal and nonverbal, will be explored. Basic elements to clarity in communication will be reviewed. Implications of electronic communication and computer technology will be discussed. The legal and ethical implication of professional communication will be analyzed.

**HC 200****Health Care Sciences Update I****3 semester hours**

This course provides an 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****3 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****3 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 Program.

**HC 301****Western Humanities and the History of Health Care****4 semester hours**

This epoch-based course integrates the history of ideas and the history of health in Western culture. The course surveys the diverse arts and practices which reflect men and women's timeless search for meaning and healing throughout the agricultural and industrial revolutions.

This course is designed to introduce the student to ethical principles and theories which affect all of the health professions. This course will also introduce the student to current issues in medical law and contemporary professional themes and trends pertinent to clinical practice.

## HISTORY

This course focuses on topics of interest in a specific area of study selected by Clarkson College. The course may be repeated as different topics are offered.

## MATHEMATICS

Basic concepts of the real number system, polynomials, first-degree equations, algebraic fractions, radicals and quadratic functions. For students needing a refresher course prior to College Algebra I.

Covers axioms of real and complex numbers; equations and inequalities in a variable and solutions of these systems; polynomial, exponential and logarithmic functions.

**Prerequisite:** Two years of high school algebra, MA 101 or permission of the instructor.

## PHYSICAL EDUCATION/ACTIVITY

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.

## PSYCHOLOGY

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 115*****Dying and Death*****3 semester hours**

An introductory course which covers death from several different perspectives. The desired outcome of the course will be a better understanding of the dying patient and their family, with a particular emphasis on improving the quality of care provided to dying people and their survivors.

**PY 200*****Human Development*****3 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 340*****Abnormal Psychology*****3 semester hours**

This course is designed to examine the causes, consequences and treatments of abnormal behavior. Health care professionals must recognize that normal and abnormal behaviors are almost always the result of both physiological and psychological factors and must develop an understanding of the medical and mental sides of disorders.

**Prerequisite:** PY 101 General Psychology I or the equivalent of PY 340 Abnormal Psychology.

**SOCIOLOGY****SO 101*****Introduction to Sociology*****3 semester hours**

Overview of the principles and methods of human behavior in groups. Includes group dynamics, cultural variation and social change.

**SPANISH****SP 101*****Conversational Spanish I*****3 semester hours**

Intense conversation practice, practical vocabulary, fluency and ease of expression. Emphasis on speaking, aural comprehension, Latin American idioms, customs and culture.

**SP 102*****Conversational Spanish II*****3 semester hours**

A continuation of Conversational Spanish I with emphasis on Health Care.

**Prerequisite:** SP 101.

**SP 290*****Special Topics in Spanish*****1-3 semester hours**

Courses focus on topics of interest in a specific area of study selected by Clarkson College. The course may be repeated as different topics are offered.

# STATISTICS

**ST 310**

**Statistics**

**3 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.

GENERAL EDUCATION

GENERAL EDUCATION

GENERAL EDUCATION



# 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. Clarkson students register for the courses at Clarkson but attend Aerospace Studies classes at UNO while pursuing their degree at Clarkson College. This opportunity results from an agreement between Clarkson College and UNO. If interested in this program, please contact UNO ROTC at (402) 554-2318.

Following are the Aerospace Studies offered by Clarkson College through the UNO four-year 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*

Surveys 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*

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*

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.

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.

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 of 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. If interested in this program, please contact Creighton Army ROTC at (402) 280-2700.

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, at the same time qualifying one to enter the advanced course.

It is the advanced course, however, which 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 students 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. The training is conducted during the summer months at Fort Lewis, Washington. The student's ability to lead his or her unit and to plan and conduct small unit operations is thoroughly evaluated. Travel pay and salary stipend are provided through the Army.

Nursing students can 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 are the Military Science courses offered at Clarkson College through Creighton University's ROTC Program:

**MIL 100** *Leadership Laboratory*

Leadership Laboratory provides basic and advanced military leadership experience in military courtesies, 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. 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.

**Prerequisites:** 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:** Complete 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.

**Prerequisites:** 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.

# Division of Professional Development

## *Vice President of Professional Development*

*Lynda Lakin, Ph.D.*

*(402) 552-6119*

## *Director of Professional Development*

*Judi Dunn, R.N., M.S.*

*(402) 552-6123*

## Mission

The mission of the Division of Professional Development is to assist individuals in successfully acquiring and developing the knowledge, skills and values that will enhance their quality of life, improve their ability to acquire and sustain meaningful employment and promote their involvement in the community.

## Objectives

The Division of Professional Development seeks to provide leadership to help establish and support the development of successful partnerships with business companies and corporations, health care systems and alliances, academic and training institutions and the community at large.

