

# GRADUATE CATALOG

## 2017-2018 EDITION



**Baptist Memorial College of Health Sciences**  
**1003 Monroe Ave**  
**Memphis, Tennessee 38104**  
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The Baptist Memorial College of Health Sciences at 1003 Monroe Avenue, Memphis, TN 38104 maintains an academic environment free of discrimination. Discrimination, harassment and retaliation on the basis of race, color, national or ethnic origin, sex, disability, or age are prohibited in the College's programs and activities. Inquiries regarding the College's nondiscrimination policies can be addressed to the Vice President of Administrative Services at 901-572-2592, Room 244A in the Main Campus building, and/or the College's Section 504/ADA Coordinator at 901-572-2570, Room 101 in the Science Campus building.

Baptist Memorial College of Health Sciences is an equal opportunity educational institution.

Baptist Memorial College of Health Sciences is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Doctor of Nursing Practice, Bachelor of Science in Nursing, the Bachelor of Health Sciences, and the Associate of Science. Contact the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org> for questions about the accreditation of Baptist Memorial College of Health Sciences. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

Disclaimer: Baptist Memorial College of Health Sciences reserves the right to change, remove, or supplement any material contained in this Catalog as necessary and at any time. Any changes, removals, or supplementation to the Catalog shall apply to both current and new students. Once a student withdraws or is dismissed from Baptist College, the student has one trimester from the date of withdrawal or dismissal to exercise any rights granted by this Catalog.

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# ACADEMIC CALENDARS

## Spring Trimester 2018

<b>Date</b>	<b>Event</b>
3-Jan-18	Tuition and Fee Payment Deadline to avoid \$100 late registration fee
3-Jan-18	Graduation Application and Fees Due for April 2018 Undergraduate Students
3-Jan-18	Late Registration
5-Jan-18	Classes and 1st Mini-Session Begin
12-Jan-18	Last Day to Add/Drop a Course
15-Jan-18	Martin Luther King Holiday (No classes)
7-Feb-18	Last Day to Drop a Course With a "W"
21-Feb-18	Degree Audits Due to Deans for August 2018 Undergraduate Students Midterm/1st Mini-Session Ends
22-Feb-18	Midterm/1st Mini-Session End
23-Feb-18	2nd Mini-Session Begins
1-Mar-18	Application Deadline for Student Scholarships 2018-2019
5-Mar-18	Faculty & Staff Honors Convocation
19-23-Mar-18	Priority Registration
26-Mar-18	Last Day to Drop a Course with WP (if passing); All Courses Dropped After this Date Receive WF
29-Mar-18	Deadline to File "Intent to Graduate" in December 2018
30-Mar-18	Good Friday (No classes)
7-April-18	Senior Grades Due to Registrar
10-16-Apr-18	Final Exams
11-Apr-18	Commencement Rehearsal
12-Apr-18	Commencement
18-Apr-18	Grades Due to Registrar
19-27-Apr18	Faculty Spring Break

## Summer Trimester 2018

Date	Event
1-May-18	Tuition and Fee Payment Deadline to avoid \$100 late registration fee
1-May-18	*Graduation Application and Fees Due for August 2018 Undergraduate Students
2-May-18	Late Registration
3-May-18	Classes and 1st Mini-Session Begin
10-May-18	Last Day to Change/Add a Course
28-May-18	Memorial Day ( <i>Classes in Session</i> )
4-Jun-18	Last Day to Drop a Course Without Receiving a Grade
8-Jun-18	Degree Audits Due to Deans for Fall 2018 Prospective Undergraduate Students
20-Jun-18	Midterm/1st Mini-Session Ends
21-Jun-18	2nd Mini-Session Begins
2-7-Jul-18	Summer Break/July 4th Holidays (No classes)
16-20-Jul-18	Priority Registration for Fall 2018 Trimester
23-Jul-18	Last Day to Drop a Course with WP (if passing); All Courses Dropped After This Date Receive a WF
15-Aug-18	*August 2018 Undergraduate Students Complete Degree Requirements
17-Aug-18	Grades Due to Registrar

