

2014 - 2015



COLUMBIA
COLLEGE OF NURSING

**Undergraduate
Curriculum
Catalog**

GLENDAL, WISCONSIN

Table of Contents

Mission, Vision. & Values Statements.....	1
BSN Program Outcomes	2
Professional Nurse Education.....	3
CCON Philosophy	3-4
Historical Perspective	5
Facilities	6
Campus Visits	6
Contact Information	6
Accreditation.....	7
Technical Standards.....	8-11
Admission Requirements.....	11
Application Process	12
Application Deadlines	13
Admission Limitations: Eligibility	13
Admission Decisions	14
Academic Progression.....	14-15
Grading and Quality Points.....	15
Incompletes.....	16
Non-consecutive Clinical Courses	16
Auditing	17
Semester Credit Hour.....	17
Credit Load.....	17
Academic Honors	18
Registration Policy.....	18
Attendance Policy: Theory (Classroom).....	18
Attendance Policy: Laboratory and Clinical.....	18
Course Add & Drop Policy	19
Appeals	20
Withdrawal and Leave of Absence	20-22
Clinical Nursing Course Requirements	23
Clinical Experiences	23
Graduation Requirements.....	24
Application for Graduation	24
Curriculum Plan.....	25-26
Full-time Sample Plan	27
Part-time Sample Plan.....	28
BSN Completion Program	29
Curriculum.....	30
Course Descriptions	30-39
Licensure.....	40

Academic Advising	41
Clinical Learning and Simulation Center	41
Student Enrichment Center	41
Computer Learning Lab	41
Campus Activities	41
Email	42
Mailboxes	42
Scholarships	42
Health Records	42
Campus Employment	42
Libraries	43
Parking	43
Safety	43
Financial Aid	44-49
Veterans Benefits	50
Tuition and Fees	51-53
Refunds	54
Student Health Insurance	54
Student Records	55
Annual Notification	55
Procedure to Inspect Education Records	55
Disclosure to Designated Others	55
Right of College to Refuse Access	56
Refusal to Provide Access	56
Fees for Copies of Records	56
Record of Requests for Disclosure	56
Directory Information	57
Correction of Educational Records	57
Course Grade Reports	57
Transcript Request Policy	57
Transcript Fees	58
Student Right-to-Know Act	58
Change of Demographic Information	58
Change of Name	58
Re-issuance of Diploma Upon Change of Name	59
Voter Registration	59

Columbia College of Nursing Undergraduate Curriculum Catalog 2014-2015

About This Publication

The Catalog of Columbia College of Nursing is intended as a guide that describes the Nursing Program, graduation requirements, and sets forth official College policies. All students enrolled in Columbia College of Nursing are responsible for understanding the rules and regulations that appear in this document. The College and its official committees reserve the right to make changes in regulations, policies, procedures, and other matters, as appropriate. Students will receive or have access to information concerning such changes.

Notice of Non-Discrimination Policy

Columbia College of Nursing admits both men and women. Columbia College of Nursing does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability, or veteran's status in administration of its educational, admission, financial aid, or other College policies and programs, or in the employment of its faculty and staff.

Mission Statement

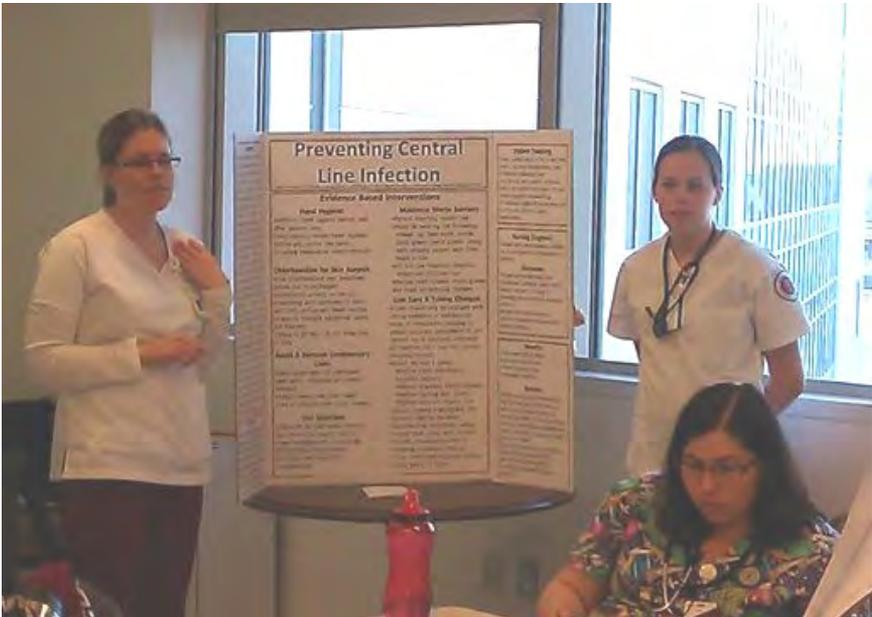
Columbia College of Nursing will prepare exemplary, compassionate, professional nurses, distinguished by liberal arts education, evidence-based practice, clinical reasoning, safe patient care, and commitment to social justice.

Vision Statement

Columbia College of Nursing will provide outcome-based nursing education that is highly valued by diverse communities of students, educators, and employers for its principles of life-long learning, professionalism, academic excellence, and social responsibility.

Values Statement

In keeping with the core values of Columbia St. Mary's, Columbia College of Nursing embraces the core values of respect, integrity, service, creativity, and commitment to excellence. Columbia College of Nursing supports these core values by a commitment to excellence in education, scholarship, service, and evidence-based practice.



BSN Program Outcomes

The Columbia College of Nursing Undergraduate Program prepares the students to:

- Synthesize knowledge from liberal arts education with nursing science to enhance professional practice.
- Cultivate attitudes and skills necessary to think critically, use clinical reasoning, manage information and technology, and assume accountability for independent decisions.
- Provide competent, age-appropriate, culturally sensitive care to protect, promote and optimize health, and alleviate suffering through the diagnosis and treatment of human responses in care of individuals, families, communities, and populations.
- Collaborate effectively with healthcare providers and consumers to improve patient health outcomes.
- Integrate reliable evidence from multiple ways of knowing to inform practice and make clinical judgments.
- Use management and leadership skills across the continuum of care to create a culture of safe, accessible, cost-effective, quality health care.
- Engage in ethical reasoning and actions into promote advocacy, collaboration, and social justice as a nurse.
- Develop an identity of self within the context of a complex, diverse world.
- Participate in activities that contribute to lifelong personal and professional development.

Professional Nursing Education: *Knowing, Doing, Being*

Based upon qualitative research conducted by Dr. Gladys Simandl, the faculty of Columbia College of Nursing (CCON) has collaborated to translate nursing as it is practiced into a program of learning for the nurse of the future. CCON professional nurses are educated to center nursing care on the patient, to be attentive to safety measures for care delivery, and to provide care that ensures quality and accessibility.

The CCON Philosophy

The nursing faculty believe that *knowing*, *doing*, and *being* drive professional nursing practice. *Knowing* is a process of acquiring information, skills, and abilities, attitudes, and dispositions that characterize the professional nurse. *Doing* is the synthesis of knowing and being into practice. *Being* is the profoundly personal, often intense process of developing one's identity as self and nurse as inextricably bound in multiple contexts, including culture, learning, and experience. The faculty collectively hold the values of altruism, autonomy, dignity, integrity, and social justice as fundamental to professional nursing practice, acknowledging the primacy of patients in their healthcare. These common values support the Core Values of CCON, which are respect, integrity, service, creativity, and commitment to excellence. Learning experiences, both classroom and care delivery, are value-laden and constructed to reflect the specific aspects of professional nursing valued by the faculty, including ecocompetence, inquiry, leadership, communication to facilitate therapeutic use of self, continued professional development, holism, diversity, compassion, and prior learning.

The nursing faculty support use of the term *patient* to describe the recipient of nursing care or services. Further, they believe that patients are holistic systems, affected both internally and externally by the world. “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.” (ANA, 2003). Faculty acknowledge nursing as both an art and science that facilitates health and well-being of patients. Nursing is based in theory and operationalized in evidence-based practice. Guided by the Code of Ethics for Nurses and professional standards, nurses function as providers of care; designers, managers, and coordinators of care; and members of the profession.

Faculty and nursing students share cooperative, active roles in the educational process. Faculty members have an obligation and commitment to themselves, the profession, and society, to educate and graduate competent professional nurses. This education is based in the liberal arts and theoretical pluralism, embraces caring and humanitarianism, and is sensitive to needs related to cultural, racial, and ethnic diversity. Faculty demonstrate professional competence, display genuine concern, divergent points of view, remain flexible, and value diversity of students’ past experiences and modes of learning. Faculty are responsible for establishing a climate for learning, characterized by respect, integrity, service, creativity, and commitment to excellence. Nursing students have an obligation and commitment to themselves, the profession, and society to grow in knowledge (*knowing*), professional practice (*doing*), and self-development (*being*) throughout their careers. There are multiple ways of knowing, doing, and being. Student learning and preparedness to meet program goals are best met through dynamic educational processes.

Columbia College of Nursing

General Information

Historical Perspective

The rich history of Columbia College of Nursing (CCON) began over 100 years ago.

In 1901, the School of Nursing was part of the Knowlton Hospital and Training School.

In 1909, Columbia Hospital Corporation purchased Knowlton Hospital and renamed the school, Columbia Hospital School of Nursing. In 1919, both the hospital and school moved to the east side of Milwaukee, Wisconsin.



In 1956, an addition to the original 1919 building was completed. The College remained in this location until June of 2010, when the College moved to a state-of-the-art facility in Glendale, Wisconsin.

In 2011, Columbia College of Nursing received accreditation to independently grant a Bachelor of Science in Nursing. Columbia College of Nursing provides students with multiple options to earn a Bachelors of Science in Nursing (BSN) degree. Students may choose to enroll in the Columbia College of Nursing Program, or in the joint program option offered in affiliation with Mount Mary College, or the Direct Entry options offered at UW-Waukesha and Lakeland College. Students integrate the most up-to-date nursing instruction with challenging clinical placements. Affiliations between Columbia College of Nursing and more than 50 community clinical sites further guarantee that students, while experiencing the latest advances in nursing education, will remain on the cutting edge of today's changing healthcare environment. In 2013, CCON received accreditation to grant a Master of Science in Nursing degree.

Facilities

The Columbia College of Nursing campus is located in the Eastlake Towers Corporate Office Center. The Academic Learning Center of the CCON campus houses classrooms, the Computer Learning Laboratory, the Clinical Learning and Simulation Center (CLSC), the Student Enrichment Center and the student lounge. The CLSC is equipped with state-of-the-art technology and human patient simulators. The campus has Wi-Fi internet access throughout. The CCON Library affords students computer access to the CSM Library electronic catalog and databases. Also, located in the building are the offices of the President/Dean, Associate and Assistant Deans, Financial Aid Director, Registrar, Academic Advisors, Administrative Assistant, and faculty offices.



Campus Visits

Applicants are encouraged to visit the campus and experience the opportunities available at Columbia College of Nursing. Individuals wishing to visit should contact the College at (414) 326-2330 to schedule an appointment. Tours of the campus are conducted during normal business hours.

Contact Information

Please call, write, or visit our website for more information. Admission inquiries can be made by contacting admissions@ccon.edu.

Columbia College of Nursing
4425 N. Port Washington Rd.
Glendale WI, 53212
414-326-2330
www.ccon.edu

Accreditation

Columbia College of Nursing offers both a Bachelor of Science in Nursing degree and a Master of Science in Nursing degree. The pre-licensure nursing program is approved by the Wisconsin State Board of Nursing and is accredited by the Commission on Collegiate Nursing Education (CCNE) and the Higher Learning Commission of the North Central Association of Colleges and Schools. The graduate program is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and will seek accreditation by CCNE in 2015.

Department of Regulation and Licensing
Wisconsin State Board of Nursing
1400 E. Washington Ave., Room 166
Madison, WI 53708
Phone: (608)266-0145

Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036-1120
Phone: (202)887-6791

North Central Association of Colleges and Schools
Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
Phone: (800)621-7440

Technical Standards for Admission to and Progression in the Columbia College of Nursing Program

Final acceptance to Columbia College of Nursing is contingent upon the applicant's ability to meet essential requirements to meet program outcomes and ensure the health and safety of patients, peers, faculty, and other healthcare providers. The applicant must be able to engage in a variety of complex and specific experiences that are necessary in the acquisition and practice of essential nursing skills and functions.

The applicant must initially meet these requirements to gain admission and is required to continue to meet them throughout their participation in the nursing program. Essential requirements consist of a combination of physical abilities and motor skills, sensory abilities, interpersonal and communication skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism. Though Columbia College of Nursing may modify certain course requirements to provide a person with disabilities an equivalent opportunity to achieve success equal to that of a person without disabilities, there are no substitutes for the following essential skills.

Physical Abilities and Motor Skills

The applicant/student must have sufficient physical abilities and motor function so that he or she can engage in movements required to provide general care and treatment to patients in all healthcare settings. For example, for the safety and protection of individuals, the applicant must be able to perform basic life support, including cardiopulmonary resuscitation (CPR), and function physically in an emergency situation. They must have the ability, within reasonable limits, to safely assist patients in moving, for example, from a chair to a bed or from a wheelchair to a commode. The applicant/student must have the ability to perform essential tasks that require fine motor skills to pick up objects with hands and grasp small objects. In addition, an applicant/student accepted into the program at Columbia College of Nursing is required to undergo and meet satisfactory requirements of a physical examination, drug screen, and occupational skills evaluation within the Columbia-St. Mary's system.

Sensory Abilities

The applicant/student must have sufficient visual acuity to see details near and at a distance and be able to accurately differentiate among the full spectrum of colors. Auditory acuity is required to accurately assess and protect the health and safety of individual patients and perform appropriate professional nursing functions. Sight and hearing are essential in communicating accurately, effectively, and performing most essential nursing functions.

Communication and Interpersonal Skills

The applicant/student must be able to communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Communication includes the ability to express thoughts and ideas clearly to express or exchange information to conduct an appropriate health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.

Effective oral and written communication are vital, and the applicant/student must be able to process and communicate information on the patient's status accurately and in a timely manner to other members of the healthcare team.

Cognitive Abilities

The applicant/student must be able to measure, calculate, reason, analyze, integrate, and synthesize in the classroom and various clinical settings. They must be able to effectively gather information to assess and evaluate individuals, groups, and community situations, and act in a timely manner using critical thinking through their ability to quickly read and comprehend extensive written material.

Behavioral and Emotional Sensitivity

An applicant/student must possess the emotional health necessary to fully use his or her cognitive abilities and exercise good judgment to carry out all responsibilities in the completion of professional nursing functions. In addition, maintenance of mature, sensitive and effective relationships with patients, students, faculty, staff, and other professions under all circumstances is essential.

The applicant must have the emotional stability to function appropriately under stress and be able to adapt to change. It is vital that the applicant/student develop awareness of his or her values, attitudes, beliefs, emotions, and experiences and how they may influence his/her perceptions and relationships with others. The applicant/student must be willing to examine and change behaviors when they interfere with relationships with others, in order to function effectively and collaboratively in diverse academic and working environments.

Professional Conduct

The applicant/student must be able to engage in the practice of nursing in an ethical and professional manner, based upon the professional code of ethics and professional standards. The applicant/student must possess characteristics that include empathy, integrity, honesty, responsibility, and tolerance. Applicants/students must be able to engage in the delivery of healthcare in all settings and be able to provide care to all patient populations, including but not limited to children, adolescents, adults, persons with developmental disabilities, medically compromised patients, and vulnerable populations.

Drug Screen and Criminal Background Checks

The applicant/student is required to complete a drug screening and criminal background check. The drug screen will be completed during the physical examination and occupational skills evaluation, and it may be required at other times throughout the program.

The applicant must understand that final admission is dependent upon meeting all technical standards, results of the physical and occupational skills examination, a negative drug screen, and criminal background check.

Columbia College of Nursing reserves the right to reject the application of a candidate related to a positive drug screen and/or background check or remove a student from the program if the College determines that the results of the criminal background check or drug screen demonstrate that the candidate/student does not exhibit behavior and social attributes consistent with the College's Technical Standards. Any convictions of a crime that occur during the student's enrollment must be reported within 7 days.

Admission Requirements

GPA Requirement

A Cumulative Grade Point Average (GPA) of 2.80 or greater on a 4.0 scale is required. Cumulative GPA is calculated on all substantive academic coursework completed within the last seven (7) years. Non-academic courses such as performing arts, physical education, and sports is not included in the cumulative GPA calculation.

General Education and Prerequisite Essential Courses

General education and prerequisite essential courses must be completed with a C or better. Courses may be in progress at the time of application, but they must be completed prior to beginning the nursing program. At the time of application, prerequisite essential courses must be completed within the last 7 years, and general education courses completed within the last 10 years, in order to be considered for transfer credit.