- The Division seeks to provide College sanctioned continuing education activities which meet accreditation standards established by sponsoring professional societies and organization.
- Direct and administer the Nebraska State Office of the American Council on Education College Credit Recommendation Service (ACE/CREDIT) as required by the American Council on Education (ACE).
- Design, implement, evaluate, direct and administer the Nurse Refresher Course, the Certified Nursing Assistant course and the Certified Medication Aide course.
- Design, implement, evaluate, direct, and administer Basic Life Support Courses for the College, business/industry clients and community groups.
- Assist College faculty and administrative staff in evaluating the effectiveness of meeting academic and continuing education program objectives/outcomes including participant satisfaction.

## Continuing Nursing Education

Continuing nursing education within the Division of Professional Development will contribute to the refinement, enhancement and maintenance of competence in nursing practice, theory, research, administration and training. It will be planned, implemented and evaluated according to perceived and observed needs. It should support professional and personal growth, further the nursing profession and promote self-directed learning. It will provide opportunity for increasing competence, thoughtfulness, ethics and compassion in nursing professionals, in a variety of nursing settings. Finally, it will be innovative, anticipating change in health care systems, technologies and society.

Continuing nursing education programs will 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 Nebraska Nurses Association (NNA), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation, Code#NE03-06C3. Iowa Provider #345.

The following are Division of Professional Development programs:

### ***RN/LPN Refresher Course***

Programs are offered for nurses who have inactive or lapsed nursing license status and desire to return to clinical practice; or for nurses who have an active license but desire updating and learning new skills to meet the demands of new positions or responsibilities.

### ***Certified Nursing Assistant 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 Nursing Assistant Registry.

### ***Certified Medication Aide Course***

This 40-hour course meets State of Nebraska requirements of training for individuals to provide medications in nursing homes, assisted living centers, intermediate care facilities for the mentally retarded, 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.

### ***Basic Life Support***

Courses are offered to individuals seeking initial completion or renewal of CPR training. The courses are approved through the American Heart Association. Courses are offered on a regular schedule at the Clarkson College campus or the Department will make arrangements with organizations and businesses to provide training on site.

## CPR for Health Care Professionals

### *CPR Training*

The Division of Professional Development has designed a seven-hour CPR training course specifically for the health care professional. The course follows American Heart Association (AHA) guidelines and is designed to prepare the learner in adult (one and two person rescue); child and infant CPR, and adult, child and infant foreign body airway obstruction. Information is provided regarding heart disease, pediatric and adult risk factors, prudent heart living, heart and lung function, warning signs of a heart attack and actions for survival. Successful completion of the course requires the participant to be able to demonstrate skills learned and pass the AHA examination for health care providers.

### *CPR Renewal*

This three-and-a-half-hour basic life support 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 Division staff will also make arrangements with organizations and businesses to provide training on site.

## Health Information Management Continuing Education

Continuing education is offered online, on site and throughout the Midwest to advance an individual's career and knowledge in the Health Information Management 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.

## ACE/CREDIT

Clarkson College serves as the Nebraska State Office for the American Council on Education (ACE) and College Credit Recommendation Service (CREDIT) program. ACE/CREDIT is administered by the Department of Professional Development.

## Philosophy

The Clarkson College Office of ACE believes that individuals who have successful experiences in the workplace have obtained valuable knowledge and skills that may qualify for college credit. The Clarkson College Office of ACE is committed to assisting individuals in the work setting earn a meaningful college degree with the completion of a minimal number of college courses by recommending credit for work/life experiences.

## Objectives

In order to accomplish its mission, the Clarkson College Office of ACE/CREDIT supports the following objectives:

- • To appoint an academic team to conduct an evaluation for Nebraska companies who request evaluation of their training courses for college credit recommendations;
- • To evaluate and recommend college credit for prior work experience following ACE guidelines;
- • To evaluate and recommend college credit for prior military training following ACE and SOC guidelines;
- • To provide portfolio training, evaluation and recommendations for appropriate college credit;
- • To support programs that reduce the cost of earning a college education;
- • To provide educational opportunities which complement an employee's work schedule;
- • To support the awarding of educational credit through courses and seminars which enhance an employee's opportunities for advancement; and
- • To encourage other higher education institutions to participate in ACE/CREDIT programs.

## 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.

For more information about the programs offered by the Division of Professional Development and/or assistance, please contact:

Clarkson College  
 Division of Professional Development  
 101 South 42nd Street  
 Omaha, NE 68131  
 (402) 552-6119 or (402) 552-6123  
 800-647-5500  
 lakin@clarksoncollege.edu or dunn@clarksoncollege.edu

# ADMINISTRATION

**President, J. W. Upright, Ed.D.**

(1997)

Ed.D., M.Ed., B.S., University of Nebraska - Lincoln

## Faculty

*Note: Date following the individual's name indicates the year the individual began employment with Clarkson College.*

**JoAnn Acierno, B.S.N., R.N.**  
**Instructor, Nursing**  
 (2002)  
 B.S.N. University of Nebraska Medical Center

**Rebecca Allen, M.S.N.A., B.S.N., R.N.**  
**Assistant Professor, Nursing**  
 (2002)  
 M.S.N.A., University of Phoenix  
 B.S.N., University of Mississippi