## GENERAL INFORMATION

### Rose Y. Temple Distinguished Faculty 2017



***Distinguished Faculty 2017***

***Dr. Pam Cherry***

***Associate Professor of Nursing***

Pam Cherry personifies the Christian mission of the College in her daily walk with others. She leads her class in prayer and has been on the Baptist College mission trip. She consistently receives positive comments on the student IDEA evaluations. She is engaged in the Baptist System Nurse Practice Council and regularly shares information with the nursing faculty. She is recognized nationally as a Certified Nurse Educator. She is a highly valued faculty member of Baptist College who contributes daily to the mission of the college and nursing programs.

## Rose Y. Temple Distinguished Staff 2017



***Distinguished Staff 2017***

***Shirley Morquecho***

***Academic Operations Coordinator***

Shirley Morquecho practices Christian principles and service first values daily in her interactions with faculty, staff, and students as well as the public. She contributes to the College Community through creative and innovative work performance especially during professional organizational site visits. She takes a leadership role in the coordinating of community events, divisional activities, and demonstrates collaboration and teamwork across divisions.

## MISSION

**Baptist Memorial College of Health Sciences prepares graduates for careers of service and leadership by providing a comprehensive health sciences education within an integrated environment of learning and Christian principles.**

Building on the legacy of education since 1912, Baptist College is a private institution which seeks to attract a diverse student population who shares commitments to Christian values and ethics, academic excellence, and lifelong professional development. In response to the trust expected of institutions preparing future health care professionals, the academically rigorous environment requires students' active engagement in learning through a variety of instructional modes.

In partnership with Baptist Memorial Health Care, Baptist College extends the learning environment beyond the classroom to include experiences found in health care settings throughout the Mid-South.

To fulfill its mission, Baptist Memorial College of Health Sciences is committed to:

- Educating individuals to value competence, caring and collaboration in their roles as members of the interprofessional health care team.
- Developing students to become engaged learners, scholars and leaders in their chosen professions.
- Creating a collaborative and supportive learning environment in which students are encouraged to develop intellectually, socially, and spiritually.
- Providing a curriculum that reflects a strong general education and scientific foundation.
- Promoting and rewarding excellence in teaching, professional practice and scholarly activity.
- Contributing positively to the health status of the community.
- Fostering an atmosphere of respect for cultural diversity and the dignity of all persons.

## VISION

To be distinguished regionally for innovation and excellence in health sciences education which prepares graduates to transform health care.

## VALUES

The shared values of our learning community are:

- **Integrity**  
Aspiration Statement: Baptist College of Health Sciences models high ethical standards in all aspects of learning, teaching, service, and business.
- **Professionalism**  
Aspiration Statement: Baptist College of Health Sciences provides an environment that promotes the competence, character, and commitment of faculty, staff and students to their careers and vocations.
- **Service as an expression of Christian values**  
Aspiration Statement: Baptist College of Health Sciences fosters a Christian environment where servant leadership is modeled in all aspects of learning, teaching, service, and business.
- **Continuous Improvement**  
Aspiration Statement: Baptist College of Health Sciences strives to be innovative and promotes ongoing assessment as a means to achieve organizational and personal excellence.

## NON-DISCRIMINATION POLICY

It is the policy of Baptist College to maintain an academic environment free of discrimination, including harassment. Discrimination, harassment and retaliation on the basis of, race, color, national or ethnic origin, sex, disability or age are prohibited in Baptist College's programs and activities. If you believe you are a victim of discrimination, harassment and/or retaliation you may contact the Vice President of Administrative Services at 901-572-2592, Room 244A in the Main Campus building, 1003 Monroe Avenue, Memphis, TN 38104 and/or file a complaint using Baptist College's grievance procedures. Information on the grievance procedures can be found in the Student Handbook, Faculty & Staff Handbook, and Baptist College's intranet and website.