Required General Education and *Prerequisite Essential Courses	
English/College Level Composition	Anatomy and Physiology I & II* with lab (MMU: BIO 211 & BIO 212)
College Algebra	General Chemistry* with lab
Interpersonal Communication or Public Speaking	Organic or Bio Chemistry* with lab
History	Microbiology* with lab
Fine Arts	Introductory Sociology* (MMU: SOC 101, SOC 130, or ANT 102)
Literature	Introductory Psychology*
Ethics or Introductory Philosophy	Developmental Psychology*
Electives	

For a detailed list of accepted course numbers and titles please see the Transfer Credit Course Guide located at www.ccon.edu.

Admission Entrance Examination

All standard applicants must complete the HESI A2 examination as part of the application process. Columbia College of Nursing requires that applicants achieve at least a cumulative score of 80% on the HESI A2. The results will be valid for up to one year. The HESI A2 may be retaken once. Applicants will be responsible for all costs of the HESI A2. Details can be found at www.ccon.edu.

Admission Application Process

The following steps must be completed in the application process for Columbia College of Nursing:

1. Complete and submit the CCON Application for Admission. All applications must be submitted online or mailed to CCON. Faxed applications will not be accepted.
2. Applicants must be a United States (US) Citizen, US Permanent Resident or provide documentation of US Citizenship such as a US passport, Certificate of Naturalization, or US birth certificate.
3. Submit official transcripts to CCON from all Colleges or Universities attended. Official transcripts must be mailed directly from the Colleges. Transcripts marked "Issued to Student" will not be accepted.
4. All applicants must complete the HESI A2 entrance examination. Information about available testing dates, registration, and frequently asked questions can be found on the CCON website. Students who may have completed the HESI A2 elsewhere within the last calendar year can have results mailed from the testing site to CCON. Test results printed by or delivered by the student will not be accepted. No alternative entrance exams will be accepted.
5. Transfer students who were enrolled in a nursing program at another College or University must submit a Transfer Student Academic Standing Form to be completed by the previous institution in which nursing courses were completed. This form can be found on the CCON website.
6. Students applying for the CCON-Mount Mary University Joint Degree program must have completed all Mount Mary University core and graduation requirements and be accepted to CCON, prior to beginning nursing courses.

Admission Application Deadlines

Fall Admission: Students applying for Fall admission must complete and submit all application materials (application, transcripts, and entrance examination) by March 1st.

Spring Admission: Students applying for Spring admission must complete and submit all application materials (application, transcripts, and entrance examination) by October 1st.

Students are responsible for ensuring all application steps have been completed and received.

Applications not completed and/or received by the admission deadlines may not be evaluated for admission.

Admission Limitations: Eligibility

Students will be ineligible for admission to Columbia College of Nursing if:

- They have been unsuccessful (defined as a grade less than “C” in a graded course, or Fail/Unsatisfactory in a Pass/Fail course) in two or more prerequisite essential or nursing courses at another institution or other institutions.
- They have been unsuccessful in the same prerequisite essential or nursing course twice at another institution.
- They have been unsuccessful in one prerequisite essential course at another institution **and** have been unsuccessful in one nursing course at Columbia College of Nursing and/or another institution

Admission Decisions

Fall semester admission decisions for Columbia College of Nursing will be made by April 1, and Spring semester admission decisions will be made by November 1.

Because admission decisions are made prior to completion of required coursework and evaluation of the applicant's ability to fulfill the Technical Standards of the Nursing Program, applicants initially receive conditional acceptance. Applicants that are conditionally accepted must submit official transcript evidence of successful completion of all prerequisite essential and general education course work at least two weeks prior to the beginning of the semester. Students who fail to provide such evidence will be ineligible to enter the nursing program and will be required to re-apply.

Final acceptance to the nursing program is dependent upon meeting all eligibility criteria. Admission is not guaranteed.

Upon final acceptance into the nursing program, students must register and begin classes no later than one semester following the term for which they originally applied. Students who do not start within this time frame must re-apply.

Academic Progression

Academic Progression in the Nursing Major

Students admitted to Columbia College of Nursing will be eligible for enrollment in clinical and non-clinical courses for which they are qualified. Upon entering Columbia College of Nursing, students must complete all required nursing courses in the nursing major at Columbia College of Nursing. Students must register for clinical courses by July 1 for Fall semester and by December 1 for Spring semester, in order to ensure clinical placement. Registration after these dates will not guarantee a clinical placement and may delay the student's progression in the Nursing Program.

Minimum Cumulative Grade Point Average (GPA)

Requirement:

The cumulative GPA is based on all credits earned at Columbia College of Nursing. All students are expected to maintain a minimum of a 3.00 GPA on a 4.00 scale. Any student whose GPA is less than 2.00 will be subject to academic action, following review by the Academic Standards Committee.

The Academic Standards Committee will evaluate academic progress of students in the Nursing Program at the end of each grading period. Satisfactory progress is contingent upon completing appropriate course prerequisites and satisfying all requirements.

Minimum Grade Requirement in Nursing Courses:

A minimum grade of “C” or better is required in all nursing courses. A grade of “SP” (Satisfactory Progress) is required in all nursing practicum courses. A letter grade of “D”, “F”, or “UP” (Unsatisfactory Progress) in nursing courses will require the course to be repeated before progressing to the next nursing course, or in the case of Senior II courses, before graduation.

Repeat Policy for Nursing Courses:

A nursing course may be repeated only once. If a student must repeat a course in the nursing major, it must be repeated at Columbia College of Nursing.

A student receiving a “D,” “F,” or “UP” in two nursing courses will be dismissed from the Nursing Program. If repeating a nursing course, the student may be required to complete ancillary learning experiences that validate the requisite theoretical knowledge base and/or clinical competency.

Students will be dismissed if they have been unsuccessful in one prerequisite essential course at another institution **and** have been unsuccessful in one nursing course at Columbia College of Nursing.

Grading and Quality Points

Grades given for academic achievement are interpreted as follows:

Grade	Quality Points	Numerical Equivalents
A	4.00	93.0-100.0
AB	3.50	89.0-92.99
B	3.00	85.0-88.99
BC	2.50	82.0-84.99
C	2.00	78.0-81.99
D	1.00	74.0-77.99
F	0	Below 74.0
SP	Satisfactory Progress	
UP	Unsatisfactory Progress	
I	Incomplete	
AU	Audit	
W	Withdrawn	
NR	Not Reported	

Calculating a GPA

A semester GPA is calculated by adding together the quality points earned for one's grade in each course multiplied by the number of credit hours each course is worth, with the total points then divided by the total number of credit hours completed that semester. Pass/Fail courses are not considered when calculating the GPA.

Incompletes

A grade of Incomplete may only be given for reasons of health or serious emergencies. The grade of Incomplete is not granted for neglected work. If all requirements of a course are not completed by the final grading period, and there has not been a serious extenuating circumstance, and/or arrangements have not been made with the instructor to receive an Incomplete, the student will be graded on the work completed by the end of the grading period. When an Incomplete grade is granted, outstanding work for the course in question must be completed before beginning subsequent courses.

At that time, the student will receive the grade that her/his work merits. If no work is submitted, the Incomplete grade will be changed to an "F" (or, in the case of a clinical course an "UP"). A Course Completion Agreement Form, signed by the student and faculty member must be filed with the Registrar's Office at Columbia College of Nursing. It serves as a formal record of details of the incomplete work and the student's awareness of her/his obligation to successfully complete remaining coursework.

Non-consecutive Clinical Courses

Students typically are enrolled in one or more clinical courses each of the four semesters in the CCON curriculum. After successfully completing the first clinical course (NUR 331: Novice Nurse Apprentice), it is expected that the student will be in a clinical course each of the remaining semesters. In the event that a student is not enrolled in a clinical course during a semester, the student will be required to successfully demonstrate a prescribed set of clinical skills prior to the next clinical course. Nursing is a practice discipline and when there is a significant gap in clinical practice, there is a potential decrease in clinical competence.

A mandatory review and skill demonstration session will be arranged by the lab coordinator and will be scheduled within two weeks of the beginning of the semester in which the student is taking a clinical course. The student will be notified of the date at least 6 weeks in advance of the session. The student is responsible for submitting the skill validation paperwork to the advisor. The advisor will communicate the student's completion of this mandatory skill demonstration session to the clinical course faculty and the student will be allowed to begin clinical course activities.

Students who are not successful in the mandatory skill validation may participate in faculty-led remediation. Students will be required to pay for the additional faculty coaching and skill validation. Students must successfully demonstrate skill validation prior to starting the clinical course. Students who continue to be unsuccessful in skill validation may be dismissed from the program.

Auditing

Auditing allows students to attend classes without being required to take examinations or complete projects. With the instructor's permission, students may audit regularly scheduled classes in which space is available. Audits are not available for independent study and many laboratory and/or computer-based courses. The audited course tuition is a 50% discount per course credit.

Minimum requirement for an audit (AU) designation is regular class attendance, but individual instructors may have higher requirements. There are no restrictions for taking the same course for credit at a later date. Audit courses do not count toward graduation or completion of the program, nor do they count as part of academic load for the purposes of financial aid. The decision to audit is made at the time of registration, but a change to credit status may be made up to the end of the first week of class. A student may change from credit to audit, but this must be done before the last day for withdrawal from classes, as found in the Academic Calendar.

Semester Credit Hour

Coursework is measured by the credit hour. One semester credit hour equates to one hour of class, two hours of laboratory work, two hours of discussion, or three hours of practicum per week (approximately 15 weeks). Necessary preparation also is required.

Credit Load

A typical credit load is 16 credit hours per semester. Full-time students may vary this load by enrolling in 12 to 18 credit hours. Students seeking to complete more than 18 credit hours in a semester must be granted permission by the Associate Dean of Academic Affairs. Students applying for a credit overload must have a minimum cumulative grade point average of 3.0.

Academic Honors

All students who meet the requirements for the Dean's List at Columbia College of Nursing are eligible for recognition with this distinction. Requirements include a semester GPA of 3.5 or higher, while completing at least 12 credits. Students with incompletes or failing grades are ineligible.

Academic Policies

Registration Policy

Students must register for clinical courses by July 1 for Fall semester and December 1 for Spring semester to ensure placement. Registration after these dates cannot guarantee a clinical placement and may delay progression in the nursing program.

Attendance Policy: Theory (Classroom)

Nursing is a complex profession requiring deep learning of scientific concepts, application of ethical decision making, and problem solving in unique contexts. This learning process requires commitment of both faculty and students to be fully engaged in classroom and discussion courses. Therefore, class attendance is essential and mandatory in theory and discussion courses. Missing class may jeopardize student ability to meet course outcomes. Persistent patterns of absence without sufficient communication with course faculty may result in a recommendation that the course be dropped.

Attendance will be taken during each class period and will be periodically recorded in Sonisweb. Students must follow faculty directions for assuring attendance is confirmed at each class session. Faculty may initiate an Early Alert for students who have an unexcused absence from class. Students are strongly encouraged to discuss any class absence with course faculty.

Attendance Policy: Laboratory and Clinical

Nursing is a practice profession, involving assessment and care of human beings. As such, the faculty believe that all laboratory and clinical hours allotted to courses contribute meaningfully to enabling students to meet course objectives and become competent practitioners in the delivery of nursing care. Students are required to attend all scheduled laboratory and clinical hours.

The College, therefore, reserves the right to require a student to repeat all or any part of a course. This decision is based upon the course faculty's determination that the time the student has been absent from the laboratory or clinical site compromises the student's ability to demonstrate completion of course objectives and required competencies, thereby jeopardizing a student's ability to successfully complete the course. Laboratory and/or clinical absence must be made-up and will be dependent upon faculty and clinical site availability. It should be understood that the student is responsible for any costs incurred in repeating the course and/or making up lost time. The actual amount will be at the discretion of the Dean and clinical faculty, and it may be as much as \$300.00 for each make-up day.

Course Add & Drop Policy

Each student is responsible, academically and financially, for courses in which she or he is enrolled. Students may add or drop semester courses through the first week of class, resulting in no financial penalty. The last day to drop semester classes for Fall, 2014 semester is Monday, November 11^{0h}. For the Spring, 2015 semester, the last day to drop semester classes is Tuesday, April 14th. Please refer to the refund policy listed in the Catalog. A grade of "W" will appear on all records for classes dropped after the first week of class.

Please contact the Registrar's Office in order to make any schedule changes official. The date of withdraw will be determined by the date the Class Drop Form is filed with the Registrar.

Please note that not attending class or nonpayment of tuition does not represent authorized dropping of a course. Such actions will result in academic consequences including a grade of "F" for said class(es) and/or financial consequences of full tuition payment.

Students are encouraged to work with their Academic Advisor to understand the impact of dropping or adding a class on completing their degree plan. Students who receive federal financial aid funding also should meet with the Financial Aid Director when any changes are made in semester course registration.

Appeals

The Academic Standards Committee of Columbia College of Nursing serves as the appeals body for students who, due to extraordinary circumstances and after exhausting other possibilities of resolution, are seeking exception to Columbia College of Nursing academic policies and requirements stated in the Catalog. Decisions regarding appeals of academic dismissal and re-admission are determined by the Academic Standards Committee. The appeals process is initiated by a petition from the student. Information about the appeals process is found in the *Student Handbook: Policy and Procedure Manual*, and it can be found online. The petition form may be obtained from the Academic Affairs Office at Columbia College of Nursing.

Withdrawal

Students may choose to withdraw from courses. A student may withdraw from a maximum of four (4) nursing courses in the nursing program. Students who withdraw from more than four courses will be dismissed from the nursing program. Students who withdraw from four (4) or more courses because of prerequisite and co-requisite requirements may be granted special consideration for progression. In cases involving extenuating life circumstances, students may submit a petition to the Academic Standards Committee for consideration. A student receiving financial aid must meet with the Financial Aid Director before withdrawing. Any student whose circumstances require withdrawal from the nursing program is encouraged to meet with their Academic Advisor and must complete a withdrawal form in the Office of the Associate Dean of Academic Affairs.

Leave of Absence

Leave of Absence Required Documentation

Students are required to complete the LOA form, and all financial aid recipients must sign the LOA Notification letter. Columbia College of Nursing requires that students provide a clear, concise explanation about why they require the LOA, and indicate that there is a reasonable expectation that they will return to CCON within the allowed re-entry timeframe. For anticipated absences, LOA paperwork must be submitted prior to the last date of class attendance. Leave of absences may be granted for extenuating circumstances, but decisions will be made on a case-by-case basis.

Leave of Absence/Intent to Re-enroll

Students enrolled in a semester may apply for a leave of absence (LOA) for either their current enrolled semester or the next consecutive semester and process a Leave of Absence form with the Academic Advisor. A LOA is not granted to a student transferring to another university. Students who did not formally apply for a LOA are eligible to complete intent to re-enroll form in the Academic Advisor Office, if the student did not attend another university during the absence period or have an active probation status at CCON. Any balances due to CCON at the time of the LOA request must be paid in full by the re-entry date.

Length and Number of Approved Leaves of Absence

The leave of absence may not exceed 180 calendar days in a 12-month period. The LOA start date is equal to the student's last day of attendance. The days between the last date of attendance and the projected re-entry date are used to determine the amount of time for the leave.

Completion of Coursework upon Return to CCON

Students are permitted to complete the coursework they began prior to the LOA, provided they return before or by the approved re-entry date. In some instances, students may be required to resume coursework at the start of the subsequent semester. If a student returns to CCON prior to the approved re-entry date, the LOA is shortened based on the student's early return date. The time on approved LOA still counts towards the 180 calendar day limitation in a 12-month period.

Financial Aid Implication of the Leave of Absence

A student who takes an approved LOA is not considered to have withdrawn from the College. A student on an approved LOA is considered to be enrolled at the College and would be eligible for an in-school deferment for his/her federal student loan. If a student's LOA is **not** approved, the student is considered to have withdrawn from the College, and the federal refund requirements apply.

Failure to Return From Leave of Absence

If the student fails to return to CCON by the required re-entry date, the LOA is invalidated and the student will be treated as a withdrawal, retroactive to the first date that the student began the LOA. The student's enrollment status will be reported as not-enrolled as of the first date that the student began the LOA, which will impact the student's grace period for repayment of Title IV loans. Exhaustion of some or all of the federal direct loans grace period may occur.

Clinical Nursing Course Requirements

All applicants must be free from communicable diseases and be able to complete the functions of a professional nurse, as specified in the Technical Standards (see specifications identified previously in this document). Students are required to notify the Associate Dean of Academic Affairs immediately of any changes in health status or background checks that may affect their ability to meet clinical requirements.

Throughout the clinical component of the Program, all students must submit results of a tuberculin skin test or a chest x-ray annually. Students must maintain current immunizations and CPR certification, as well. Additional health requirements may be requested by specific agencies in which students have clinical experiences. Columbia College of Nursing will notify students, should this need arise.

Validation of compliance with clinical requirements is due by the first day of classes (i.e., the first day of the semester). ***Students who fail to comply with this requirement will not be allowed to participate in the clinical practicum and may result in a grade of “UP” (Unsatisfactory Progress) and inability to progress with the nursing major coursework.***

Clinical Experiences

Students will have opportunities for clinical experiences through placements in a variety of settings. Types of agencies include:

- Acute-care hospitals
- Long-term care facilities
- Community-based health agencies and clinics
- Home care agencies
- Nurse managed clinics

All clinical assignments will be determined by the Associate Dean of Academic Affairs and/or the Undergraduate Program Coordinator.