**Laurel Bachle, M.S., B.S.**  
**Assistant Professor, General Education**  
 (2000)  
 M.S., Creighton University  
 B.S., University of Nebraska - Lincoln

**Mary Balken, M.S., O.T.R.**  
**Assistant Professor, General Education**  
 (2000)  
 M.S., Creighton University  
 B.S., University of Kansas

**Joey Battles, M.A.Ed., R.T.(R)(CT)(QM)(MR)**  
**Assistant Professor and Director, Medical Imaging**  
 (1996)  
 M.A.Ed., B.S., University of Alabama at Birmingham

**Joan Blum, A.R.N.P., M.S.N., R.N.**  
**Assistant Professor, Nursing**  
 (2004)  
 F.N.P., Clarkson College  
 M.S.N., Drake University  
 B.S.N., Clarkson College  
 R.N., Clarkson College

**Patricia Brennan, Ph.D.**  
**Professor, General Education**  
 (1996)  
 Ph.D., University of Nebraska - Lincoln  
 M.A., B.A., University of Nebraska - Omaha

**David Buckley, M.S.**  
**Assistant Professor, General Education**  
 (2002)  
 M.S., B.A., University of Nebraska at Omaha

**Marcella Bucknam, B.A., CPC, CCS-P, CPC-H, CCA, CCS**  
**Coordinator of Health Information Management**  
 (2001)  
 B.A., California State University - Long Beach

**Linda Christensen, J.D., R.N., M.S.N.**  
**Professor and Dean of Nursing**  
 (1992)  
 J.D., Creighton University  
 M.S.N., B.S.N., University of Nebraska Medical Center  
 Diploma, Nebraska Methodist School of Nursing

**Ellen Collins, M.S., R.T. (R)(M)**  
**Assistant Professor and Director, Radiologic Technology**  
 (1998)  
 M.S., Fort Hays State University  
 B.S., University of Nebraska - Lincoln

**Joe Council III, B.S.N., R.N.**  
**Instructor, Nursing**  
 (2004)  
**B.S.N., R.N., Methodist College**

**Marsha Cravens, M.S.N., M.Ed., R.N.**  
**Assistant Professor, Nursing**  
 (2003)  
 M.Ed., University of Missouri  
 M.S.N., University of Missouri  
 B.S.N., Northeast Missouri State

**Derrick Crawford, A.S.P.T.A., A.A.S.**  
**Instructor, Physical Therapist Assistant**  
 (2004)  
 A.S.P.T.A., A.A.S., Community College of the Air Force

**Cristy Daniel, M.S., B.S.O.T.**  
**Assistant Professor, General Education**  
(1996)  
M.S., College of St. Francis  
B.S.O.T., Creighton University

**Cynthia Delanie, B.S.N., R.N.**  
**Instructor, Nursing**  
(2004)  
B.S.N., R.N., Midland Lutheran College

**Carla Dirkschneider, B.S., RHIA**  
**Instructor, Health Information Management**  
(2003)  
B.S., College of Saint Mary

**Jill Dougherty, M.S., C.P.N.P., R.N.**  
**Associate Professor, Nursing**  
(2002)  
M.S., Texas Women's University  
C.P.N.P., Post Master's Certificate, University of Nebraska Medical Center  
B.S.N., University of Nebraska - Omaha

**Natalie Dowty, M.S., M.P.T., P.T.**  
**Assistant Professor, Physical Therapist Assistant Program**  
(2003)  
M.P.T., University of Nebraska Medical Center  
M.S. University of Nebraska - Omaha  
B.S., B.A., University of Nebraska-Omaha

**Marla Erbin-Roesemann, Ph.D.**  
**Associate Professor and Director, Graduate Nursing**  
(2001)  
Ph.D., M.S., B.S.N., University of Michigan

**Christine Ellett, B.S.N.**  
**Instructor, Nursing**  
(2003)  
B.S.N., Nebraska Methodist College of Nursing

**Daniel Frady, L.P.N., L.P.N.-C, R.N., C.S.M./M.A., C.N.A.Certificate**  
**Instructor, Professional Development**  
(2004)  
B.S.N., L.P.N.-C, Metropolitan Community College

**Ann Hagenau, M.S., RT.(R)(M)**  
**Instructor, Radiologic Technology**  
(2002)  
M.S., Clarkson College  
B.S., Clarkson College

**Layna Himmelberg, B.S.N., R.N.**  
**Instructor, Undergraduate Nursing**  
(2002)  
B.S.N., Clarkson College  
B.S., Bellevue University  
A.D.N., College of St. Mary

**Kathleen Kibat, C.P.C., C.D.A.**  
**Coding Auditor, Educational Coding Services**  
(2004)  
C.D.A., Metropolitan Community College

**Laura Knutson, B.S.N., R.N.**  
**Instructor, Nursing**  
(2004)  
B.S.N., Creighton University

**Rebekah Lehn, B.S.N., R.N.**  
**Instructor, Nursing**  
(2004)  
M.S.N., University of Nebraska Medical Center  
B.S.N., College of Saint Mary