The Section 504 Academic Coordinator, the designated official responsible for Baptist College's compliance efforts under the Rehabilitation Act and the Americans with Disabilities Act, ensures that Baptist College's facilities, programs and services are accessible to and usable by individuals with disabilities. Students who have accessibility questions or who need accommodations should contact the Section 504 Academic Coordinator, Mary Akin-Deko, Room 101, Science Building, at 901-572-2570 or by sending an email to [Disability.Accommodations@bchs.edu](mailto:Disability.Accommodations@bchs.edu). Employees or visitors who have questions should contact the Vice President of Administrative Services, Room 244A Main Campus, 901-572-2592.

## HARRASSMENT

It is the policy of Baptist College to maintain an academic and work environment free of discrimination, including harassment. Any individual that believes that he/she is a victim of discrimination, harassment and/or retaliation on the basis of race, color, national origin, sex, disability, or age carried out by Baptist College's employees, other students, or third parties may address his or her concerns by seeking informal resolution and/or filing a formal complaint.

Harassment consists of unwelcome conduct whether verbal, physical, or visual that insults or shows disrespect toward a person's protected status as defined above.

If the student believes he or she is a victim of discrimination, harassment, or retaliation, the student should contact the Vice President of Administrative Services, Room 244A, Main Campus, 901-572-2592, or via e-mail as outlined in the Non-Discrimination Policy-Student or file a complaint using Baptist College's grievance procedures as outlined in the Alleged Discrimination Grievance-Complaint Policy-Students.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Baptist College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Student rights covered by this Act include the right to:

- Inspect and review information contained in educational records. Request amendment of educational records.
- Consent to disclosure, with certain exceptions specified in the Act.
- Secure a copy of the College policy.
- File complaints with the Department of Education concerning alleged failure to comply with this Act.

The policy statement and procedure for accessing records is included in the Student Handbook.

## CONSUMER PROTECTION

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>). For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form: <http://tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf>.

# ADMISSIONS

## Admissions Staff

Name	Title
Marilissa Morgan	Director of Admissions
Christopher Cotton	Admissions Officer
Zac Cox	Admissions Officer
Dominique Crutchfield	Admissions Officer
Shannon Fisackerly	Admissions Officer
Melodi Nathan	Secretary
Mary Ann Hand	Secretary

## NURSING GRADUATE ADMISSION TO THE COLLEGE AND PROGRAM

Baptist College seeks academically well prepared, highly motivated graduate students who are interested in advanced practice careers in nursing. **Admission is based on a variety of criteria including grade point averages, essay submissions and personal interviews.** Special attention is given to the academic performance of the applicant's most recently completed degree program in nursing. The GPA calculation for the most recently completed nursing program will be based only on those grades earned at the degree-granting institution. The performance in the basic sciences and math will also be considered in the selection process.

**Admission to the College and Program:** The number of applicants admitted to the DNP program at Baptist College during any academic year may be limited. Thus, the admission/selection process is competitive. Minimum criteria for admission to Baptist College are specified; however, meeting the criteria in no way guarantees admission. Students who do not meet the minimum criteria by the published deadlines will not be considered for admission.

## DEADLINES

**May 15:** Final Admissions Deadline. Applicants who meet the admission criteria by May 15 will be considered for admission based on available openings.