Time Commitment

The BSN Program is rigorous, labor intensive, and requires more time and commitment than many other areas of study. This time does not include the time required for travel, clinical preparation at the assigned clinical agency, or study prior to and after the clinical experiences. Students are expected to be available for learning experiences Monday through Friday, throughout the academic year. Students in the nursing program are strongly encouraged to limit employment and/or involvement in non-student related activities. Students that take on too many responsibilities have the potential of increasing the risk of failure in the BSN Program.

Graduation Requirements

All graduates of the BSN program must complete all of the degree and administrative requirements of Columbia College of Nursing. All nursing program requirements must be completed within four (4) years. All students should work closely with their Academic Advisor in planning programs of study. It is the responsibility of the student to ensure that graduation requirements are met.

Application for Graduation

Early in the final semester, students are required to submit an application for graduation to the Office of the CCON Registrar to determine whether credit requirements and financial obligations have been met. The deadline for submitting the application is the end of the third week of the semester in which they expect to graduate. Failure to submit materials by the deadline may result in assessment of a late fee.

Students in the Columbia College of Nursing Mount Mary University Joint Nursing Program will be required to follow the Mount Mary University Graduation Application process which can be found in the Mount Mary University Undergraduate Bulletin. The deadline for submitting the application is the end of the third week of the semester in which they anticipate graduation. Failure to submit this application by the deadline incurs a late fee and may result in postponement of conferring the degree until the next graduation period. **Students must have completed all graduation requirements in order to participate in the**

Curriculum Plan

Bachelor of Science in Nursing

Building upon a strong foundation in the liberal arts and sciences, students integrate the latest in nursing instruction with challenging clinical experiences, enabling them to meet the challenges of healthcare today and into the future. Students must transfer in a minimum of 62 credits in the areas listed below. Prerequisite essential transfer credits must have been completed within the last seven (7) years. For detailed information on our Transfer Credit Policy and Course Transfer Guide please see the CCON website.

General Education/ Prerequisite Essential Courses

Anatomy & Physiology**	English Composition
Organic and/or Bio Chemistry**	General Chemistry**
Introductory Psychology*	Interpersonal Communication
Microbiology**	Philosophy
College Algebra	History
Sociology*	Fine Art, Literature or Music
Developmental Psychology*	

**Prerequisite Essential Courses **Essential courses with lab component*

Courses in the Major (62 credits)

NUR 311	Nutrition and Health
NUR 320	Foundations of Nursing Practice
NUR 321	Health Assessment
NUR 322	Altered Health Processes
NUR 331	The Novice Nurse Apprentice in Practice
NUR 335	Being a Nurse I
NUR 350	Nursing Care of the Adult I
NUR 351	The Intermediate Nurse Apprentice in Practice I & Being a Nurse II
NUR 353	Mental Health Nursing
NUR 354	Pharmacology and Nursing Implications
NUR 357	Dimensions of the Professional Nurse Role
NUR 430	Nursing Care of the Adult II
NUR 431	The Intermediate Nurse Apprentice in Practice II & Being a Nurse III
NUR 432	Nursing Care of Children and Families
NUR 433	Nursing Care of Childbearing Families
NUR 437	Contemporary Issues in Gerontological Nursing & End of Life Care
NUR 450	Nursing Leadership and Social Justice
NUR 451	Public Health and Community Nursing: Local and Global Perspectives
NUR 452	Public Health and Community Nursing Practicum
NUR 453	Advanced Nurse Apprentice in Practice
NUR 454	Preparation for the RN Licensure
NUR 455	Being a Nurse IV

**General Education/Prerequisite Essential Courses for specific institutions can be found the in the Transfer Credit Guide. Schools and/or courses not listed will be evaluated on an individual basis.

Nursing Electives

NUR 337	Cultural Diversity and Social Justice in Nursing
NUR 338	Bioethics
NUR 339	Changing Health Behavior
NUR 356	Use of Telehealth Technologies for Remote Care
NUR 422	Statistics in Health Professions
NUR 438	Nurse Apprentice in Mental Health and Gerontological Nursing Practice
NUR 491	Independent Study
NUR 492	Global Nursing Practice

Columbia College of Nursing

BSN Nursing Course Sample Full Time Plan

Junior I		Junior II			
NUR 311	Nutrition and Health	2cr	NUR 350	Nursing Care of the Adult I	3 cr
NUR 320	Foundations of Nursing Practice	3cr	NUR 351	Intermediate Nurse Apprentice I & Being a Nurse II	3.5cr
NUR 321	Health Assessment	2cr	NUR 353	Mental Health Nursing	3 cr
NUR 322	Altered Health Processes	4cr	NUR 354	Pharmacology & Implications	3 cr
NUR 331	Novice Nurse Apprentice	3cr	NUR 357	Dimensions of the Professional Nurse Role	3 cr
NUR 335	Being a Nurse I	1cr			
Total**		15cr	Total**		15.5cr
<p>** (1) 2 cr. elective required for graduation. If included in this semester, 2 credits will be added to total credits.</p>			<p>** (1) 2 cr. elective required for graduation. If included in this semester, 2 credits will be added to total credits.</p>		

Senior I		Senior II			
NUR 430	Nursing Care of the Adult II	3cr	NUR 432	Nursing Care of Children & Families	3cr
NUR 431	Intermediate Nurse Apprentice II & Being a Nurse III	3.5cr	NUR 437	Contemporary Issues in Gerontological Nursing & End of Life Care	3cr
NUR 433	Nursing Care of the Childbearing Family	3cr	NUR 450	Nursing Leadership & Social Justice	3cr
NUR 451	Public Health & Community Nursing: Local & Global Perspectives	4cr	NUR 453	Advanced Nurse Apprentice in Practice	3cr
NUR 452	Public Health & Community Nursing Practicum	2cr	NUR 454	Preparation for RN Licensure	1cr
			NUR 455	Being a Nurse IV	1cr
Total**		15.5cr	Total**		14 cr
<p>** (1) 2 cr. elective required for graduation. If included in this semester, 2 credits will be added to total credits.</p>			<p>** (1) 2 cr. elective required for graduation. If included in this semester, 2 credits will be added to total credits.</p>		

Transfer of approved 62 lower division credits and successful completion of 62 upper division credit are needed to meet the graduation requirements of 124 credits.

Columbia College of Nursing

Part Time BSN Curriculum Sample Plan

Semester 1		
NUR 311	Nutrition & Health	2cr
NUR 320	Foundations of Nursing Practice	3cr
NUR 322	Altered Health Processes	4cr
NUR 335	Being a Nurse I	1cr
Total**		10cr

Semester 2		
NUR 321	Health Assessment	2cr
NUR 331	The Novice Nurse Apprentice in Practice	3cr
NUR 353	Mental Health Nursing	3cr
NUR 354	Pharmacology & Nursing Implications	3cr
Total**		11cr

Semester 3		
NUR 350	Nursing Care of the Adult I	3cr
NUR 351	The Intermediate Nurse Apprentice in Practice I & Being a Nurse II	3.5cr
NUR 357	Dimensions of the Professional Nurse Role	3cr
Total**		9.5cr

Semester 4		
NUR 430	Nursing Care of the Adult II	3cr
NUR 431	The Intermediate Nurse Apprentice in Practice II & Being a Nurse III	3.5cr
NUR 433	Nursing Care of Childbearing Families	3cr
NUR 451	Public Health and Community Nursing: Local and Global Perspectives	4cr
NUR 452	Public/Community Health Nursing Practicum	2cr
Total**		15.5cr

Semester 5		
NUR 432	Nursing Care of Children and Families	3cr
NUR 437	Contemporary Issues In Gerontological Nursing & End of Life Care	3cr
NUR 450	Nursing Leadership & Social Justice	3cr
NUR 453	Advanced Nurse Apprentice in Practice	3cr
NUR 454	Preparation for the RN Licensure	1cr
NUR 455	Being a Nurse IV	1cr
Total**		14cr

** (1) 2 cr. elective required for graduation.
Will add 2 credits to the selected semester.

Transfer of approved 62 lower division credits and successful completion of 62 upper division credits are needed to meet the graduation requirements of 124 credits.

BSN Completion Program

The BSN Completion Program is currently being redesigned. This redesigned program will enroll students who are registered nurses and have earned an Associate Degree or Diploma in nursing.

BSN Completion students may be granted 37 nursing credits from previously completed nursing coursework, after successfully finishing required Columbia College of Nursing courses including: NUR 322 - Altered Health Processes and successful completion with a rating of "SP" on the Comprehensive Health Assessment Examination.

While enrolled at Columbia College of Nursing, students must maintain a 2.0 GPA, in order to progress and graduate from the nursing program. BSN Completion students must have finished all necessary liberal arts courses prior to starting the nursing program at Columbia College of Nursing.

Required Courses for the Registered Nurse Student

Although the redesigned program has not been completed, it is anticipated that students will be required to complete the following courses:

NUR 322	Altered Health Processes
NUR 357	Dimensions of the Professional Nurse Role
NUR 450	Nursing Leadership and Social Justice
NUR 451	Public Health/Community Nursing: Local and Global Perspectives
NUR 452	Public Health/Community Nursing Practicum
NUR 453	Advanced Nurse Apprentice in Practice
NUR 455	Being a Nurse IV
	Elective Credits (CCON)(5)
	General Education Credits (minimum 9)

Required Prerequisite Essential Courses for the BSN Completion Student:

- Biology
- Human Anatomy and Physiology
- Microbiology
- General Chemistry
- Biochemistry
- Psychology
- Developmental Psychology
- Sociology or Anthropology

These courses and prerequisites are subject to change, as the program has not been finalized. Any changes will affect students enrolling after the new program is approved by faculty.

Curriculum

The principal objective of the Nursing Program is to provide students with an understanding and appreciation of professional nursing. To accomplish this goal, nursing courses build on the knowledge gained from the humanities, fine arts, as well as the social and natural sciences. Students transfer to Columbia College of Nursing for the Junior and Senior years of their baccalaureate nursing program. Columbia College of Nursing is a 62-credit upper division program, providing students with diverse learning opportunities.

Course Descriptions

NUR 311 (2 credits)

Nutrition and Health

In this theory course, the student is introduced to the principles of nutrition as they relate to the health of individuals throughout the life cycle, disease prevention, health promotion, and patient-centered care. *Prerequisite: Admission to the nursing program.*

NUR 320 (3 credits)

Foundations of Nursing Practice

In this theory course, students are introduced to the foundations of nursing practice, clinical reasoning, selected psychomotor skills, and communication skills to provide holistic, patient-centered, and culturally-sensitive care.

Prerequisite: Admission to the nursing major. Prerequisite or concurrent enrollment: NUR 322.

NUR 321 (2 credits)

Health Assessment

In this theory and laboratory course, students develop assessment skills, clinical reasoning skills, and communication techniques to conduct a comprehensive health history and physical examination. Introduction to nursing care planning is explored in a simulated laboratory setting.

Prerequisites: Admission to the nursing program. Prerequisite or concurrent enrollment: NUR 322.

NUR 322**(4 credits)****Altered Health Processes**

In this theory course, the student is introduced to the pathophysiology of selected health alterations as a foundation for safe, competent, and professional nursing practice. The focus of this course is on changes in cells, tissues, and body systems that manifest as health problems throughout the lifespan.

Prerequisite: Admission to the nursing program.

NUR 331**(3 credits)****The Novice Nurse Apprentice in Practice**

In this practicum course, the novice nurse apprentice begins to develop and practice the role of the professional nurse. Simulated and actual patient care experiences provide opportunities for the student to demonstrate beginning level competency in clinical reasoning, communication, assessment and technical skills.

Prerequisite: Admission to the nursing program. Prerequisite or concurrent enrollment: NUR 320, NUR 321, NUR 322.

NUR 335**(1 credit)****Being a Nurse I**

This discussion course is focused on the emerging development of the self as nurse and instrument of care in the patient-nurse relationship. Students engage in discussion and writing about themselves, their values, and attributes of the nurse that they wish to embrace.

Prerequisite: Admission to the nursing program.

NUR 337**(2 credit)****Cultural Diversity and Social Justice in Nursing**

In this elective theory course the concept of cultural diversity is introduced as it relates to health and illness, health care behaviors, and beliefs. The focus of the course is to develop an appreciation for human diversity in the delivery of culturally sensitive care.

Prerequisites: Admission to the nursing program, enrolled in nursing courses at CCON.

NUR 338**(2 credits)****Bioethics**

This elective course provides a forum for the exploration and discussion of ethical issues relevant to nurses in a variety of healthcare systems. Ethical theories and principles will be introduced as well as ethical decision making processes that will be applied to clinical problems. Personal values and professional codes and their impact on ethical issues at the individual, institutional, and societal levels will be examined.

Prerequisites: Admission to the nursing program.

NUR 339**Changing Health Behavior****(2 credits)**

This elective course is designed to focus on the complex processes involved in changing health behavior. Through this intense focus on understanding multiple factors involved in behavior change, nursing students will gain knowledge and skills critical to effectively and compassionately implement patient teaching strategies that support individuals and families through behavior change. Students examine and apply multiple theories and frameworks to analyze various health-related behaviors, assess readiness for change, and examine multiple factors affecting health behavior decision making.

Prerequisites: Admission to the nursing program.

NUR 350**(3 credits)****Nursing Care of the Adult I**

In this theory course, the student is introduced to select acute and chronic health problems of adults and the role of the nurse in the management of illness and disease, risk reduction, and disease prevention. Emphasis is placed on the utilization of evidence-based knowledge and clinical reasoning skills in the provision of safe patient-centered care.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335. Prerequisite or concurrent enrollment: NUR 354, NUR 357.

NUR 351**(3.5 credits)****The Intermediate Nurse Apprentice in Practice I/ Being a Nurse II**

In this practicum course, students build upon knowledge acquired in previous courses and continue to develop their roles. Simulated and actual patient care experiences and discussions provide opportunities for students to enhance competency in the nursing process, clinical reasoning, communication, technical skills, and attributes of the self as nurse. Emphasis is placed on safe, compassionate, and evidence-based patient-centered care.

3 credits = clinical; .5 credit = discussion Prerequisites: Junior II standing, NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335. Prerequisite or concurrent enrollment: NUR 350, NUR 354.

NUR 353**(3 credits)****Mental Health Nursing**

In this theory course, the student is prepared to care for patients with mental health needs across the continuum of care. The focus of the course is on theories and concepts of psychiatric and mental health nursing that incorporate a partnership between the nurse and patient, focusing on patient strengths, and assisting the nurse to facilitate patient empowerment. The interdependent influences of family, community, culture, and the healthcare system are explored.

Prerequisite or concurrent enrollment: NUR 320, NUR 321.

NUR 354**(3 credits)****Pharmacology and Nursing Implications**

In this theory course, the student is introduced to major actions and general classifications of pharmacologic agents. Pathophysiological concepts are reviewed and the relationships between pathophysiology and treatment are examined. Evidence-based practices, including rationale for specific drug use for certain situations, are stressed. The nurse's role and responsibilities are explored, including appropriate assessments in administering medications to patients across the lifespan. The impact of age, co-morbidities, medications, and social issues also are addressed.

Prerequisites: NUR 320, NUR 321, NUR 322.

NUR 356**(2-3 credits)****Use of Telehealth Technologies for Remote Patient Care**

In this elective practicum course, students will gain experience with telehealth technologies and engage in telehealth encounters with a partner in an assisted living facility who has at least one chronic health problem. Students will be provided with opportunities to gain experience in video conferencing, remote assessment and remote teaching. These patient care experiences provide opportunities for the student to demonstrate increasing competence in clinical reasoning, communication, assessment, and technical skills, while integrating professional values. Emphasis is placed on quality, safe, patient-centered care, in partnership with the patient.

Prerequisites: Junior II standing, NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335.

NUR 357**(3 credits)****Dimensions of the Professional Nurse Role**

In this theory course, the student is introduced to three important dimensions of professional nursing practice and their relationship to the roles of provider of care, designer/manager of care, and member of a profession: nursing research and evidence as a basis for practice, nursing ethics, and nursing informatics. This course presents the conceptual and technological tools necessary for the student to become an informed consumer of nursing research, ethical practitioner, and manager of health information.

Prerequisites: Admission to the nursing program, NUR 320, or by consent of the instructor.

NUR 422**(3 credits)****Statistics in the Health Professions**

In this elective theory course, the fundamental belief that the professional delivery of health and health-related human services should be informed by knowledge generated from scholarly inquiry and scientific research serves as the foundation. A substantial amount of the published scientific research informing the health and health-related professions is quantitative. As such, study findings and conclusions are most often based on statistical analyses. This theory course is designed to enable undergraduate students in the health and health-related professions to understand fundamental descriptive and inferential statistics reported in such published studies.

NUR 430**(3 credits)****Nursing Care of the Adult II**

In this theory course, students continue to focus on select acute and chronic health problems of adults and the role of the nurse in the management of illness and disease, risk reduction, and disease prevention. Emphasis is placed on the utilization of evidence-based guidelines and clinical reasoning skills in the provision of safe, patient-centered care.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335, NUR 350, NUR 351, NUR 354, NUR 357.