**Susan Leutzinger, B.S.N., R.N.**  
**Instructor, Nursing**  
(2004)  
B.S.N., Clarkson College  
R.N., Metropolitan Community College

**Heather McElyea, M.S.N., C.F.N.P., R.N.**  
**Instructor, Nursing**  
(2004) M.S.N., C.F.N.P., University of California - San Diego  
B.S.N., University of North Carolina - Chapel Hill

**Michael McGuire, M.A.**  
**Instructor, General Education**  
(2002)  
M.A., University of South Dakota  
B.S.E., Wayne State College

**Catherine Messinger, A.R.N.P., M.S.N., R.N.**  
**Assistant Professor, Nursing**  
(2002)  
M.S.N., University of Nebraska Medical Center  
B.S.N., University of Nebraska Medical Center

**Mary Miller, B.S., R.H.I.A.**  
**Instructor and Coordinator of Health Information Management**  
(2002)  
B.S., College of St. Mary

**Andreia Nebel, P.T., D.P.T.**  
**Assistant Professor, Physical Therapist Assistant**  
(2004)  
D.P.T., Creighton University  
B.S., Montana State University

**Aubray Orduna, M.S.N., R.N.**  
**Assistant Professor, Director of Practical Nursing and Diversity Services**  
(2000)  
M.S.N., Creighton University  
B.S.N., Murray State University

**Loretta Pierce, B.S.N., R.N.**  
**Instructor, Nursing**  
(2004)  
B.S.N., Clarkson College

**Ellen Piskac, M.S.N., R.N.**  
**Associate Professor and Director, Baccalaureate Nursing**  
(2000)  
M.S.N., B.S.N., University of Nebraska Medical Center

**Cate Rongish, M.S.N., R.N., C.A.C.P.**  
**Assistant Professor, Nursing**  
(2004)  
M.S.N., B.S.N., University of Nebraska Medical Center

**Marilyn Rosmann, M.S.N., R.N.**  
**Associate Professor, Nursing**  
(1996)  
M.S.N., University of Utah  
B.S.N., Walla Walla College

**Cynthia Schlotfeld, B.S.N., R.N.**  
**Instructor, Nursing**  
(2003)  
B.S.N., Clarkson College

**Sharon Schuett, M.S.N., R.N.**  
**Assistant Professor, Nursing**  
(2000)  
M.S.N., University of Nebraska Medical Center  
B.S.N., Diploma, Clarkson College

**Chris Seckman, M.S.N., R.N.**  
**Associate Professor, Nursing Coordinator of RN to BSN Program**  
(1998)  
M.S.N., Clarkson College  
B.S.N., University of Nebraska Medical Center

**Cari Segebart, B.S.N., R.N.**  
**Instructor, Nursing**  
(2003)  
B.S.N., Briar Cliff University  
A.S.N., Des Moines Area Community College

**Mae Timmons, Ed.D., R.N.**  
**Associate Professor, Graduate Nursing**  
(1993)  
Ed.D., University of San Francisco  
M.N., University of California - Los Angeles  
B.S.N., St. Louis University

**Victoria K. Trost, P.T., D.P.T.**  
**Director and ACCE, Physical Therapist Assistant**  
(2002)  
D.P.T., Creighton University  
B.S., University of Missouri in Kansas City

**Joleen Vacha, B.S.N., R.N.**  
**Instructor, Nursing**  
(2004)  
B.S.N., College of Saint Mary  
A.S.N., College of Saint Mary

**Steve Vogt, B.S., R.T.(R)(MR)(CT)(BD)**  
**Instructor, Medical Imaging**  
(2003)  
B.S., Midland Lutheran College  
A.S., Clarkson College

**Lynn Wagner, B.S.N., R.N.**  
**Instructor, Nursing**  
(2003)  
B.S.N., Clarkson College

**Nina Wardell, M.S.N., R.N.**  
**Associate Professor, Nursing**  
(2003)  
M.S.N., University of Nebraska Medical Center  
B.S.N., Creighton University  
B.S., Nebraska Wesleyan University  
Diploma, Bryan School of Nursing

**Shelli Weddum, R.T.(R)**  
**Clinical Coordinator/Instructor, Radiologic Technology**  
(2002)  
Certificate, Jennie Edmundson School of Radiography

**Monica White, L.C.S.W.**  
**Instructor, General Education**  
(2004)  
M.S.W., University of Nebraska--Omaha  
B.S.W., Nebraska Wesleyan University

**Patricia Wolfe, B.S.N., R.N.**  
**Instructor, Nursing**  
(2004)  
B.S.N., R.N., Nebraska Methodist College of Nursing

**Jody Woodworth, M.A.**  
**Assistant Professor and Dean, Health Care Business Programs**  
(1997)  
M.A., University of Nebraska at Omaha  
B.S., A.S., University of Nebraska Medical Center