### Nursing Graduate Applicants (BSN-DNP)

The nurse applicant must:

1. Have earned an entry-level degree culminating in either a Baccalaureate in Science of Nursing or a Master of Science in Nursing from a regionally accredited college or university.
2. Have earned a total cumulative GPA of 3.0 (4.0 grade-point scale) on all collegiate course work or have earned a cumulative GPA of 3.2 (4.0 grade-point scale) during their entry-level nursing degree program.
3. Submit final official transcripts from all colleges attended.
4. Be in good standing and eligible to return to any institution previously attended.
5. Hold an unencumbered Tennessee RN nursing license or have unencumbered authority to practice as an RN via multi-state privilege at the time of application. Accepted students must maintain an unencumbered RN license for the duration of the program of study.
6. Complete two years of clinical nursing experience in an area appropriate to the selected specialty concentration prior to enrolling in the clinical courses. Students may apply for admission and take core courses while completing this requirement. For the acute care adult-gerontology practitioner concentration, one year of experience in caring for critically ill patients is desired.
7. Submit a current resume'/curriculum vitae outlining professional nursing accomplishments.
8. Submit a written essay outlining the applicant's professional goals, expectations and desired achievements from the program.
9. Complete a faculty panel interview (may be done in person or virtual)
10. Submit an admissions application with a \$25.00 non-refundable application fee.

11. Comply with the citizenship/residency requirement for all applicants. (Refer to the Citizenship/Residency Requirement section).
12. Upon acceptance to Baptist College, the applicant must submit the following:
  - \$100.00 non-refundable enrollment deposit within 30 days of acceptance.
  - Drug screen clearance
  - Criminal background check clearance.
  - Required immunizations.
  - Proof of Basic Life Support Certification for healthcare providers or Advanced Cardiac Life Support. Students are expected to maintain current certification throughout their enrollment in the program.

All BSN-DNP students are expected to attend a new student/program orientation. Dates for orientation will be sent by postal mail and email upon acceptance to the College.

## CITIZENSHIP/RESIDENCY REQUIREMENT

Applicants to Baptist College must comply with the citizenship/residency requirements. Applicants must either be a United States citizen or a Permanent Resident. Evidence of English proficiency is a mandatory part of the application process. All applicants whose native tongue is not English will be required to submit a TOEFL score as part of their admissions requirement.

To confirm the countries whose native tongue is English, the following website will be used by Baptist College admissions officers to determine native tongue. Click on the link; select the appropriate country; then select people and society.

<https://www.cia.gov/library/publications/the-world-factbook/index.html>

If an applicant has extenuating circumstances regarding this requirement, a request for review must be submitted to the Dean of Enrollment Management.

The Test of English as a Foreign Language (TOEFL) measures the ability of students whose native tongue is not English as it is spoken, written, and heard in college/university settings. Students who have TOEFL scores over two years old will be required to submit new scores. The TOEFL is provided by the Educational Testing Service (ETS).

## TRANSFER CREDIT

Baptist College reserves the right to decline transfer credit on any courses submitted. Transfer course work is evaluated on an individual basis by the graduate faculty and Program Chair/Dean. Up to 15% of the degree credits may be accepted for transfer into the graduate program. Only courses assigned a grade of “B” or better will be transferred; and students must be in good academic standing at the time of transfer.

The following criteria and process are followed when reviewing previous course work:

1. Official transcripts from a regionally accredited college that are submitted as part of the admission process will be evaluated.
2. Additional material such as the course description, syllabus, outline and/or textbook(s) may be requested in order to assure comparable curriculum objectives.
3. Credit received from other regionally accredited colleges for specific required courses in the graduate program must meet current standards and satisfactorily parallel with courses offered by Baptist College. Equivalent courses with grades of “B” or above may be accepted from other regionally accredited colleges. If an equivalent course was repeated at one of the regionally accredited colleges, only the most recent grade will be considered for transfer credit.
4. Applicants are notified of transfer credit decision. Results of transfer credit evaluations are provided to applicants electronically (college issued email). Transfer credits are posted in the student information system when applicants are accepted to Baptist College. As final transcripts are received, transfer credit evaluations are updated and posted in the student information system by the Registrar’s Office. Students and advisors are notified to review the degree plan for additional transfer credits accepted into their programs.
5. Students may submit an appeal for transfer credit within a specific timeframe. Applicants/students who wish to appeal transfer credit evaluation must submit their request during the student’s first term of attendance and complete the “transfer credit appeal” form on the web and provide necessary documentation for review of course content. The Dean

of Nursing in consultation with the DNP Chair will consider and act on the appeal of the original decision and notify the Registrar's Office with their final decision. The Registrar's Office will notify applicants/students of the transfer credit appeal decision, including explanation for denied appeals, via email (academic advisor, if assigned, is copied on email communication).