NUR 431**(3.5 credits)****The Intermediate Nurse Apprentice in Practice II/Being a Nurse III**

In this practicum course, the student continues to develop the self as a nurse and member of the profession through simulated and actual patient care experiences and discussions. Opportunities are provided to demonstrate enhanced competence in clinical reasoning, communication, assessment, and technical skills in the delivery of care to increasingly complex patients. The student continues to develop the self as a nurse. Emphasis is placed on quality, safe, patient-centered care, in partnership with the patient and the interdisciplinary team.

3 credits = clinical; .5 credit = discussion

Prerequisites: NUR 311, NUR 320, NUR 322, NUR 331, NUR 335, NUR 350, NUR 351, NUR 354, NUR 357. Prerequisite or concurrent enrollment: NUR 430.

NUR 432**(3 credits)****Nursing Care of Children and Families**

In this theory course, the student is introduced to the core knowledge and competencies expected of the professional nurse to provide safe, quality, evidenced-based nursing care to children and their families. Emphasis is given to assessment, clinical reasoning, and communication strategies that are developmentally appropriate and sensitive to human diversity. Attention is given to the management and coordination of family centered nursing care across the continuum of care. Professional roles of the nurse, including health promotion, risk reduction, illness and disease management, end-of-life and palliative care, health teaching, collaboration and caring, and patient and family advocacy are explored.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335. Prerequisite or concurrent enrollment: NUR 354, NUR 357.

NUR 433**(3 credits)****Nursing Care of Childbearing Families**

In this theory course, the student is introduced to the knowledge and skills needed by the professional nurse to provide quality, accessible, and cost-effective family-centered nursing care of women and childbearing families. Emphasis is given to the nurse's role in management and coordination of culturally competent, evidence-based care for women during the childbearing years through menopause, including care for newborns and families. Attention is given to the nurse's role in promoting and maintaining physiologic, psychosocial, and spiritual health of women across the lifespan, continuum of care, and within the sociopolitical environment.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335. Prerequisite or concurrent enrollment: NUR 354, NUR 357.

NUR 437**(3 credits)****Contemporary Issues in Gerontological Nursing and End of Life Care**

In this theory course, the student is provided opportunities to explore and discuss factors impacting the older adult, including exploration of the impact of stigma, socioeconomic, physiological changes, pharmacological factors, psychological needs, ethical considerations, and legal issues. Clinical reasoning and evidence-based practice are utilized to develop person-centered and culturally sensitive care to maximize health, function, and quality of life for geriatric populations. End-of-life care for older adults and their families is addressed. Content in this course prepares students to provide safe, quality nursing care to older adults in a variety of settings.

Prerequisites: NUR 320, NUR 321, NUR 322, NUR 331. Prerequisite or concurrent enrollment: NUR 354.

NUR 450**(3 credits)****Nursing Leadership and Social Justice**

In this theory course, the student will be challenged to analyze the critical issues affecting delivery of high quality, safe, equitable, cost-effective health care in the 21st century. Students will be challenged to explain the leadership roles and responsibilities of the professional nurse in providing care that promotes social justice and supports the worth and dignity of individuals, families, communities, and populations, irrespective of differences or differentness. Students will explore and analyze relevant theoretical concepts and models including leadership, management, followership, power, authority, influence, planning and decision-making, conflict, and change.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335, NUR 350, NUR 351, NUR 353, NUR 354, NUR 357, NUR430, NUR 431.

NUR 451**(4 credits)****Public Health and Community Nursing: Local and Global Perspectives**

In this theory course, the student is introduced to the foundations of public and community health nursing. This course is focused on individuals, families, communities, and populations, and is grounded in the principles of social justice, ethics, policy, and ecocompetence. Students will use clinical reasoning to assess and analyze community data, identify community nursing diagnoses, and plan evidence-based nursing interventions for primary, secondary, and tertiary prevention to improve health and limit local and global health disparities.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335, NUR 350, NUR 351, NUR 353, NUR 354, NUR 357.

Prerequisite or concurrent NUR 430, NUR 431, NUR 433. (Fulfills MMC Global graduation requirement).

NUR 452**(2 credits)****Community/Public Health Nursing Practicum**

In this practicum course, the student will focus on the synthesis and application of public health and community health theory and evidence-based nursing care to promote and maintain the health of individuals, families, communities, and populations. Students will use critical thinking and clinical reasoning skills to apply the principles of social justice, ethics, and ecocompetence in the delivery of safe, competent, and accessible care to multicultural communities.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335, NUR 350, NUR 351, NUR 352, NUR 353, NUR 354, NUR 357, Prerequisite or concurrent NUR 430, NUR 431, NUR 433, NUR 451. (Fulfills MMC Global graduation requirement).

NUR 453**(3 credits)****Advanced Nurse Apprentice in Practice**

In this practicum course, the advanced nurse apprentice is challenged to manage the care of groups of patients and families with actual and potential complex health needs. The student will demonstrate safe, competent, professional nursing practice in preparation for the transition from student to professional nurse and post-baccalaureate study. Emphasis is placed on evidence-based guidelines, clinical reasoning, and collaboration. Students will be expected to integrate knowledge and experience from the liberal arts sciences and nursing sciences within clinical practice.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 335, NUR 350, NUR 351, NUR 353, NUR 354, NUR 357, NUR 430, NUR 431, NUR 433, NUR 451, NUR 452. Prerequisite or concurrent enrollment: NUR 432, NUR 437, NUR 450.

NUR 454**(1 credit)****Preparation for RN Licensure**

In this course, students are provided opportunities to prepare thoroughly and systematically for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students will identify knowledge strengths and deficits, and through practice, drill, and guided review, they will complete an individualized NCLEX-RN preparation program. Course content will emphasize the NCLEX-RN Test Plan, application of test taking strategies, and NCLEX-RN test item formats.

Prerequisites: NUR 311, NUR 320, NUR 321, NUR 322, NUR 331, NUR 332, NUR 335, NUR 350, NUR 351, NUR 353, NUR 354, NUR 357, NUR 430, NUR 431, NUR 432, NUR 433, NUR 437. Prerequisite or concurrent enrollment: NUR 450, NUR 451, NUR 452, NUR 453, NUR 455.

NUR 455**(1 credit)****Being a Nurse IV**

This discussion course is focused on professionalism, responsibility, accountability, leadership, and lifelong self-development. Students will analyze themselves in the contexts of the socially just, the ecocompetent, the ethical, and the legal self and nurse. Students will continue to develop their personal philosophies of nursing. The course culminates in a personal contract to continue to develop as a person, a nurse, and a professionally contributing member of society.

Co-requisite: NUR 454.

NUR 492**(2 Credits)****Global Nursing Practice**

In this elective clinical practicum/discussion course, students will be exposed to different international or domestic health care delivery and/or observation opportunities based on availability of sites. Students will travel to national or international sites on one or two week assignments to experience, participate in, and/or observe healthcare delivery in different domestic or international venues.

Prerequisite: Admission to nursing program and all coursework through Junior II.

Licensure Examination

Upon completion of all program requirements, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A graduate must pass this examination to be state-licensed, a requirement for practice as a registered nurse (RN). A graduate's success on the NCLEX-RN examination is not guaranteed by virtue of graduation from a nursing program.

Columbia College of Nursing is committed to providing resources designed to assist graduates to be successful on the NCLEX-RN examination. These resources include:

- Participation in Health Education Systems, Inc. (HESI) Assessments. This program is intended to help students prepare systematically to review for NCLEX and become familiar with the content and testing process. See the HESI policy in the Student Handbook: Policies and Procedures Manual.
- Structured personalized drill and review activities during the final semester of the Nursing Program.
- NCLEX-RN review course



Student Services

Academic Advising

Administration and faculty of Columbia College of Nursing use a variety of approaches to communicate student progress in coursework throughout the semester. Students who are concerned about their academic standing are urged to see their professors and academic advisor who can provide information and resources, such as the CCON Student Enrichment Center (SEC) to facilitate success.

Clinical Learning and Simulation Center

The Clinical Learning and Simulation Center is provided for student learning and performance assessment is available for students in the Columbia College of Nursing program. The laboratory is located at Columbia College of Nursing. Students can practice and test mastery of psychomotor skills used in patient care.

Student Enrichment Center

The Student Enrichment Center (SEC) provides free professional assistance for nursing students. Faculty members are available to provide free professional assistance for nursing students in the areas of individual or group tutoring, study skill techniques, test-taking strategies, time management practices, and interactive study groups. Workshops are provided periodically, as well.

Computer Learning Lab

The Computer Learning Lab is equipped with 17 Microsoft Windows-based desktop computers, 2 flatbed color scanners, 1 heavy-duty laserjet printers, and 1 color laser printer. Each desktop has the Microsoft Office suite installed and provides access to several databases, online journals, and other resources.

Campus Activities

The Student Nurses Association is comprised of the general membership and the Executive Board. Its purpose is to “provide programs representative of fundamental and current professional interests and concerns.” Meetings and events are held throughout the school year.

E-Mail

All Columbia College of Nursing students are assigned an e-mail address through the CSM Information Systems department, utilizing Microsoft Outlook access. Microsoft Outlook allows faculty and staff to communicate with students via e-mail. Students are required to check their Microsoft Outlook email every 2-3 days for information from the College. All official and unofficial College information will be disseminated to students through their Columbia College of Nursing Outlook account.

Mailboxes

All students are assigned a campus mailbox at the beginning of the academic year. Campus mailboxes are located in the Academic Center.

Scholarships

Columbia College of Nursing believes that outstanding students deserve recognition and should be given the opportunity to develop their individual talents and interests. Columbia College of Nursing provides scholarships to upper division nursing students based upon academic achievement. A list of scholarships available to Columbia College of Nursing students may be found on the website at <http://www.ccon.edu/Scholarships/Scholarship.htm>.

Health Records

Health records for nursing students are kept on file in the Columbia College of Nursing Administration Office. These records include: health and immunization records, current CPR certification, and criminal background checks, as prescribed by Wisconsin State law. For RN students, a copy of current State of Wisconsin licensure is maintained.

Campus Employment

Campus jobs may be available on the Columbia College of Nursing campus. Students will be notified of any open positions as they become available.

Libraries

The CCON Library has merged with the CSM (Columbia St. Mary's) Library to provide one library service. The CSM Library is available at the Women's Hospital on the east side campus at Columbia St. Mary's in Milwaukee. The Library contains a collection of resources related to nursing, medicine, and allied health. There are approximately 6,000 books in the CSM Library. Electronic databases are available to search for journals, with more than 5,000 journals available with full text articles. The CSM Library has a combination of electronic and hard copy journals available. All catalogs and databases are accessible, while on campus, through the Intranet at <http://contribute.columbia-stmarys.org/library/index.html>. A select number of databases can be accessed from outside CCON or CSM campuses. A librarian is available at the CSM Library for assistance with literature searches, instruction on library services, retrieving materials on interlibrary loans, and she can assist with a number of other library-related issues. Requests for resources can be made online, in person, by email, or by telephone. During the Fall and Spring semesters, the librarian will be on the CCON campus for at least 4 hours per week to assist students.

Parking

Free student parking is available in the parking lot on the north end of the Columbia College of Nursing. Parking at clinical sites is regulated by the clinical agencies; any parking restrictions must be followed.

Safety

The Columbia College of Nursing campus is located in the vibrant Eastlake Towers Corporate Office Center. Campus security services are provided 12 hours/day Monday through Friday and during evening and night hours on the weekend. Daytime security questions and concerns should be directed to Columbia St. Mary's Property Management at 414-326-1787. Security personnel services are available on site from 6:00 PM to 6:00 AM and are available for assistance and escort to your car during evening and night hours. They can be contacted at 414-465-9623. In case of an emergency please call 911.

FINANCIAL AID

Student Financial Aid

The Columbia College of Nursing Financial Aid Office is available to assist all students in affording the cost of an exceptional nursing education. Scholarship, loan, and federal work study opportunities are available for students based on a combination of financial need and academic merit. Federal methods need analysis is used to fairly and equitably distribute aid.

Applying for Financial Aid

In order to be considered for financial aid, a Free Application for Federal Student Aid (FAFSA) must be filed each academic year that aid is requested. New students must be accepted to CCON for their aid to be processed, and returning students must be in good academic standing. The earliest you can file a FAFSA is January 1st. Although you can apply for aid at any time during the academic year, federal regulation prohibits the awarding of aid after a semester concludes. If you file your FAFSA and turn in any missing documents too close to the end of the semester, it is possible there will not be time to process the information in time for aid to be granted. In order to ensure your eligibility for the maximum amount of limited funding that might be available, file the FAFSA as early as possible. Additional documents, such as signed copies of federal tax return transcripts and W-2 statements may be required, if you are selected for verification.

Students will be required to actively accept any federal loans awarded in order for the loans to be processed and disbursed to the student account. Only after a FAFSA is received and all required paperwork is in good form, will a financial aid award be generated. Detailed information is also available on the financial aid website.

Types of Financial Aid

Scholarships, grants, and loans are available to students seeking financial aid. Scholarships and grants are gift funds that do not require repayment. Money can come from federal, state, or private sources. All scholarships and grants will require a FAFSA to be filed, and some may have additional requirements such as GPA standards, minimum enrollment requirements, and additional separate applications. You are encouraged to clarify any questions you may have regarding a specific fund with the Financial Aid Office.

Loans are money that must be repaid with interest, regardless of whether or not a student completes the attempted program of study. Loans can be made from the federal or state government, private banks, or credit unions. In addition to the FAFSA, loans will require separate components to be completed, depending on the type of loan and the lending source. The Financial Aid Office encourages responsible borrowing to avoid excessive debt upon graduation. Before borrowing any loan money, carefully consider the interest rate, repayment period, and projected loan payment versus potential earnings.

Federal Work Study is an allocation of funds that are set aside for a student to earn in exchange for working at a campus job. In order to qualify for Federal Work Study, a student must have a FAFSA filed and demonstrate financial need. Federal Work Study funds are paid to the student in the form of a paycheck for hours worked.

Private scholarships are funds from an outside donor or source that are used to defray the cost of your education. You are obligated to notify the Financial Aid Office if at any time during the year you receive any type of financial assistance that you did not originally report, or any outside aid you are receiving that is not listed on your award notice. Do not assume that your scholarship/benefit sponsor automatically informs the Financial Aid Office of your private scholarship award. If you have remaining need, the scholarship will go towards your unmet need first. We may be required to modify your financial aid award as a result of receiving outside aid. If this occurs, you will be notified.

Satisfactory Academic Progress

Federal regulations require institutions establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial aid under Federal Title IV programs. These criteria will outline the definition of student progress towards the Bachelor of Science in Nursing Degree, and the consequences to the student if progress is not achieved. The following criteria will be uniformly applied to all financial aid applicants in accordance with the Code of Federal Regulations section 668.16.

Quantitative Standards

Maximum Accumulation of Credits

The Bachelor of Science in Nursing program has a published standard credit load for completion. Students will not be eligible for financial aid for any credits that are attempted in excess of 150% of the standard credit load. Credits transferred into the College shall be included in the calculation of attempted and completed credits for each student in determining the total 150% time frame. At the point when it is apparent that a student will not be able to complete the degree program in the required maximum timeframe, the student will be notified that they are no longer eligible for financial aid. In addition, students who have completed the course requirements for the BSN degree but have not been conferred the degree, are ineligible for further financial aid.

Example:

Program	Published Program Length	150% Credit Limit
Bachelor of Science in Nursing	124 (62 core credits and 62 CCON Nursing credits)	186 credits

Minimum Rate of Successful Course Completion

Students must earn at least 67% of the credits that they attempt. Satisfactory progress is checked once each academic year, at the end of Spring semester.

Example:

Credits Attempted	Minimum Necessary Credits Earned*
12	8
16	11

****Successful completion of credits is defined as a grade of A-C. Any other grade is not considered successful completion. Taking an Incomplete (I) is not considered successful completion; however, if a student successfully completes the course by the end of the following term and earns a passing grade, he or she may notify the Financial Aid Office for potential re-evaluation.***

Qualitative Standards

Minimum Grade Point Average

Students must maintain an acceptable cumulative grade point average (GPA) throughout the duration of their program. The minimum acceptable cumulative GPA is 2.00. A student's GPA is officially checked at the end of every academic year, upon completion of the Spring term. A student's cumulative GPA is calculated using only those credits and grades earned at CCON.

The GPA is computed by multiplying the credit hours for each course by the quality points earned for each grade received. Then, the quality points for all courses recorded are totaled, and this number is divided by the total number of semester credits graded. All courses are included in this computation except those in which a grade of "W" (Withdrawal) is received. Grades of "D," "F," "I" (Incomplete), "UP" (Unsatisfactory Progress), or "AU" (Audit) are not counted as earned credits.

For courses retaken by a student, the grade awarded for the course the first time it was taken remains on the transcript, but the course is only counted once in the GPA calculation.