**Kelly Zinn, M.S.N., R.N.**  
**Assistant Professor, Nursing**  
(2002)  
M.S.N., University of Nebraska Medical Center  
B.S.N., Clarkson College

### **Honorary Professor**

**Rita VanFleet, B.S.N., R.N.**  
**Vice President, Patient Care Services**  
**The Nebraska Medical Center**  
(2004)  
B.S.N. Clarkson College



# Administrative/College Support Staff

**Nancy Jewell, M.A.**  
**Executive Assistant to the President  
and Director of Alumni Relations**  
(1989)  
M.A., University of Northern Colorado  
B.A., University of Northern Iowa

## Diversity Services

**Aubray Orduna, M.S.N.**  
**Assistant Professor, Director of Practical  
Nursing and Diversity Services**  
(2000)  
M.S.N., Creighton University  
B.S.N., Murray State University

## Fiscal Services

**John Lord, B.S., B.A.**  
**Director, Fiscal Services**  
(1991)  
B.A., B.S., University of Kansas

## Human Resources

**Barb Zorn, B.S., P.H.R.**  
**Director, Human Resources**  
(2002)  
B.S., University of Nebraska - Omaha

## Marketing

**Melodae Lane, B.S., S.P.H.R.**  
**Senior Director of Marketing and  
Presidential Initiatives**  
(2001)  
B.S., Northwest Missouri State University

**Tess Warsocki**  
**Coordinator, Executive Offices**  
(2000)

## Grants

**Heather Goertz, O.T.D., B.S.**  
**Grant Coordinator**  
(1999)  
O.T.D., Creighton University  
B.S., Creighton University

**Josephine Scarpello, B.A.**  
**Accounting Assistant**  
(1998)  
B.A., Buena Vista University  
A.A., Iowa Western Community College

**Lila Dinnel**  
**Employment Specialist**  
(2003)

**Melissa Kucirek, M.A., B.A.**  
**Coordinator of Marketing and  
Promotions**  
(2001)  
M.A., B.A., University of Nebraska - Omaha

# Academic Administration/Support Staff

## General Education

**Stacie Brodkey, M.A., B.S.**  
**Director, General Education and Academic Administrator**  
(1995)  
M.A., B.S., University of Kansas

## Division of Allied Health Medical Imaging

**Joey Battles, M.A.Ed., R.T. (R)(CT)(QM)(MR)**  
**Director of Medical Imaging**  
(1996)  
M.A.Ed., B.S., University of Alabama - Birmingham

## Physical Therapist Assistant

**Victoria K. Trost, D.P.T., P.T.**  
**Director, Physical Therapist Assistant**  
(2002)  
D.P.T., Creighton University  
B.S., University of Missouri - Kansas City

## Radiologic Technology

**Ellen Collins, M.S., R.T.(R)(M)**  
**Director of Radiologic Technology**  
(1998)  
M.S., Fort Hays State University  
B.S., University of Nebraska - Lincoln

**Ann Hagenau, M.S., R.T.(R)(M)**  
**Instructor, Radiologic Technology**  
(2003)  
M.S., Fort Hays State University  
B.S., University of Nebraska

**Steve Vogt, B.S., R.T., (R)(MR)(CT)**  
**Instructor, Medical Imaging**  
(2003)  
B.S., Midland Lutheran College  
A.S., Clarkson College

**Derrick Crawford, A.S.P.T.A., A.A.S.**  
**Instructor, Physical Therapist Assistant**  
(2004)  
A.S.P.T.A., A.A.S., Community College of the Airforce

**Shelli Weddum, R.T.(R)**  
**Instructor and Academic Coordinator of Clinical Education for Radiologic Technology**  
(2002)  
Certificate, Jennie Edmundson School of Radiography

## Division of Health Care Business Management

**Jody Woodworth, M.A.**  
**Dean of Health Care Business Programs**  
 (1997)  
 M.A., University of Nebraska at Omaha  
 B.S., A.S., University of Nebraska Medical  
 Center

**Mary Miller, B.S., R.H.I.A.**  
**Instructor and Coordinator of Health  
 Information Management**  
 (2002)  
 B.S., College of St. Mary

**Marcella Bucknam, B.A., CPC, CCS-P,  
 CPC-H, CCA, CCS**  
**Coordinator of Health Information  
 Management**  
 (2001)  
 B.A., California State University - Long  
 Beach

**Carla Dirkschneider, B.S., RHIA**  
**Instructor, Health Information  
 Management**  
 (2003)  
 B.S., College of Saint Mary

## Division of Nursing

**Linda Christensen, J.D., M.S.N., R.N.**  
**Dean of Nursing**  
 (1992)  
 J.D., Creighton University  
 M.S.N., B.S.N., University Nebraska  
 Medical Center  
 Diploma, Nebraska Methodist School of  
 Nursing

**Marla Erbin-Roesemann, Ph.D.**  
**Director of Graduate Nursing**  
 (2001)  
 Ph.D., M.S., B.S.N., University of Michigan