## READMISSION OF FORMER GRADUATE STUDENTS-DOCTOR OF NURSING PRACTICE

Once admitted to Baptist College, DNP students are expected to enroll for classes each academic term according to individual progression plans. Graduate students who are not enrolled for more than two (2) consecutive trimesters will be considered withdrawn and must apply for readmission to Baptist College, unless granted a leave of absence.

Readmission is dependent on the student's academic and disciplinary records and space availability. Former DNP graduate students may apply for readmission to Baptist College, which may be based on the criteria outlined below:

Readmission may be granted based on the following criteria:

- The former student has left Baptist College in good standing (3.0 GPA) and is in good standing at any other colleges attended, if applicable, or
- The former student has earned a credential (master or doctorate degree) from an accredited clinical program or regionally accredited college or university, and
- The former student meets the applicable admission criteria.

Students granted readmission will enroll under the policies, procedures, and curriculum in place at the time of readmission. **DNP students who were academically dismissed, withdrawn for not progressing satisfactorily, or administratively dismissed are not eligible for readmission to the graduate program.**

## AUDITING

Regularly, enrolled Baptist College students may audit courses. No academic credit will be awarded to students enrolled on this basis. Students must have the approval of the appropriate Academic Dean to audit a course.

Students auditing a course are not required to prepare assignments or papers or take examinations and do not participate in laboratory sessions.

Fees for auditing will be assessed at the rate of \$325.00 per credit hour for all courses. A student may not change from a credit basis to audit or from audit to credit basis after the last day of registration.

## CRIMINAL BACKGROUND CHECK

Students applying to all undergraduate programs and graduate must submit to and demonstrate satisfactory completion of a criminal background check as a requirement for enrollment to Baptist College. A mandatory update must be completed prior to initial placement in a clinical course or internship. Students applying to completion programs who are practicing in the field in which they are applying and hold an unencumbered license are required to complete a full background check prior to entering clinicals.

Students who refuse to submit to a background check or refuse to allow Baptist College access to the report will be dismissed from Baptist College and will be ineligible for readmission. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation. If the student is ineligible for clinical placement/internship, he/she will be dismissed from Baptist College.

Students are required to sign a statement of disclosure acknowledging that the College may be requested to disclose the outcomes of background checks to clinical agencies during the course of the student's enrollment at Baptist College.

The criminal background check will include but is not limited to: Social Security Fraud; Criminal Background; Sex Offender Search; Tennessee Abuse Registry; OIG Medicare Sanctioned List; Licensure, Certification and Designation.

Situations in which a person does not have a satisfactory background check will be reviewed on a case-by-case basis. Convictions involving the following crimes, but not limited to these crimes, may serve to disqualify a person from participating in required clinical learning experiences:

- Any felony, whether listed below or not
- Crimes involving drugs, including but not limited to unlawful possession or distribution
- Crimes of physical violence to include any type of abuse (child, spousal, or of the elderly), abduction such as kidnapping, manslaughter, murder, robbery, sexual crimes, possession of a restricted fire arm or any related weapons offenses, assault and battery
- Crimes against property, including but not limited to arson, theft of property and merchandise, vandalism, criminal trespass, larceny and burglary
- Crimes showing dishonesty, including but not limited to fraud, forgery, deception or financial exploitation of any person or employer

A private company approved by Baptist College will conduct the background check. The cost of the background check will be borne by the student. In the event of an adverse action, the College will notify the applicant to make an appointment with the Dean of Student Services to review the results of the background screening. In the event of an adverse action relating to enrolled students, Baptist College will notify the student to schedule an appointment with the Provost or designee to review the results of the background screening. The student must bring a copy of the report to the appointment. The Dean of Student Services or Provost (or designee) will review the results of the report and in consultation with any appropriate parties, determine if the student is eligible for enrollment or clinical placement.