Failure to Meet Satisfactory Academic Progress

Quantitative & Qualitative

First Occurrence

Any student not meeting the minimum standards will be put on probation. Probation status is monitored by the Registrar and Financial Aid Offices. The student will be notified of this status in writing. Students are eligible for financial aid during the semester of probationary status.

Second Occurrence

Upon conclusion of the probationary semester, if the student has not met satisfactory academic progress standards, the student will be ineligible for financial aid for the subsequent semester. The student will be notified in writing of this change. Eligibility can be regained by demonstrating satisfactory academic progress during one additional semester at the expense of the student. Eligibility cannot be reinstated by simply not registering for a semester, or by paying for a semester of classes without making satisfactory academic progress.

An appeal for reinstatement of financial aid requires a completed Satisfactory Academic Progress Appeal Form be submitted, with supporting documentation outlining how the student will meet graduation standards. The plan must be signed by either the Academic Advisor or Associate Dean of Academic Affairs. The appeal must be submitted to the Financial Aid Office within 15 days of the first day of classes for the semester.

Appeals and Reinstatements

If a student loses eligibility for financial aid, they will have one semester to obtain a minimum 2.0 GPA and complete at least 67% of the courses attempted. The student must enroll in a minimum of 6 credits for that semester, at their own expense, and earn a cumulative GPA of at least 3.0. The student must notify the Financial Aid Office after this has been achieved, to determine eligibility for reinstatement of financial aid for that year. If the student fails to achieve the minimum qualitative and quantitative standards, they will be administratively withdrawn from the program.

If the student wishes to appeal the loss of financial aid due to not meeting satisfactory academic progress requirements, the Satisfactory Academic Progress Appeal form must be completed and returned to the Financial Aid Office within 15 days of the first day of classes for the semester. All appeals must include an academic plan, signed by the Academic Advisor or Associate Dean of Academic Affairs, outlining how the student will be able to meet satisfactory academic progress requirements and graduation requirements. Students are considered to be on probationary status, while adhering to the approved academic plan until they are able to meet satisfactory academic progress standards or they graduate.

Specific instructions regarding required documentation are noted on the Satisfactory Academic Progress Appeal Form. The student will be notified in writing of the outcome of the appeal.

Withdrawing from a Course

Each student is responsible, academically and financially, for courses in which she or he is enrolled. Students may add or drop semester courses through the first week of class, resulting in no financial penalty. The last day to drop semester classes for Fall 2014 semester is Monday, November 10th. For the Spring 2015 semester, the last day to drop semester classes is Tuesday, April 14th. Please refer to the refund policy listed in the Catalog. A grade of “W” will appear on all records for classes dropped after the first week of class.

Please contact the Registrar’s Office in order to make any schedule changes official. The date of withdrawal will be determined by the date the Class Drop Form is filed. Please note that not attending class or nonpayment of tuition does not represent authorized dropping of a course. Such actions will result in academic consequences including a grade of “F” for said class(es) and/or financial consequences of full tuition payment.

Students are encouraged to work with their Academic Advisor to determine the impact of dropping or adding a class on their established degree plan. Students who receive federal financial aid funding also should meet with the Financial Aid Director when any changes are made in course registration for the semester.

Withdrawing from the College

Students who decide to withdraw completely from CCON before completing at least 60% of the term are subject to a return calculation of federal funding based on Federal regulations. This return includes funding received from Federal Pell Grants, Iraq and Afghanistan Service Grants, Federal Supplemental Educational Opportunity Grant, William D. Ford Federal Direct Stafford, or Parent PLUS loans. Students not receiving federal funding will have refund calculations made using CCON’s refund policy and State of Wisconsin refund policy, if applicable. Return of funds may create a balance due to the College, which the student will be responsible for paying.

Veterans Benefits

Columbia College of Nursing is proud to support the men and women in uniform who have served our country. It is the responsibility of the student Veteran to be aware of their eligibility for federal and state veteran's benefits and follow all program requirements. Student Veterans are asked to contact the Registrar's Office to initiate the procedure to have their VA benefits processed. Students will be required to fill out the Application for Certification of Veterans Affairs (VA) Education Benefits before each semester they wish to have VA Education Benefits apply.

Columbia College of Nursing also participates in the Yellow Ribbon Program. The Yellow Ribbon benefit is on a "first-come, first-serve" basis and will be awarded to the first five eligible student that apply. Columbia College of Nursing agrees to provide Yellow Ribbon Program contributions of \$1500 to the first five eligible individuals that apply during the academic year. Students are required to submit a signed, completed Yellow Ribbon Benefit Application to the VA Certifying Official. Student applications will be considered as they are received. When the document is processed, the student will be notified if they are eligible to receive benefits through the Yellow Ribbon Program.

For specific eligibility criteria and clarification of benefit programs, students should refer to the Department of Veterans Affairs website, www.gibill.va.gov or contact their County Veterans Services Officer (CVSO) for assistance in utilizing benefits.



Tuition and Fees 2014-2015

Columbia College of Nursing reserves the right to make revisions in costs without advance notice. Tuition and fees reflect charges in effect at the time of publication for the 2014-2015 academic year. This information is published on the CCON website as well.

Application Fee \$50

Tuition Deposit \$200

New students only; applied toward tuition. Federal Student Aid cannot be applied to the tuition deposit. Deposit is nonrefundable, unless the student no longer meets admission requirements.

Tuition

Tuition, Per Year, Full-Time (12 - 18 Credits) \$25,336

Tuition, Per Semester, Full-Time (12 - 18 Credits) \$12,668

Tuition, Per Credit (1-11 Credits & 19 + Credits) \$768

Student Health Insurance (*Estimated fees)

Fall (Eligibility/Enrollment dates: 8/1/14-12/31/14) \$874.75

Spring (Eligibility/Enrollment dates: 1/1/15-7/31/15) \$1,224.65

See www.ccon.edu for details as plans vary.

Student Fee *

Fee, Per Semester, Full-Time \$550

Fee, Per Credit, Part-Time \$50

The Student Fee includes:

- Cost of HESI (Health Education Systems, Inc.) testing and case studies
- NCLEX-RN Review Course
- Clinical Simulation Center simulators and model supplies
- Physical exam, blood work, and immunizations, as required
- Criminal Background Check
- Nursing Central software (downloadable to mobile device or accessible through the web)
- CPR (taken through Columbia College of Nursing)
- Library and Computer Lab resources
- Clinical experience, with low faculty-student ratios, in a wide variety of settings
- Course syllabi
- Free parking
- Clickers for classrooms

Nursing Program Expenses *

Clinical Course Expenses: *(estimated)* \$125-\$175
Watch with a second hand, white nurses' shoes (or all white leather athletic shoes), bandage scissors, and stethoscope.

Graduation fee (Seniors IIs Only) \$100
This fee applies to all students who have formally applied for graduation, whether they participate in the graduation ceremony or not, to cover diplomas, diploma covers, degree audits, and other costs.

Graduation Fees: (optional)

Nursing Pin: *(cost varies depending on order)* \$40-\$150
Purchasing a pin is not required.

Cap and Gown Rental: \$25 -\$40
Required if marching in graduation ceremony.

Tickets to Pinning/Graduation Ceremony: \$10-\$25

GPA Honor Cords: \$7-\$10

Sigma Theta Tau Honor Cords: \$16-\$20

**This is not a comprehensive list, but rather serves as an overview of some fees and purposes of fees in the Columbia College of Nursing Program.*

Licensure Fees Required by the State of WI *(fees are approximate and not collected by CCON)*

NCLEX-RN Exam Registration fee (required) \$200

State Board Application (required) \$68

Work permit for graduates working in Wisconsin: \$10

Tuition and Fees Payments

Columbia College of Nursing offers two (2) payment options.

1. Payment in full by the statement due date/first day of class.

Fall 2014 Semester due: August 25, 2014
Spring 2015 Semester due: January 20, 2015

2. Payment plan. Due in four (4) monthly installments. One time \$50 sign-up fee required.

Fall 2014 Payments due: August 25, 2014
September 25, 2014
October 25, 2014
November 25, 2014

Spring 2015 Payments due: January 20, 2015
February 20, 2015
March 20, 2015
April 20, 2015

Note: Past due accounts are subject to a FINANCE CHARGE of 1.5% per month and may include a hold on grades, credits, transcripts, participation in registration for the subsequent semester, withholding diploma and statement of graduation. Please read the Account Agreement and Disclosure Statement for full details.

An Account Agreement and Disclosure Statement must be signed prior to attending.

Accepted Payment Methods

Cash is accepted in person. **Checks** are accepted in person or by mail; returned not sufficient funds (NSF) checks are subject to a \$50 fee.

MasterCard, Visa, and Discover cards are accepted in person, by mail, or phone.

Refunds

Full Semester Programs

All course withdrawals must be done through the Associate Dean of Academic Affairs Office. Students will receive refunds for tuition according to the following schedule, based on the date of official withdrawal. The tuition deposit of \$200 for new students is nonrefundable, unless the student no longer meets eligibility requirements.

Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Thereafter	0%

Note: In cases in which a student has received Federal Student Aid, CCON may be required to follow the federal refund calculation. In addition, a student receiving aid may be required to return that aid to the provider.

A student requesting withdrawal from the summer session is obligated to pay according to a scale based on the percentage of class hours elapsed at the time of authorized withdrawal.

Student Health Insurance

Medical

All students enrolled at CCON will be required to have medical health insurance. Proof of health insurance will be required. A Health Insurance Verification form is available for students to provide current coverage information. If a student does not provide coverage information, they will be automatically enrolled and billed for the WPS student plan. Visit www.wpsic.com/waicu or call WPS at 800-221-5573 for more information.

Fall semester \$609 (eligibility dates: 8/1/13-12/31/13)

Spring semester \$843 (eligibility dates: 1/1/14-7/31/14)

Dental

Optional dental coverage is also available to CCON students, their dependents, and spouse, on a voluntary basis. Visit wpsic.com/waicu/dental.shtml or call WPS directly at 800-221-5573 for more information.

Student Records

Columbia College of Nursing (CCON) maintains student records necessary to comply with applicable accrediting and regulating agencies. Student financial aid records will be housed in the Financial Aid Office of CCON. The CCON Administrative Manual, Academic Affairs section, contains CCON's policy and procedure for student records.

Annual Notification

Students are notified of their Family Educational Rights and Privacy Act (FERPA) rights annually by publication in the CCON Student Handbook.

Procedure to Inspect Education Records (Annual Notification)

Students may inspect and review their educational records upon request to the appropriate administrator. Students should submit to the appropriate College administrator a written request identifying as precisely as possible the record or records he or she wishes to inspect. If the request for a record is being kept in a course the student is currently enrolled in, the student should request the record from the Course Coordinator. An appropriate person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only records that relate to him or herself.

Disclosure to Designated Others

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer to the student. CCON may disclose a student's educational record to parents (guardians/spouses/other) under the following terms:

- By obtaining the student's written consent through a FERPA Release form (found in the Registrar's Office).
- By establishing that the student's parents (guardians/spouses/other) claim them as a dependent for income tax purposes, and CCON has documentation to verify that fact.

- By exercising its disclosure option on any students under age 21, regarding a violation of an institutional rule or federal, state, or local law regarding the use of alcohol or controlled substance as long as state law permits
- In a health or safety emergency

Right of College to Refuse Access

CCON reserves the right to refuse to permit a student to inspect the following records:

1. Financial statement of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed on file before January 1, 1975
3. Records connected with an application to attend the Nursing Program if that application was denied
4. Records excluded from FERPA definition of education records

Refusal to Provide Access

CCON reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of CCON and can inspect the records on site
2. The student has an outstanding financial obligation to CCON or Mount Mary College
3. There is an unresolved disciplinary action against the student

Fees for Copies of Records

The current fee for copying, per page, plus any postage incurred will be assessed.

Record of Requests for Disclosure

CCON will maintain a record of all requests for and/or disclosure of information from a student's academic educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information

Columbia College of Nursing designates the following items as Directory Information: student name, address, telephone number, cellular number, email, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Deans List), degree(s) conferred (including dates), past and present participation in officially recognized activities, physical factors, photographs, and date and place of birth. CCON may disclose any of those items without prior written consent, unless notified in writing to the contrary by October 1 for students admitted in the Fall and February 15 for student admitted in Spring.

Correction of Education Records

Students have the right to ask to have records amended that they believe are inaccurate, misleading, or in violation of their privacy rights. The procedures for correction of the record is published annually in the *Student Handbook: Policy and Procedure Manual*, located online at www.ccon.edu.

Course Grade Reports

Columbia College of Nursing students can view their grades on SONISWEB. Grades will be available at the end of each semester, after all final grades have been submitted. Grades are posted approximately one week after final exams are completed.

Transcript Request Policy

If you wish to request an official or unofficial transcript, please complete the appropriate Transcript Request found on the CCON website (www.ccon.edu). Mail or submit the Transcript Request form with a \$6.00 payment (for official transcripts) to:

Columbia College of Nursing
ATTN: Registrar's Office
4425 N. Port Washington Road
Glendale, WI 53212

Unfortunately, email and phone requests for transcripts are not accepted.

Transcript Fees:

The charge for each official transcript is \$6.00. Payment accepted by check, credit card, or cash.

- Make checks payable to CCON
- MasterCard/VISA/Discover/American Express accepted

NOTE: If there is a hold on your student record, you must resolve the hold before the transcript is released.

Student Right-to-Know Act

With respect to the Student Right-to-Know Act of 1990 (SRTK), graduation rates are available to current and prospective students. Contact the Registrar's Office or visit the CCON website at www.ccon.edu for further information.

Change of Demographic Information

It is the student's responsibility to maintain up-to-date and accurate demographic information. All changes can be submitted electronically via the student information system (SONISWEB). The following demographic changes should be reported as soon as changes occur:

- **Address** (local and/or permanent)
- **Telephone number**
- **Name** (requires official documentation to be submitted to the Registrar's Office).

Change of Name

All students at the Columbia College of Nursing will be granted the opportunity to submit a name change, as needed. Students will be required to submit the Name Change Form and legal evidence indicating the name change to the Registrar's Office.

Legal Documentation Includes:

- Certified copy of a marriage license, court order, or dissolution degree reflecting the new name in full; or
- Current passport or other government-issued official proof of identity (Wisconsin Driver's License with photo)

Re-issuance of Diploma Upon Change of Name

For former students, there will be no name change on the transcript, or on the diploma, except when there has been a court-ordered change of name. Upon presentation of a certified copy of the court order, diplomas in the new name may be issued to the graduate. Upon receipt of proper documentation, the College will carry and use the new name in the institution's database.

Voter Registration

Students are encouraged to participate in the voting process. The 1998 Reauthorization of the Higher Education Act of 1965 requires all institutions must provide their students with mail-in voter registration forms and make such forms widely available to students in years when there are elections for federal office, governor, or other chief executives within the state [HEA Section 487 (a) (23)]. This information will be provided on our website along with links to the Wisconsin voter registration form. More information about elections can be found at the State of Wisconsin Website (<http://www.wisconsin.gov/state/index.html>).

2014 - 2015



COLUMBIA
COLLEGE OF NURSING

Graduate Curriculum Catalog

GLENDALE, WISCONSIN

Columbia College of Nursing Graduate Curriculum Catalog 2014-2015

About This Publication

The Catalog of Columbia College of Nursing is intended as a guide that describes the Nursing Program, graduation requirements, and sets forth official College policies. All students enrolled in Columbia College of Nursing are responsible for understanding the rules and regulations that appear in this document. The College and its official committees reserve the right to make changes in regulations, policies, procedures, and other matters, as appropriate. Students will receive or have access to information concerning such changes.

Notice of Non-Discrimination Policy

Columbia College of Nursing admits both men and women. Columbia College of Nursing does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability, or veteran's status in administration of its educational, admission, financial aid, or other College policies and programs, or in the employment of its faculty and staff.