**Aubray Orduna, M.S.N., R.N.**  
**Director of Practical Nursing and  
 Diversity Services**  
 (2000)  
 M.S.N., Creighton University  
 B.S.N., Murray State University

**Ellen Piskac, M.S.N., R.N.**  
**Director of Baccalaureate Nursing**  
 (2000)  
 M.S.N., University of Nebraska Medical Center  
 B.S.N., University of Nebraska Medical Center

**Sharon Villagran**  
**Administrative Assistant to the Dean of  
 Nursing**  
 (2003)

## Online Education

**Mark White, M.Ed.**  
**Director, Instructional Design and  
 Faculty Development**  
 (1999)  
 M.Ed., Lesley College  
 B.A., University of Nebraska at Kearney

**Linda Nieto**  
**Coordinator of Online Education**  
 (1983)

## Professional Development

**Lynda Lakin, Ph.D.**

**Vice President of Professional Development**

(2001)

Ph.D., M.A., University of Nebraska - Lincoln

B.A., University of Nebraska - Kearney

**Judi Dunn, M.S., R.N.**

**Director of Professional Development**

(2002)

M.S., University of Colorado Health Sciences, Denver

B.S.N., Bowling Green State University

**Liz Svatos**

**BLS Coordinator for Business and Community**

(2002)

## Faculty Support

**Jean Delfs**

**Office Coordinator for Academic Administration**

(2004)

## Library Services

**Nancy Ralston, M.L.S.**

**Director of Library Services**

(1999)

M.L.S., University of South Carolina

B.S., University of Georgia

A.F.A., Young Harris Junior College

**James Browning, B.F.A.**

**Library Services Technician**

(2001)

B.F.A., University of Oklahoma

A.A.S., Metropolitan Community College

**Nicole Koborg, B.S.**

**Library Resources Technician**

(2000)

B.S., University of Nebraska

**Beth McManigal, B.A.**

**Secretary**

(2000)

B.A., English, University of Nebraska—Omaha

**Mary Prioreshi, M.A.**

**Library Services Technician**

(1998)

M.A., B.A., McGill University

**Daniel Feist, A.A.**

**Library Assistant**

(2002)

A.A., Gainesville College

**Dawn Wilson, B.A.**

**Library Assistant**

(2000)

B.A., University of Nebraska - Omaha

## Technology and Computer Services

**Larry Vinson, B.S.**  
**Director of Technology and Computer Services**  
 (1992)  
 B.S., Bellevue University  
 A.A.S. (2), Community College of the Air Force

**James Browning, B.F.A.**  
**Library Services Technician**  
 (2001)  
 B.F.A., University of Oklahoma  
 A.A.S., Metropolitan Community College

**Terry Hack, M.A., B.A.**  
**Educational Resource Coordinator**  
 (1999)  
 M.A., University of Iowa  
 B.A., Chadron State College

**Jack Morin**  
**PC Specialist**  
 (1994)

**Juleen Olson, B.A.**  
**Coordinator of Information Systems**  
 (1988)  
 B.A., University of Nebraska at Kearney

**Roger Schmeits, B.S., M.C.S.E.**  
**Sr. Network Engineer**  
 (1998)  
 B.S., University of Nebraska—Omaha

**Pam Seward, B.S.**  
**Coordinator of Information Systems**  
 (1999)  
 B.S., University of Nebraska—Omaha

## Student Services

**Tony Damewood, M.B.A.**  
**Dean of Enrollment Management and Student Services**  
 (1999)  
 M.B.A., Averett College  
 B.A., Graceland College  
 A.A., Southwestern Community College

**Sara Bonney, B.A.**  
**Director of Admissions**  
 (2000)  
 B.A., University of Nebraska

**Anne Folkers, B.A.**  
**Admissions Coordinator**  
 (2003)  
 B.A., Dana College

**Beverly Glaessmann**  
**Coordinator, Special Services**  
 (1986)

### Registrar

**Michele Stirtz, B.S.**  
**Registrar**  
 (2001)  
 B.S., Bellevue University  
 A.A., Iowa Western Community College

**Kari Jorstad**  
**Administrative Assistant**  
 (2000)

**Michelle Kruse, B.A.**  
**Admissions Counselor**  
 (2004)  
 B.A., University of Nebraska - Kearney

**Kristie Whitemore**  
**Student Services Representative**  
 (2004)

**Denise Bojan**  
**Assistant to the Registrar**  
 (2001)

**Viviana Desmoineaux**  
**Student Services Representative**  
 (2004)

## Student Financial Services

**Margie Harris**

**Director of Student Financial Services**

(2003)

B.G.S., University of Nebraska - Omaha

Certificate in Management, University of Nebraska at Omaha

**Chris Mason**

**Student Financial Services**

**Representative**

(2002)

## Success Center

**Chuck MacDonell, M.A., B.A.**

**Director of Success Center**

(2001)

M.A., University of Idaho

B.A., Hastings College

**Kitty Cappellano**

**Assistant to the Director of Student**

**Success**

(2000)

## College Services

**Cindy Estrada-Cruse, B.S., A.S.**

**Director of College Services**

(2000)

B.S., Bellevue University

A.S., Colorado Institute of Art

## Student Housing

**Jennifer McCarthy,**

**Director of Student Housing**

(2003) America First Property Management

**Laurie Nading, B.G.S.**

**Financial Aid Counselor**

(2004)

B.G.S., University of Nebraska - Omaha

**Amy Vendetti**

**Student Accounts Representative**

(2003)

**Jay Cramer, M.S.**

**Counselor**

(1999)

M.S., B.G.S., University of Nebraska -

Omaha

**Sally Seymour**

**Bookstore Representative**

(1985)

# Index

Academic Calendar .....	7
Academic Information and Policies .....	38
Academic Advising .....	38
Academic Probation .....	38
Academic Year .....	38
Adding/Dropping Courses .....	38
Advance Standing Credit .....	39
Attendance .....	42
Auditing a Course .....	42
Canceling a Course .....	42
Change of Personal Information .....	43
Class Standing (Undergraduate) .....	43
Comprehensive Examination/Thesis .....	43
Cooperative Programs .....	43
Coursework Categories (Undergraduate Degrees) .....	44
Credit Hour Load .....	44
Credit Hour Overload .....	45
Dean's List .....	45
Degree Completion .....	45
Degree Plan .....	45
Degree Requirements .....	46
Directory Information .....	47
Dismissals .....	49
Diversity.....	48
Double Majors .....	49
E-mail Policy.....	49
Forms Submission .....	49
Freedom of Expression .....	49
Grade Change .....	50
Grade Point Average .....	49
Grade Reports .....	50
Graduate Degree/Certificate .....	51
Graduation Requirements and Procedures .....	51
Grievance Process .....	53
Incomplete Grades .....	53
Independent Study .....	54
Leave of Absence .....	54
Letter Grades and Quality Grade Points .....	55
Mentoring .....	55
New Student Orientation .....	55
Non-Degree Students .....	55
Petition for Reconsideration .....	56
Petitioning for a Course Offering .....	56
Progression .....	56
Registration for Classes .....	58
Online Education Registration Deadline .....	58
Residency Requirement .....	58
Retention of Student Records .....	58
Schedule of Classes .....	59
Scholastic Honesty ( <i>See Student Handbook</i> ) .....	59
Second Bachelor of Science Degree .....	59

Academic Information and Policies (Continued)	
Service Learning Program .....	59
Student Classifications/Status .....	60
Student Conduct .....	61
Transcripts .....	61
Transfer Credit .....	61
Two-Plus-Two (2+2) Curriculum .....	62
Undergraduate Degrees .....	62
Veteran Services .....	63
Withdrawal .....	63
Accreditation .....	5
Admissions .....	14
3-Year Plan for Radiologic Technology Program .....	24
Acceptance .....	22
Additional Admission Requirements .....	21
Application Deadlines and Start Dates .....	21
Assessment Tests English and Math .....	22
Campus and Student Housing Requirement .....	26
Clinical Requirements .....	25
Computer Equipment Recommendations .....	23
Conditional Admission Status .....	23
First-Time Freshman .....	14
Graduate Students .....	16
Health and Safety .....	24
International Applicants .....	17
Non-Matriculated Student Records Retention .....	26
Non-Degree Admission .....	19
On-Campus Requirements .....	25
Pending Admission .....	23
Readmission .....	20
Rights of Students with Disabilities .....	26
Transfer Applicants .....	15
Undeclared Major .....	24
Board of Directors .....	<i>i</i>
Certificates Offered by Clarkson College .....	4
Continuing Education .....	187
Curriculum Plan of Required Courses .....	<i>see specific program</i>
Curriculum Requirements .....	<i>see specific program</i>
Degrees Offered by Clarkson College .....	4
English Proficiency .....	18
Equal Opportunity Statement .....	9
Facilities .....	11
Faculty .....	190
Fast Track, Nursing .....	87
Fees .....	35
Financial Aid .....	28
Additional Sources .....	34
Appeal Process .....	29
Disbursement of Financial Aid .....	27
Federal Programs .....	32
Grants .....	32
Loans .....	33
Work-Study .....	33
Financial Aid, Disbursement of .....	29