Table of Contents

Mission, Vision, Values Statements	1
MSN Program Outcomes.....	2
Graduate Philosophy of Education	3
Historical Perspective	4
Facilities	5
Campus Visits	5
Contact Information	5
Accreditation.....	6
Technical Standards.....	7-9
Admission Requirements.....	10
Application Process	11
Application Deadlines	11
Admission Decisions	12
Academic Progression.....	13
Grading and Quality Points.....	14
Incompletes.....	14
Auditing	15
Credit Hour.....	15
Credit Load.....	15
Registration Policy.....	16
Attendance Policy: Theory (Classroom).....	16
Attendance Policy: Clinical and Laboratory.....	16
Course Add & Drop Policy	17
Appeals	17
Withdrawal and Leave of Absence	18-20
Clinical Nursing Course Requirements	21
Time Commitment	21
Graduation Requirements.....	21
Application for Graduation	21
Curriculum Plan.....	22-24
Course Descriptions	25-28
Academic Advising	29
Clinical Learning and Simulation Center	29
Computer Learning Lab	29
Email	29
Mailboxes	29
Scholarships.....	30
Health Records.....	30

Campus Employment	30
Libraries	30
Parking.....	31
Safety.....	31
Financial Aid.....	32
Veterans Benefits.....	33
Tuition and Fees	34-36
Refunds.....	36
Student Health Insurance	37
Student Records	38
Annual Notification	38
Procedures to Inspect Education records	38
Disclosure to Designated Others	38
Right of College to Refuse Access	39
Refusal to Provide Access.....	39
Fees for Copies of Records.....	39
Record of Requests for Disclosure	39
Directory Information	40
Correction of Educational Records	40
Course Grade Reports	40
Transcript Request Policy.....	40
Transcript Fees	41
Student Right-to-Know Act	41
Change of Demographic Information	41
Change of Name	41
Re-issuance of Diploma Upon Change of Name	42
Voter Registration.....	42

Mission Statement

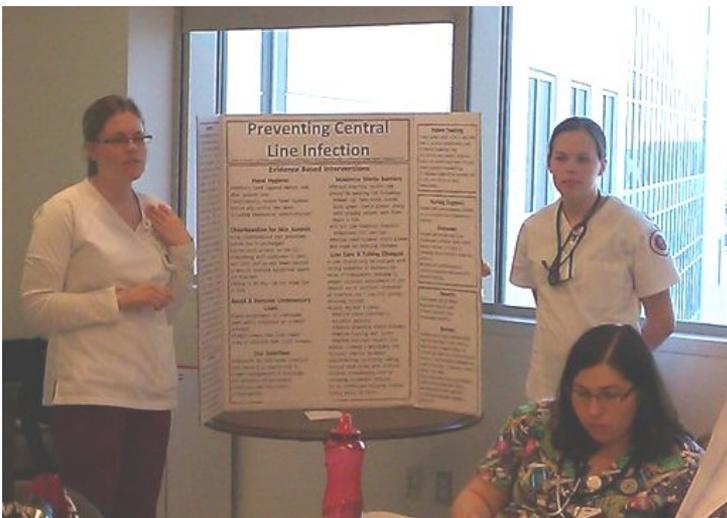
Columbia College of Nursing will prepare exemplary, compassionate, professional nurses, distinguished by liberal arts education, evidence-based practice, clinical reasoning, safe patient care, and commitment to social justice.

Vision Statement

Columbia College of Nursing will provide outcome-based nursing education that is highly valued by diverse communities of students, educators, and employers for its principles of life-long learning, professionalism, academic excellence, and social responsibility.

Values Statement

In keeping with the core values of Columbia St. Mary's, Columbia College of Nursing embraces the core values of respect, integrity, service, creativity, and commitment to excellence. Columbia College of Nursing supports these core values by a commitment to excellence in education, scholarship, service, and evidence-based practice.



MSN Program Outcomes

The Columbia College of Nursing Graduate Program prepares the students to:

- Synthesize knowledge from the sciences, business, nursing, and other health disciplines to advance nursing practice.
- Evaluate attitudes and skills necessary to think critically, use clinical reasoning, manage information and technology, and assume accountability for independent decisions in advanced nursing practice.
- Analyze, design, and coordinate systems to enhance provision of competent, age-appropriate, and culturally sensitive care to protect, promote, and optimize health and alleviate suffering through the diagnosis and treatment of human responses.
- Analyze and collaborate effectively with nurses physicians and other healthcare providers, consumers, organizations, and regulatory agencies to improve patient, family, and aggregate outcomes.
- Synthesize research and evidence- based knowledge from multiple ways of knowing to inform practice, improve patient outcomes, and resolve clinical issues.
- Synthesize management and leadership skills across diverse and varied populations to create cultures of safe, accessible, cost-effective, quality healthcare in an effort to improve healthcare outcomes.
- Integrate ethical reasoning and actions into promotion of advocacy, collaborative activities supporting social justice, and ecocompetence with enhanced awareness of vulnerable populations.
- Develop an identity of self as a Clinical Nurse Leader within the context of a complex diverse world, with emphasis on life-long personal and professional development.
- Demonstrate resource stewardship by the cost-effective use of human, environmental, state, and national resources by applying principles of healthcare policy, finance, economics and ethics to care delivery.

Columbia College of Nursing

Graduate Philosophy of Education

Columbia College of Nursing (CCON) faculty believes that graduate education at the master's level builds upon knowledge and competencies of baccalaureate nursing education. The CCON curricular framework of Knowing, Doing, Being (Simandl, 1990) serves as the foundation for preparing Master of Science in Nursing (MSN) graduates to assume leadership roles and accountability for outcomes-based practice. Graduate education involves critical appraisal of pertinent concepts and theories that underpin the practice of nursing in diverse, ever-changing healthcare delivery systems. Graduates are prepared to translate this appraisal into practice through advanced knowledge and skills including analysis and development of healthcare policies, intentional use of information technology to improve health outcomes, application of healthcare financing, and use of knowledge of organizations to promote innovation. MSN graduates develop advanced skills in collaboration, ethical decision making, diversity competence, and critical thinking essential to providing high-quality care for patients, families, and communities. In addition, graduates develop, implement, and evaluate processes and programs that ensure smooth transitions throughout the continuum of care. Ultimately, MSN graduates shape the nursing profession and embrace life-long learning that integrates evidence-based practice, research, and professional development.

Columbia College of Nursing

General Information

Historical Perspective

The rich history of Columbia College of Nursing (CCON) began over 100 years ago.

In 1901, the School of Nursing was part of the Knowlton Hospital and Training School.

In 1909, Columbia Hospital Corporation purchased Knowlton Hospital and renamed the school, Columbia Hospital School of Nursing. In 1919, both the hospital and school moved to the east side of Milwaukee, Wisconsin. In

1956, an addition to the original 1919 building was completed. The College remained in this location until June of 2010, when the College moved to a state-of-the-art facility in Glendale, Wisconsin.



In 2011, Columbia College of Nursing received accreditation to independently grant a Bachelor of Science in Nursing. Columbia College of Nursing provides students with multiple options to earn a Bachelors of Science in Nursing (BSN) degree. Students may choose to enroll in the Columbia College of Nursing Program, or in the partner options offered with Mount Mary University, UW-Waukesha, UW-Manitowoc, UW-Fox Valley, and Lakeland College. Students integrate the most up-to-date nursing instruction with challenging clinical placements.

Affiliations between Columbia College of Nursing and more than 50 community clinical sites further guarantee that students, while experiencing the latest advances in nursing education, will remain on the cutting edge of today's changing healthcare environment. In 2013, Columbia College of Nursing received HLC accreditation to offer a Master of Science in Nursing program.

Facilities

The Columbia College of Nursing campus is located in the Eastlake Towers Corporate Office Center. The Academic Learning Center of the CCON campus houses classrooms, the Computer Learning Laboratory, the Clinical Learning and Simulation Center (CLSC), the Student Enrichment Center and the student lounge. The CLSC is equipped with state-of-the-art technology and human patient simulators. The campus has Wi-Fi internet access throughout. The CCON Library affords students computer access to the CSM Library electronic catalog and databases. Also, located in the building are the offices of the President/Dean, Associate and Assistant Deans, Financial Aid Director, Registrar, Academic Advisor, Executive Assistant, Administrative Assistant, and faculty offices.



Campus Visits

Applicants are encouraged to visit the campus and experience the opportunities available at Columbia College of Nursing. Individuals wishing to visit should contact the College at (414) 326-2330 to schedule an appointment. Tours of the campus are conducted during normal business hours.

Contact Information

Please call, write, or visit our website for more information. Admission inquiries can be made by contacting admissions@ccon.edu.

Columbia College of Nursing
4425 N. Port Washington Rd.
Glendale WI, 53212
414-326-2330
www.ccon.edu

Accreditation

Columbia College of Nursing offers both a Bachelor of Science in Nursing degree and a Master of Science in Nursing degree. The pre-licensure nursing program is approved by the Wisconsin State Board of Nursing and is accredited by the Commission on Collegiate Nursing Education (CCNE) and the Higher Learning Commission of the North Central Association of Colleges and Schools. The graduate program is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and will seek accreditation by CCNE in 2015.

Department of Regulation and Licensing
Wisconsin State Board of Nursing
1400 E. Washington Ave., Room 166
Madison, WI 53708
Phone: (608)266-0145

Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036-1120
Phone: (202)887-6791

North Central Association of Colleges and Schools
Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
Phone: (800)621-7440

Technical Standards for Admission to and Progression in the Columbia College of Nursing Program

Final acceptance to Columbia College of Nursing is contingent upon the applicant's ability to meet essential requirements to meet program outcomes and ensure the health and safety of patients, peers, faculty, and other healthcare providers. The applicant must be able to engage in a variety of complex and specific experiences that are necessary in the acquisition and practice of essential nursing skills and functions.

The applicant must initially meet these requirements to gain admission and is required to continue to meet them throughout their participation in the nursing program. Essential requirements consist of a combination of physical abilities and motor skills, sensory abilities, interpersonal and communication skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism. Though Columbia College of Nursing may modify certain course requirements to provide a person with disabilities an equivalent opportunity to achieve success equal to that of a person without disabilities, there are no substitutes for the following essential skills.

Physical Abilities and Motor Skills

The applicant/student must have sufficient physical abilities and motor function so that he or she can engage in movements required to provide general care and treatment to patients in all healthcare settings. For example, for the safety and protection of individuals, the applicant must be able to perform basic life support, including cardiopulmonary resuscitation (CPR), and function physically in an emergency situation. They must have the ability, within reasonable limits, to safely assist patients in moving, for example, from a chair to a bed or from a wheelchair to a commode. The applicant/student must have the ability to perform essential tasks that require fine motor skills to pick up objects with hands and grasp small objects. In addition, an applicant/student accepted into the program at Columbia College of Nursing is required to undergo and meet satisfactory requirements of a physical examination, drug screen, and occupational skills evaluation within the Columbia St. Mary's system.

Sensory Abilities

The applicant/student must have sufficient visual acuity to see details near and at a distance and be able to accurately differentiate among the full spectrum of colors. Auditory acuity is required to accurately assess and protect the health and safety of individual patients and perform appropriate professional nursing functions. Sight and hearing are essential in communicating accurately, effectively, and performing most essential nursing functions.

Communication and Interpersonal Skills

The applicant/student must be able to communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Communication includes the ability to express thoughts and ideas clearly to express or exchange information to conduct an appropriate health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.

Effective oral and written communication are vital, and the applicant/student must be able to process and communicate information on the patient's status accurately and in a timely manner to other members of the healthcare team.

Cognitive Abilities

The applicant/student must be able to measure, calculate, reason, analyze, integrate, and synthesize in the classroom and various clinical settings. They must be able to effectively gather information to assess and evaluate individuals, groups, and community situations, and act in a timely manner using critical thinking through their ability to quickly read and comprehend extensive written material.

Behavioral and Emotional Sensitivity

An applicant/student must possess the emotional health necessary to fully use his or her cognitive abilities and exercise good judgment to carry out all responsibilities in the completion of professional nursing functions. In addition, maintenance of mature, sensitive and effective relationships with patients, students, faculty, staff, and other professions under all circumstances is essential.

The applicant must have the emotional stability to function appropriately under stress and be able to adapt to change. It is vital that the applicant/student develop awareness of his or her values, attitudes, beliefs, emotions, and experiences and how they may influence his/her perceptions and relationships with others. The applicant/student must be willing to examine and change behaviors when they interfere with relationships with others, in order to function effectively and collaboratively in diverse academic and working environments.

Professional Conduct

The applicant/student must be able to engage in the practice of nursing in an ethical and professional manner, based upon the professional code of ethics and professional standards. The applicant/student must possess characteristics that include empathy, integrity, honesty, responsibility, and tolerance. Applicants/students must be able to engage in the delivery of healthcare in all settings and be able to provide care to all patient populations, including but not limited to children, adolescents, adults, persons with developmental disabilities, medically compromised patients, and vulnerable populations.

Drug Screen and Criminal Background Checks

The applicant/student is required to complete a drug screening and criminal background check. The drug screen will be completed during the physical examination and occupational skills evaluation, and it may be required at other times throughout the program.

The applicant must understand that final admission is dependent upon meeting all technical standards, results of the physical and occupational skills examination, a negative drug screen, and criminal background check.

Columbia College of Nursing reserves the right to reject the application of a candidate related to a positive drug screen and/or background check or remove a student from the program if the College determines that the results of the criminal background check or drug screen demonstrate that the candidate/student does not exhibit behavior and social attributes consistent with the College's Technical Standards. Any convictions of a crime that occur during the student's enrollment must be reported within 7 days.

Admission Requirements

Applicants to the graduate program at Columbia College of Nursing must meet the following requirements:

- Possess a Bachelor's degree in Nursing from a nationally accredited program with a cumulative GPA of at least 3.00 (on a 4.00 scale)
- Possess a current unencumbered Registered Nurse license
- Have current CPR certification
- Submit two letters of recommendation, highlighting the applicant's potential for success in a leadership role in nursing
- Successful completion of undergraduate inferential statistics course within the previous five years, with a grade of "B" or better

Applicants must submit a one page essay highlighting rationale for pursuing a Clinical Nurse Leader degree. As part of the admission process, qualified applicants will participate in an interview.

The applicant must understand that final admission is dependent upon meeting all technical standards, results of the physical and occupational skills examination, a negative drug screen, and criminal background check.

An undergraduate inferential statistics course may be in progress at the time of application, but it must be completed with at least a 3.0 grade prior to beginning the nursing program.

Application Process

The following steps must be completed in the application process for Columbia College of Nursing:

1. Complete and submit the CCON Application for Admission. All applications must be submitted online or mailed to CCON. Faxed applications will not be accepted.
2. Applicants must be a United States (US) Citizen, US Permanent Resident or provide documentation of US Citizenship such as a US passport, Certificate of Naturalization, or US birth certificate.
3. Submit official transcripts to CCON from all Colleges or Universities attended. Official transcripts must be mailed directly from the Colleges. Transcripts marked "Issued to Student" will not be accepted.
4. Transfer students who were enrolled in a nursing program at another College or University must submit a Transfer Student Academic Standing Form to be completed by the previous institution in which nursing courses were completed. This form can be found on the CCON website.

Application Deadlines

Summer Admission: Students applying for Summer admission must complete and submit all application materials (i.e., application, transcripts, and references) by April 15th. Applications received after April 15th will be considered, if there is space available.

Students are responsible for ensuring all application steps have been completed and received.

Applications not completed and/or received by the admission deadlines may not be evaluated for admission.

Admission Decisions

Students are admitted to the MSN program only in the Summer term. Admission decisions for Columbia College of Nursing MSN program for the Summer term are made by May 15th.

Because admission decisions are sometimes made prior to completion of required coursework and evaluation of the applicant's ability to fulfill the Technical Standards of the Nursing Program, applicants initially receive conditional acceptance. Applicants that are conditionally accepted must submit official transcript evidence of successful completion of the prerequisite undergraduate inferential statistics course at least two weeks prior to the beginning of the trimester. Students who fail to provide such evidence will be ineligible to enter the nursing program and will be required to re-apply.

Final acceptance to the nursing program is dependent upon meeting all eligibility criteria.

Admission is not guaranteed.

Progression in the Graduate Program

Academic Progression in the Graduate Program

Students admitted to Columbia College of Nursing will be eligible for enrollment in clinical and non-clinical courses for which they are qualified. Upon entering Columbia College of Nursing, students must complete all required nursing courses in the Graduate Program at Columbia College of Nursing.

Minimum Cumulative Grade Point Average (GPA) Requirement:

The cumulative GPA is based on all credits earned at Columbia College of Nursing. Any student whose GPA is less than 2.50 will be subject to academic action, following review by the Academic Standards Committee.

The Academic Standards Committee will evaluate academic progress of students in the Nursing Program at the end of each grading period. Satisfactory progress is contingent upon completing appropriate course prerequisites and satisfying all requirements.

Minimum Grade Requirement in Courses:

A minimum grade of “C” or better is required in all courses, with an overall average of 3.00 on a 4.00 scale. A grade below C will require the course to be repeated before progressing to the next nursing course, or in the case of last trimester courses, before graduation.

Repeat Policy for Nursing Courses:

A nursing course may be repeated only once. If a student must repeat a graduate course, it must be repeated at Columbia College of Nursing. Students receiving a “D,” or “F” in the same course twice will be dismissed from the Graduate Program. Students receiving a “D” or “F” in two Graduate courses will be dismissed from the Program. If repeating a Graduate course, the student may be required to complete ancillary learning experiences that validate the requisite theoretical knowledge base and/or clinical competency.

Grading and Quality Points

Grades given for academic achievement are interpreted as follows:

Grade	Quality Points	Numerical Equivalents
A	4.00	93.0-100.0
AB	3.50	89.0-92.99
B	3.00	85.0-88.99
BC	2.50	82.0-84.99
C	2.00	78.0-81.99
D	1.00	74.0-77.99
F	0	Below 74.0
I	Incomplete	
AU	Audit	
W	Withdrawn	
NR	Not Reported	

Calculating a GPA

A trimester GPA is calculated by adding together the quality points earned for one's grade in each course multiplied by the number of assigned credit hours for each course, with the total points divided by the total number of credit hours completed that trimester.

Incompletes

A grade of Incomplete may only be given for reasons of health or serious emergencies. The grade of Incomplete is not granted for neglected work. If all requirements of a course are not completed by the final grading period, and there has not been a serious extenuating circumstance, and/or arrangements have not been made with the instructor to receive an Incomplete, the student will be graded on the work completed by the end of the grading period. When an Incomplete grade is granted, outstanding work for the course in question must be completed before beginning subsequent courses or within guidelines provided by the faculty member.

At that time, the student will receive the grade that her/his work merits. If no work is submitted, the Incomplete grade will be changed to an "F." A Course Completion Agreement Form, signed by the student and faculty member must be filed with the Registrar's Office at Columbia College of Nursing. It serves as a formal record of details of the incomplete work and the student's awareness of her/his obligation to successfully complete remaining coursework.

Auditing

Auditing allows students to attend classes without being required to take examinations or complete projects. With the instructor's permission, students may audit regularly scheduled classes in which space is available. Audits are not available for independent study and many laboratory and/or computer-based courses. The audited course tuition is a 50% discount per course credit.

Minimum requirement for an audit (AU) designation is regular class attendance, but individual instructors may have higher requirements. There are no restrictions for taking the same course for credit at a later date. Audit courses do not count toward graduation or completion of the program, nor do they count as part of academic load for the purposes of financial aid. The decision to audit is made at the time of registration, but a change to credit status may be made up to the end of the first week of class. A student may change from credit to audit, but this must be done before the last day for withdrawal from classes, as found in the Academic Calendar.

Credit Hour

Coursework is measured by the credit hour. For 8-week courses, one credit hour equates to two hours of class, four hours of laboratory work, four hours of discussion, or six hours of practicum per week. For 16-week courses, one credit hour equates to one hour of class, two hours of laboratory work, two hours of discussion, or three hours of practicum per week. For practicum courses, one credit hour equates to 50 hours of practicum. Necessary preparation also is required.

Credit Load

A typical credit load is 8-12 credit hours per trimester. Some courses are offered as an eight-week course, while others are trimester-long. Students seeking to alter the sequence of courses or increase the number of possible credit hours in one trimester must be granted permission by the Associate Dean of Academic Affairs. Students applying for a credit overload must have a minimum cumulative grade point average of 3.0.

Academic Policies

Registration Policy

Students must register for all courses by dates identified on the Academic Calendar. Registration after these dates cannot guarantee placement and may delay progression in the Graduate Program.

Attendance Policy: Theory (Classroom)

Nursing is a complex profession requiring deep learning of scientific concepts, application of ethical decision making, and problem solving in unique contexts. This learning process requires commitment of both faculty and students to be fully engaged in classroom and discussion courses. Therefore, class attendance is essential and mandatory in theory and discussion courses. Missing class may jeopardize a student's ability to meet course objectives. Persistent patterns of absence without sufficient communication with course faculty may result in a recommendation that the course be dropped.

Attendance will be taken during each class period and will be periodically recorded in Sonisweb. Students must follow faculty directions for ensuring attendance is confirmed at each class session. Faculty may initiate an Early Alert for students who have an unexcused absence from class. Students are strongly encouraged to discuss any class absence with course faculty.

Attendance Policy: Laboratory and Clinical

Nursing is a practice profession, involving assessment and care of human beings. As such, the faculty believe that all laboratory and clinical hours allotted to courses contribute meaningfully to enabling students to meet course objectives and become competent practitioners in the delivery of nursing care. Students are required to attend all scheduled laboratory and clinical hours. The College, therefore, reserves the right to require a student to repeat all or any part of a course. This decision is based upon the course faculty's determination that the time the student has been absent from the laboratory or clinical site compromises the student's ability to demonstrate completion of course objectives and required competencies, thereby jeopardizing a student's

ability to successfully complete the course. Laboratory and/or clinical absence must be made up and will be dependent upon faculty and clinical site availability. It should be understood that the student is responsible for any costs incurred in repeating the course and/or making up lost time. The actual amount will be at the discretion of the Dean and course faculty members.

Course Add & Drop Policy

Each student is responsible, academically and financially, for courses in which she or he is enrolled. Students may add or drop trimester courses through the first week of class, resulting in no financial penalty. The last day to drop trimester classes is noted on the Academic Calendar. Please refer to the refund policy listed in the Catalog. A grade of “W” will appear on all records for classes dropped after the first week of class.

Please contact the Registrar’s Office in order to make any schedule changes official. The date of withdrawal will be determined by the date the Class Drop Form is filed with the Registrar. Please note that not attending class or nonpayment of tuition does not represent authorized dropping of a course. Such actions will result in academic consequences including a grade of “F” for said class(es) and/or financial consequences of full tuition payment.

Students are encouraged to work with their Faculty Advisor to understand the impact of dropping or adding a class on completing their degree plan.

Appeals

The Academic Standards Committee of CCON serves as the appeal body for students who, due to extraordinary circumstances and after exhausting other possibilities of resolution, are seeking exception to CCON academic policies and requirements stated in the Catalog. Decisions regarding appeals of admission, academic dismissal and re-admission are determined by the Academic Standards Committee. The appeals process is initiated by a petition from the applicant or student. Information about the appeals process is found in the *Graduate Student Handbook: Policies and Procedures*, and it can be found online. The petition form may be obtained from the Academic Affairs Office at CCON.

If extraordinary extenuating circumstances prevent a student from providing the required documentation prior to the last date of attendance, CCON would grant an extension to submit the paperwork no later than 30 calendar days from the last date of attendance. Acceptable extraordinary extenuating circumstances would include, but are not limited to: medical emergencies, family crisis, automobile accidents, and natural disasters. Appropriate documentation substantiating the extenuating circumstances will be required.

Withdrawal

Students may choose to withdraw from courses. A student may withdraw from a maximum of four (4) nursing courses in the Graduate Program. Students who withdraw from more than four courses will be dismissed from the Graduate Program. Students who withdraw from four (4) or more courses because of co-requisite requirements may be granted special consideration for progression. In cases involving extenuating life circumstances, students may submit a petition to the Academic Standards Committee for consideration. Any student whose circumstances require withdrawal from the nursing program is encouraged to meet with their Academic Advisor and must complete a withdrawal form in the Office of the Associate Dean of Academic Affairs.

Leave of Absence Policy

Leave of Absence/Intent to Re-enroll

Students enrolled in the MSN Program may apply for a leave of absence for either their current enrolled course(s) or future course(s), and they must process a leave of absence form with the Academic Advisor. A leave of absence is not granted to a student transferring to another university. Students who do not formally apply for a leave of absence are eligible to complete intent to re-enroll form in the Academic Advisor Office, if the student did not attend another university during the absence period, or if they have an active probation status at CCON. Any balances due to CCON at the time the Leave of Absence request is filed must be paid in full by the re-entry date. There is no guarantee that students will be able to re-enroll in courses until the course(s) missed are offered again. This delay may result in a significant delay in the graduation date.

Leave of Absence Required Documentation

Students are required to complete the Leave of Absence form. Columbia College of Nursing requires that students provide a clear, concise explanation about why they require the Leave of Absence, and indicate that there is a reasonable expectation that they will return to CCON within the allowed re-entry timeframe. For anticipated absences, Leave of Absence paperwork must be submitted prior to the last date of class attendance. Leave of absences may be granted for extenuating circumstances, but decisions will be made on a case-by-case basis.

If extraordinary extenuating circumstances prevent a student from providing the required documentation prior to the last date of attendance; CCON would grant an extension to submit the Paperwork, no later than 30 calendar days from the last date of attendance. Acceptable extraordinary extenuating circumstances would include medical emergencies, family crisis, automobile accidents, and natural disasters. Appropriate documentation substantiating the extenuating circumstances will be required.

Length and Number of Approved Leaves of Absence

Students are granted a Leave of Absence for the period of time jointly agreed upon by the student and either the Associate Dean for Academic Affairs or the President/Dean. Leave of Absence start date is equal to the student's last day of attendance. The days between the last date of attendance and the projected re-entry date are used to determine the amount of time for the leave.

Completion of Coursework upon Return to CCON

Students are permitted to complete the coursework they began prior to the leave of absence, provided they return before or by the approved re-entry date. If a student returns to CCON prior to the approved re-entry date, the leave of absence is shortened based upon the student's early return date.

Failure to Return From Leave of Absence

If the student fails to return to CCON by the required re-entry date, the leave of absence is invalidated, and the student will be treated as if he/she withdrew from the College, retroactive to the first date that the student began the Leave of Absence.

Clinical Nursing Course Requirements

All applicants must be free from communicable diseases and be able to complete the functions of a professional nurse, as specified in the Technical Standards (see specifications identified previously in this document). Students are required to notify the Associate Dean of Academic Affairs immediately of any changes in health status or background checks that may affect their ability to meet clinical requirements.

Throughout the clinical component of the Program, all students must submit results of a tuberculin skin test or a chest x-ray annually. Students must maintain current immunizations and CPR certification, as well. Additional health requirements may be requested by specific agencies in which students have clinical experiences. CCON will notify students, should this need arise.

Validation of compliance with clinical requirements is due by the first day of classes (i.e., the first day of the trimester). Students who fail to comply with this requirement will not be allowed to participate in the clinical practicum and may be unable to progress with the nursing major coursework.

Time Commitment

The MSN Nursing Program is rigorous, labor intensive, and requires more time and commitment than many other areas of study. Students are expected to be available for all learning experiences throughout the academic program.

Graduation Requirements

All graduates of the MSN program must complete all of the degree and administrative requirements of CCON. All Graduate Program requirements must be completed within four (4) years. All students should work closely with their Faculty Advisor in planning programs of study. It is the responsibility of the student to ensure that graduation requirements are met.

Application for Graduation

Early in the final trimester, students are required to submit an application for graduation to the Office of the CCON Registrar to determine whether credit requirements and financial obligations have been met. The deadline for submitting the application is the end of the third week of the trimester in which they expect to graduate. Failure to submit materials by the deadline may result in assessment of a late fee.

Curriculum Plan

Master of Science in Nursing

Building upon the theory and practice inherent in baccalaureate nursing education, students integrate the latest in nursing science and theory with challenging practicum experiences, enabling them to meet the leadership challenges of healthcare today and into the future.

Courses in the Major (34 credits)

NUR 501	Role Development for the Clinical Nurse Leader (3 Cr)
NUR 502	Advanced Health and Physical Assessment (2 Cr)
NUR 503	Advanced Pathophysiology (3 Cr)
NUR 504	Research, Evidence-based Practice, and Informatics (3 Cr)
NUR 505	Advanced Pharmacotherapeutics (3 Cr)
NUR 506	Transformational Leadership (3 Cr)
NUR 507	Health Promotion and Epidemiology for Advanced Practice (2 Cr)
NUR 601	Quality, Safety, and Outcomes (3 Cr)
NUR 602	Healthcare Policy and Financial Management (3 Cr)
NUR 603	Being A Clinical Nurse Leader (1 Cr)
NUR 611	Clinical Nurse Leader Apprentice in Practice I (4 Cr)
NUR 612	Clinical Nurse Leader Apprentice in Practice II (4 Cr)

Sequence of Courses Option A

1 st 8 weeks	2 nd 8 weeks
NUR 501 Role Development for the Clinical Nurse Leader (3)	NUR 502 Advanced Health and Physical Assessment (2)
	NUR 503 Advanced Pathophysiology (3)

3 rd 8 weeks	4 th 8 weeks
NUR 504 Research, Evidence-Based Practice, and Informatics (3)	NUR 506 Transformational Leadership (3)
NUR 505 Advanced Pharmacology(3)	NUR 507 Health Promotion and Epidemiology for Advanced Practice(2)

5 th 8 weeks	6 th 8 weeks
NUR 601 Quality, Safety, and Outcomes (3)	NUR 602 Healthcare Policy and Financial Management (3)
NUR 611 Clinical Nurse Leader Apprentice in Practice I (4)	

7 th 8 weeks	8 th 8 weeks
NUR 603 Being a Clinical Nurse Leader (1)	
NUR 612 Clinical Nurse Leader Apprentice in Practice II (4)	

Sequence of Courses Option B

1 st 8 weeks	2 nd 8 weeks
NUR 501 Role Development for the Clinical Nurse Leader (3)	NUR 502 Advanced Health and Physical Assessment (2)
	NUR 503 Advanced Pathophysiology (3)

3 rd 8 weeks	4 th 8 weeks
NUR 504 Research, Evidence-Based Practice, and Informatics (3)	NUR 506 Transformational Leadership (3)
NUR 505 Advanced Pharmacology(3)	NUR 507 Health Promotion and Epidemiology for Advanced Practice(2)

5 th 8 weeks	6 th 8 weeks
NUR 601 Quality, Safety, and Outcomes (3)	NUR 602 Healthcare Policy and Financial Management (3)

7 th 8 weeks	8 th 8 weeks
NUR 603 Being a Clinical Nurse Leader (1)	
NUR 611 Clinical Nurse Leader Apprentice in Practice I (4)	NUR 612 Clinical Nurse Leader Apprentice in Practice II (4)

Course Descriptions

NUR 501

(3 Cr)

Role Development for the Clinical Nurse Leader

This theory course is designed to examine the evolution of the Clinical Nurse Leader (CNL) role, nine core role functions, and the processes of lateral integration of the CNL role into healthcare systems. The course also includes discussion of nursing theory, education theory, and healthcare ethics, in order to prepare the CNL to transition into the practice setting.

Prerequisite: Admission to the nursing program.

NUR 502

(2 Cr)

Advanced Health and Physical Assessment

In this theory and laboratory course, the student builds upon basic assessment knowledge, skills, and clinical reasoning in a variety of settings. The focus of this course is to enhance physical examination skills for patients across the lifespan, diverse populations, and cohorts. Concepts of health disparities and social justice are integrated into this course. All areas are synthesized into a comprehensive approach to improve outcomes in healthcare systems. *Prerequisite: NUR 501. Concurrent enrollment in NUR 503.*

NUR 503

(3 Cr)

Advanced Pathophysiology

This theory course is designed to build upon foundational understanding of pathophysiologic processes across the lifespan and disease trajectories. The focus of this course is on changes in body systems that manifest as a result of altered health states across multiple diverse populations. It also focuses on changes needed at the micro level of patient care delivery to improve healthcare outcomes. *Prerequisite: 501. Concurrent enrollment in NUR 502.*

NUR 504**(3 Cr)****Research, Evidence-based Practice, and Informatics**

This theory course is designed to prepare the Clinical Nurse Leader to review and evaluate health research for evidence based practice, promote high quality nursing care, initiate change, and identify areas for improvement in nursing care including the use of informatics to enhance practice. The relationships between research, theory, and evidence-based practice will be explored. Application to practice situations will be examined in clinical, educational, electronic database, and administrative areas. Ethical and legal principles related to nursing research will be reviewed. *Prerequisite: NUR 502, NUR 503. Concurrent enrollment in NUR 505.*

NUR 505**3 Cr)****Advanced Pharmacotherapeutics**

This theory course is designed to build upon basic pharmacologic knowledge. The focus of this course is on the science of pharmacology (pharmacokinetics, pharmacodynamics, and pharmacogenomics) and the application of pharmacologic agents across the lifespan, diverse populations, and cohorts. Concepts of health disparities and social justice are presented in the context of US healthcare pharmacy systems. All are synthesized in approaches to improve outcomes in micro and macro healthcare systems. *Prerequisite: NUR 502, NUR 503. Concurrent enrollment in NUR 504.*

NUR 506**(3 Cr)****Transformational Leadership**

This theory course is designed to prepare the Clinical Nurse Leader to build upon basic knowledge of nursing leadership and management through analysis of theory and key concepts. The focus will be on methods and strategies for intervention at the micro system level, in order to make change through collaboration, policy development, and leadership skills. In addition, advanced ethical and critical decision making is incorporated into this course. *Prerequisite: NUR 504, NUR 505. Concurrent enrollment in NUR 507.*

NUR 507**(2 Cr)****Health Promotion and Epidemiology for Advanced Practice**

In this theory course, the student builds upon basic knowledge of health promotion and epidemiology. The course includes an overview of health promotion, disease prevention, and population health concepts relevant to nurses preparing for the Clinical Nurse Leader (CNL) role. Theories and models of health promotion and lifestyle modification are reviewed, while determinants of health and healthcare disparities are studied. Also included is the study of the distribution and determinants of health and disease in human populations, paying special attention to altering the environment. All are synthesized in approaches to improve healthcare outcomes in micro and macro healthcare systems. *Prerequisite: NUR 504, NUR 505. Concurrent enrollment in NUR 506.*

NUR 601**(3 Cr)****Quality, Safety, and Outcomes Course Description**

This theory course is designed to focus on quality and safety matters within healthcare organizations. It is designed to prepare the Clinical Nurse Leader (CNL) student to develop an understanding of implementation strategies for major quality improvement initiatives, based on evidence-based practices. Students will be introduced to quality and safety improvement skills that reduce the probability of injuries and financial loss, as well as quality management activities to ensure that standards are met and healthcare quality is optimized. Students will develop knowledge and demonstrate skill acquisition with respect to patient safety, risk assessment, and quality improvement techniques. *Prerequisite: All NUR 500 courses.*

NUR 602**(3 Cr)****Healthcare Policy and Financial Management**

This theory course is designed to prepare the Clinical Nurse Leader (CNL) to utilize knowledge of national and state level healthcare policy to make decisions in advanced nursing. The economics of healthcare will be analyzed, including the history of healthcare policy in the U.S., as well as current and projected trends. In addition, the fiscal incentives for all stakeholders in healthcare will be investigated. *Prerequisite: All NUR 500 courses; NUR 601.*

NUR 603**(1 Cr)****Being A Clinical Nurse Leader**

This discussion course is designed to focus on the continued personal and professional development of the nurse as a Clinical Nurse Leader (CNL). Students will analyze their role as a CNL in complex situations within the context of social justice, ecocompetence, ethical, legal, and financially responsible healthcare environments. The multiple roles and dimensions of being a CNL are synthesized. *Prerequisite: NUR 602; Concurrent: NUR 611 and/or NUR 612.*

NUR 611**(4 Cr)****Clinical Nurse Leader Apprentice in Practice I**

This first precepted practicum course in the Clinical Nurse Leader (CNL) program is designed to provide clinical experience in preparation for the CNL role. Students will be afforded opportunities to apply elements of the CNL curriculum in a practice setting. The practicum facilitates development of skills necessary for advocacy and leadership for improving healthcare delivery and patient outcomes, utilizing evidenced-based practice principles. During this first practicum course, the student will design a quality improvement project with attention to organizational impact. Experienced leaders within the micro- and macrosystem serve as mentors. *Prerequisite: All 500 courses; Completed or concurrent: NUR 601 and NUR 602.*

NUR 612**(4 Cr)****Clinical Nurse Leader Apprentice in Practice II**

This second precepted practicum course in the Clinical Nurse Leader (CNL) program is designed to provide clinical experience in preparation of the CNL role. Students apply elements of the CNL curriculum in a practice setting. The practicum facilitates development of skills necessary for advocacy and leadership for improving healthcare delivery and patient outcomes, utilizing evidence-based practice principles. During this second practicum course the student will implement and evaluate a quality improvement project with attention to organizational impact. Experienced leaders within the micro- and macrosystem serve as mentors. *Prerequisite: NUR 611; Concurrent: NUR 603.*

Student Services

Academic Advising

Administration and faculty of CCON use a variety of approaches to communicate student progress in coursework throughout the academic year. Students who are concerned about their academic standing are urged to see their professors and Faculty Advisor who can provide information and resources to facilitate success.