Merit-Based Financial Aid .....	30
Proration of Awards Based on Financial Status .....	29
Refunds and Repayments .....	30
Reinstatement of Financial Aid Eligibility .....	29
Resident Advisor .....	34
ROTC Scholarships .....	31
Safeguarding Customer Information .....	30
Satisfactory Academic Progress .....	27
Scholarship Assistance Programs (SAP) .....	29
Scholarships .....	30
Special Donor Scholarships .....	31
State Programs-Grants .....	34
Student Ambassadors .....	34
Suspension of Financial Aid .....	28
Tuition and Fees .....	35
Financial Services (Student) .....	36
Account Payments .....	36
Bookstore Vouchers .....	36
Cashier .....	36
COPPER .....	36
Deferred Payment Plan .....	37
Financial Aid Deferment/Extension .....	37
Refund Checks .....	37
Tuition Refund Policy .....	37
Tuition Assistance .....	37
General Education .....	171
Core Curriculum .....	172
General Education Requirements .....	172
Course Descriptions .....	173
General Information .....	9
Health and Safety Requirements .....	26
Health Care Business Leadership, Master of Science Degree .....	111
Capstone/Internship .....	113
Concentration Courses .....	112
Course Descriptions .....	115
Curriculum Plan of Core Requirements .....	113
Service Learning Graduation Requirements .....	112
Health Care Business Management, Bachelor of Science Degree .....	121
Course Descriptions .....	128
Sample Curriculum Plan .....	124
Service Learning Requirements .....	123
Two-Plus-Two (2+2) Curriculum .....	122
Health Care Business Management, Minor – Curriculum Requirements .....	127
Health Information Management (HIM), Associate of Science Degree .....	134
Accreditation Status .....	134
Curriculum Plan .....	135
Curriculum Requirements .....	133
Course Descriptions .....	141
Sample Curriculum (Part-time) .....	137
Service Learning Graduation Requirements .....	135
Health Information Management Certificate Program .....	138
Foundations Certificate .....	138
Review Courses .....	140
Sample Curriculum (Part-time) .....	139

History of Clarkson College .....	10
Library/Educational Resource Center (ERC) .....	11
Loans, Federal Programs .....	32
Medical Imaging (MI), Bachelor of Science Degree .....	146
Course Descriptions .....	150
Curriculum Requirements .....	148
Electives .....	149
Sample Curriculum Plan .....	148
Service Learning Graduation Requirements .....	148
Mentoring .....	55
Mission, Vision and Values of the College .....	2
Nursing, Bachelor of Science Degree (Traditional Option) .....	84
Assessment .....	84
Course Descriptions .....	96
Curriculum Requirements .....	85
Service Learning Graduation Requirements .....	85
Nursing, Diploma Program in Practical Nursing .....	105
Assessment .....	105
Curriculum Requirements .....	106
Course Descriptions .....	108
Service Learning Graduation Requirements .....	106
Nursing, Division of .....	68
Nursing, Fast Track Option .....	87
Admission Criteria .....	87
Curriculum Plan of Required Courses .....	88
Required Courses (General Education/Support) .....	87
Service Learning Graduation Requirements .....	88
Nursing, LPN into BSN Program, Advanced Placement Process .....	93
Curriculum Requirements .....	93
Required BSN Courses .....	94
Service Learning Graduation Requirements .....	94
Nursing, RN to BSN Program .....	90
Curriculum Requirements .....	90
Required BSN Courses .....	92
Service Learning Graduation Courses .....	92
Nursing, Master of Science Degree .....	70
Capstone .....	71
Core Courses .....	71
Course Descriptions .....	102
Nursing Education Option Courses .....	72
Nursing Family Nurse Practitioner Option Courses .....	72
Nursing Health Care Business Leadership Option Courses .....	72
Service Learning Graduation Requirements .....	71
Nursing Post Master's Certificate Programs .....	73
Admission Criteria for the Certificate Program .....	75
Health Care Leadership .....	74
Family Nurse Practitioner .....	73
Nursing Education .....	73
Nursing Skills Lab .....	14
Nursing Education .....	73
Online Education .....	65
Admission .....	65
Advising, .....	65
Equipment Required/Software and Service Provider .....	65



Financial Aid .....	66
Online Course Sections .....	67
Preliminary Degree Plan .....	66
Programs Offered Through Online Education .....	66
Registration Deadline .....	67
Test Proctors/Preceptors .....	65
Physical Therapist Assistant (PTA), Associate of Science Degree .....	156
Course Descriptions .....	160
Curriculum Plan of Required Courses .....	158
Curriculum Requirements .....	157
PTA Profession .....	157
Service Learning Graduation Requirements .....	158
Policies <i>see Academic Information and Policies</i> .....	39
President's Message .....	6
Division of Professional Development .....	187
Basic Life Support .....	188
Certified Medication Aide Course .....	188
Certified Nursing Assistant Course .....	188
ACE/CREDIT .....	189
Continuing Nursing Education .....	187
CPR Renewal .....	189
CPR Training .....	189
Health Information Management Continuing Education .....	189
RN/LPN Refresher Courses .....	199
Radiologic Technology (RT), Associate of Science Degree .....	176
Course Descriptions .....	179
Curriculum Plan of Required Courses .....	178
Curriculum Requirements .....	177
Energized Skills Lab .....	15
Service Learning Requirements .....	177
Research .....	12
Residence Hall .....	12
Rights of the Disabled .....	27
ROTC.....	181
Air Force .....	181
Army .....	183
Service Learning Requirements .....	85
Science Laboratory .....	12
Skills Laboratories .....	12
Table of Contents .....	1
Technology Resources .....	13
Testing Center .....	13
Tuition and Fees .....	35
Web Site .....	13