Clinical Learning and Simulation Center

The Clinical Learning Simulation Center is provided for student learning, and performance assessment is available for students in the CCON program. The laboratory is located at CCON. Students can practice and test mastery of skills used in patient care.

Computer Learning Lab

The Computer Learning Lab is equipped with 17 Microsoft Windows-based desktop computers, 2 flatbed color scanners, 2 heavy-duty laserjet printers, and 1 color inkjet printers. Each desktop is installed with the Microsoft Office suite and provides access to several databases, online journals, and other resources.

E-Mail

All CCON students are assigned an e-mail address through the CSM Information Systems department, utilizing Microsoft Outlook access. Microsoft Outlook allows faculty and staff to communicate with students via e-mail. Students are required to check their Microsoft Outlook email every 2-3 days for information from the College. All official and unofficial College information will be disseminated to students through their CCON Outlook account.

Mailboxes

All students are assigned a campus mailbox at the beginning of the academic year. Campus mailboxes are located in the Academic Center.

Scholarships

CCON believes that outstanding students deserve recognition and should be given the opportunity to develop their individual talents and interests. CCON provides scholarships based upon academic achievement. A list of scholarships available to CCON students may be found on the website at <http://www.ccon.edu/Scholarships/Scholarship.htm>.

Health Records

Health records for nursing students are kept on file in the CCON Registrar's Office. These records include: health and immunization records, current CPR certification, and criminal background checks, as prescribed by Wisconsin State law. For RN students, a copy of current State of Wisconsin licensure is maintained.

Campus Employment

Campus jobs may be available on the CCON campus. Students will be notified of any open positions as they become available.

Libraries

The CCON Library is merged with the CSM (Columbia St. Mary's) Library to provide one library service. The CSM Library is available at the Women's Hospital on the east side campus at Columbia St. Mary's in Milwaukee. The Library contains a collection of resources related to nursing, medicine, and allied health. There are approximately 6,000 books in the CSM Library. Electronic databases are available to search for journals, with more than 5,000 journals available with full text articles. The CSM Library has a combination of electronic and hard copy journals available. All catalogs and databases are accessible, while on campus, through the Intranet at <http://contribute.columbia-stmarys.org/library/index.html>. A select number of databases can be accessed from outside CCON or CSM campuses. A librarian is available at the CSM Library for assistance with literature searches, instruction on library services, retrieving materials on interlibrary loans, and she can assist with a number of other library-related issues. Requests for resources can be made online, in person, by email, or by telephone. During the Fall and Spring semesters, the librarian will be on the CCON campus at least 4 hours per week to assist students.

Parking

Free student parking is available in the parking lot on the north end of CCON. Parking at clinical sites is regulated by the clinical agencies; any parking restrictions must be followed.

Safety

The CCON campus is located in the vibrant Eastlake Towers Corporate Office Center. Campus security services are provided 24 hours/day Monday through Friday and during evening and night hours on the weekend. Security personnel services are available on site, and they are available for assistance and escort to your car. They can be contacted at 414-326-2040 from 6 AM to 6 PM, and at 414-465-9623 from 6 PM to 6 AM. In case of an emergency please call 911.

The entry doors to the building are locked from 6:00 pm-5:45 am, Monday evening through Friday morning. The entry doors to the building are locked from 6:00 pm-5:45 am, Friday evening through Monday morning. Students may access the building via the North entrance via their ID badge, using the swipe device.



FINANCIAL AID

Student Financial Aid

The CCON Financial Aid Office is available to assist all students in affording the cost of an exceptional nursing education. Scholarship and loan opportunities are available for students.

At this time, Federal Financial Aid is not available for students in the Master of Science in Nursing degree program.

Types of Financial Aid

Scholarships and private loans are available to students seeking financial aid. Scholarships are gift funds that do not require repayment. Money can come from federal, state, or private sources. Some scholarships may have additional requirements such as GPA standards, minimum enrollment requirements, and separate applications. You are encouraged to clarify any questions you may have regarding a specific scholarship with the Financial Aid Office. You are obligated to notify the Financial Aid Office in at any time during the year you receive any type of financial assistance that you did not originally report, or any outside aid you are receiving that is not listed on your award notice. Do not assume that your scholarship/benefit sponsor automatically informs the Financial Aid Office of your scholarship award. If you have remaining need, the scholarship will go towards your unmet need first. We may be required to modify your financial aid award as a result of receiving outside aid. If this occurs, you will be notified.

Private loans are money that must be repaid with interest, regardless of whether or not a student completes the attempted program of study. These loans can be made from private banks or credit unions. Lenders will require separate components to be completed, depending on the type of loan and the lending source. The Financial Aid Office encourages responsible borrowing to avoid excessive debt upon graduation. Before borrowing any loan money, carefully consider the interest rate, repayment period, and projected loan payment versus potential earnings.

Withdrawing from the College

Students not receiving federal funding will have refund calculations made using CCON's refund policy and State of Wisconsin refund policy, if applicable. Return of funds may create a balance due to the College, which the student will be responsible for paying.

Veterans Benefits

CCON is proud to support the men and women in uniform who have served our country. It is the responsibility of the student Veteran to be aware of their eligibility for federal and state veteran's benefits and follow all program requirements. Student Veterans are asked to contact the Registrar's Office to initiate the procedure to have their VA benefits processed. Students will be required to complete the Application for Certification of Veterans Affairs (VA) Education Benefits before each semester they wish to have VA Education Benefits apply.

CCON also participates in the Yellow Ribbon Program. The Yellow Ribbon benefit is granted on a "first-come, first-serve" basis and will be awarded to the first five eligible student that apply. CCON agrees to provide Yellow Ribbon Program contributions of \$1500 to the first five eligible individuals that apply during the academic year. Students are required to submit a signed, completed Yellow Ribbon Benefit Application to the VA Certifying Official. Student applications will be considered as they are received. When the document is processed, the student will be notified if they are eligible to receive benefits through the Yellow Ribbon Program.

For specific eligibility criteria and clarification of benefit programs, students should refer to the Department of Veterans Affairs website, www.gibill.va.gov or contact their County Veterans Services Officer (CVSO) for assistance in utilizing benefits.

Tuition and Fees 2014-2015

CCON reserves the right to make revisions in costs without advance notice. Tuition and fees reflect charges in effect at the time of publication for the 2014-2015 academic year. This information is published on the CCON website as well.

Tuition Deposit \$200
New students only; applied toward tuition. Federal Student Aid cannot be applied to the tuition deposit. Deposit is nonrefundable, unless the student no longer meets admission requirements.

Tuition
Tuition, Per Credit \$850

Student Fee
(See Nursing Program Expenses for Student Fee information)
Fee, Per Trimester \$150

Graduation fee \$100
This fee applies to all students who have formally applied for graduation, whether they participate in the graduation ceremony or not, to cover diplomas, diploma covers, degree audits, and other costs.

Student Health Insurance
Plans vary. See www.ccon.edu for details
Waived if proof of insurance

Nursing Program Expenses *

Nursing Student Fees

Nursing is a practice discipline and students enrolled in the Nursing Program will be assessed a nursing student fee, based upon the number of credits the student is enrolled in each trimester. Fee amounts are listed previously.

The Nursing Student Fee includes:

- Clinical Simulation Center simulators and model supplies
- Physical exam, blood work, and immunizations, as required
- Criminal Background Check
- CPR (taken through Columbia College of Nursing)
- Library and Computer Lab resources
- 34 • Course syllabi
- Free parking

Tuition and Fees Payments

CCON offers two (2) payment options.

1. Payment in full by the invoice due date.

First trimester due:	January 6, 2014
Second trimester due:	May 12, 2014
Third trimester due:	September 15, 2014
Fourth trimester due:	January 26, 2015

2. Payment plan. Due in four (4) monthly installments. One time \$50 sign-up fee required.

First trimester due:	January 6, 2014 February 6, 2014 March 6, 2014
Second trimester due:	May 12, 2014 June 12, 2014 July 12, 2014
Third trimester due:	September 15, 2014 October 15, 2014 November 15, 2014
Fourth trimester due:	January 26, 2015 February 26, 2015 March 26, 2015

Note: Past due accounts are subject to a FINANCE CHARGE of 1.5% per month and may include a hold on grades, credits, transcripts, participation in registration for the subsequent semester, withholding diploma and statement of graduation. Please read the Account Agreement and Disclosure Statement for full details.

An Account Agreement and Disclosure Statement must be signed prior to attending.

Accepted Payment Methods

Cash payment is accepted only in person. **Checks** are accepted in person or by mail; returned not sufficient funds (NSF) checks are subject to a \$50 fee.

MasterCard, Visa, and **Discover** cards are accepted in person, by mail, or phone.

Refunds

Trimesters

All course withdrawals must be completed through the Associate Dean of Academic Affairs Office. Students will receive refunds for tuition according to the following schedule, based on the date of official withdrawal. The tuition deposit of \$200 for new students is nonrefundable, unless the student no longer meets eligibility requirements.

Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Thereafter	0%

Note: In cases in which a student has received Federal Student Aid, CCON may be required to follow the federal refund calculation. In addition, a student receiving aid may be required to return that aid to the provider.

Students requesting withdrawal from an eight-week course are obligated to pay according to a scale based on the percentage of class hours elapsed at the time of authorized withdrawal.

Student Health Insurance

Medical

Students are required to have medical insurance. If students do not have medical insurance, information is available on plan benefits and application procedures at <http://www.wpsic.com/waicu>.

Questions? Contact WPS directly at 800-221-5573.

All students enrolled at CCON are required to have medical health insurance. Proof of insurance will be required, or students automatically will be enrolled in and billed for the student plan.

Dental

Optional dental coverage is also available to CCON students and their dependents, on a voluntary basis. For more information on plan benefits and application procedures visit <http://www.wpsic.com/waicu/dental.shtml>.

Questions? Contact WPS directly at 800-221-5573

Student Records

CCON maintains student records necessary to comply with applicable accrediting and regulating agencies. Student financial aid records will be housed in the Financial Aid Office of CCON. The CCON Administrative Manual, Academic Affairs section, contains CCON's policy and procedure for student records.

Annual Notification

Students are notified of their Family Educational Rights and Privacy Act (FERPA) rights annually by publication in the CCON Graduate Student Handbook.

Procedure to Inspect Education Records (Annual Notification)

Students may inspect and review their educational records upon request to the appropriate administrator. Students should submit to the appropriate College administrator, a written request identifying as precisely as possible the record or records he or she wishes to inspect. If the request for a record is being kept in a course the student is currently enrolled in, the student should request the record from the Associate Dean of Academic Affairs. An appropriate person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be provided in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only records that relate to him or her.

Disclosure to Designated Others

When a student reaches the age of 18, or begins attending a postsecondary institution, regardless of age, FERPA rights transfer to the student. CCON may disclose a student's educational record to designated others (parents/guardians/spouses/other) under the following terms:

- By obtaining the student's written consent through a FERPA Release form (found in the Registrar's Office).
- By establishing that the designated others (parents/guardians/spouses/other) claim them as a dependent for income tax purposes, and CCON has documentation to verify that fact.

- By exercising its disclosure option on any students under age 21, regarding a violation of an institutional rule or federal, state, or local law regarding the use of alcohol or controlled substance as long as state law permits
- In a health or safety emergency

Right of College to Refuse Access

CCON reserves the right to refuse to permit a student to inspect the following records:

1. Financial statement of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed on file before January 1, 1975
3. Records connected with an application to attend the Nursing Program, if that application was denied
4. Records excluded from FERPA definition of education records

Refusal to Provide Access

CCON reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of CCON and can inspect the records on site.
2. The student has an outstanding financial obligation to CCON.
3. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The current fee for copying, per page, plus any postage incurred will be assessed.

Record of Requests for Disclosure

CCON will maintain a record of all requests for and/or disclosure of information from a student's academic educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information

CCON designates the following items as Directory Information: student name, address, telephone number, cellular number, email, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates), past and present participation in officially recognized activities, physical factors, photographs, and date and place of birth. CCON may disclose any of those items without prior written consent, unless notified in writing to the contrary by October 1 for students admitted in the Fall and February 15 for student admitted in Spring.

Correction of Education Records

Students have the right to ask to have records amended that they believe are inaccurate, misleading, or in violation of their privacy rights. The procedures for correction of the record is published annually in the *Graduate Student Handbook: Policies and Procedures*, located online at www.ccon.edu.

Course Grade Reports

CCON students can view their grades on SONISWEB. Grades will be available approximately one week after the course is completed.

Transcript Request Policy

If you wish to request an official or unofficial transcript, please complete the appropriate Transcript Request form found on the CCON website (www.ccon.edu). Mail or submit the Transcript Request form with the designated payment (for official transcripts) to:

Columbia College of Nursing
ATTN: Registrar's Office
4425 N. Port Washington Road
Glendale, WI 53212

Unfortunately, email and phone requests for transcripts are not accepted.

Transcript Fees:

The charge for each official transcript is \$6.00. The charge for same-day requests is \$10.00. Payment accepted by check, credit card, or cash.

- Make checks payable to Columbia College of Nursing
- MasterCard/VISA/Discover/American Express accepted

NOTE: If there is a hold on your student record, you must resolve the hold before the transcript is released.

Student Right-to-Know Act

With respect to the Student Right-to-Know Act of 1990 (SRTK), graduation rates are available to current and prospective students. Contact the Registrar's Office or visit the CCON website at www.ccon.edu for further information.

Change of Demographic Information

It is the student's responsibility to maintain up-to-date and accurate demographic information. All changes can be submitted electronically via the student information system (SONISWEB). The following demographic changes should be reported as soon as changes occur:

- **Address** (local and/or permanent)
- **Telephone number**
- **Name** (requires official documentation to be submitted to the Registrar's Office).

Change of Name

All students at CCON will be granted the opportunity to submit a name change, as needed. Students will be required to submit the Name Change Form and legal evidence indicating the name change to the Registrar's Office.

Legal Documentation Includes:

- Certified copy of a marriage license, court order, or dissolution degree reflecting the new name in full; or
- Current passport or other government-issued official proof of identity (Wisconsin Driver's License with photo)

Re-issuance of Diploma Upon Change of Name

For former students, there will be no name change on the transcript, or on the diploma, except when there has been a court-ordered change of name. Upon presentation of a certified copy of the court order, diplomas in the new name may be issued to the graduate. Upon receipt of proper documentation, the College will carry and use the new name in the institution's database.

Voter Registration

Students are encouraged to participate in the voting process. The 1998 Reauthorization of the Higher Education Act of 1965 requires all institutions must provide their students with mail-in voter registration forms and make such forms widely available to students in years when there are elections for federal office, governor, or other chief executives within the state [HEA Section 487 (a) (23)]. This information will be provided on our website along with links to the Wisconsin voter registration form. More information about elections can be found at the State of Wisconsin Website (<http://www.wisconsin.gov/state/index.html>).