# FINANCIAL AND BUSINESS SERVICES - FINANCIAL INFORMATION

## Financial and Business Services Staff

Name	Title
Leanne Smith	Vice President, Financial and Business Services
Jane Smothers	Administrative Secretary, Financial and Business Services
April Tyson	Director, Financial and Business Services
Jessica Oliver	Accountant
Joanna Darden	Director, Financial Aid
Carly Schumann	Financial Aid Officer
Tanesha Nash	Financial Aid Officer

<b>FEES &amp; EXPENSES 2017-2018</b>	
Tuition - All Courses (per credit hour)	<b>\$650.00</b>
Application Fee (all programs)	<b>\$25.00</b>
Assessment Fees (additional learning resources needed for student success in the course):	
<b>Nursing</b>	
NSG 701	<b>\$115.00</b>
Auditing Fee - All Courses (per credit hour)	<b>\$325.00</b>
Advanced Cardiac/ACLS Life Support (CPR) Fee:	
NSG 811	<b>\$135.00</b>
Enrollment Deposit	<b>\$100.00</b>
Graduation Fee - payable when registering for final Trimester	<b>\$75.00</b>
Health Services Fee (per Trimester) required for all students enrolled in Clinical courses	<b>\$105.00</b>
Health Services Fee (per Trimester) required for all students not enrolled in Clinical courses	<b>\$70.00</b>
ID Card or Parking Decal - Replacement (original - no charge)	<b>\$10.00</b>
Late Installment Payment Fee	<b>\$25.00</b>
Late Registration Fee**	<b>\$100.00</b>
Parking Fees (per Trimester):	
Lot A (College Lot, 1003 Monroe)	<b>\$75.00</b>
Lot A (College Lot, 1003 Monroe) - residence hall students	<b>\$25.00</b>
Lots B,C,& D (Union Ave) (Madison/Pauline) (Science Bldg), unrestricted parking	<b>\$25.00</b>
Parking Violations (per incident)	<b>\$25.00</b>
Preclinical Drug Testing (NSG 723)	<b>\$40.00</b>
Printing (250 additional pages)	<b>\$12.50</b>
Professional Liability Insurance (per term when enrolled in clinical courses)	<b>\$7.00</b>
Registration Change Fee (drop/change) per course dropped or changed	<b>\$5.00</b>
Returned Check Fee (or Credit Card Chargeback Fee)	<b>\$25.00</b>
Special Examination Fee	<b>\$20.00</b>
Student Activity Fee (per credit hour, all courses)	<b>\$10.00</b>
Technology Fee (per credit hour, all courses)	<b>\$40.00</b>
Transcript Fee, per official transcript	<b>\$8.75</b>
<b>**The Late Registration Fee is charged if registration and payment are not completed on or before the registration dates specified in the Academic Calendar.</b>	
<b>HOUSING FEES</b>	
Housing, double occupancy, if available, per trimester	<b>\$1,400.00</b>
Housing, single occupancy, if available, per trimester	<b>\$2,300.00</b>
Food Services (per Trimester)	<b>\$300.00</b>

Housing Application Fee (non-refundable)	\$100.00
Housing Deposit (refundable)	\$250.00
<b>Details regarding housing assignments and policies are in the <i>Residence Handbook</i>.</b>	
<b>Housing charge will cover Lot A additional parking fee (\$50 per term) and access to laundry facilities.</b>	

\*\* The late registration fee is charged if registration and payment are not completed on or before the tuition and fee payment dates specified in the academic calendar.

## OTHER COSTS

### PROFESSIONAL LIABILITY INSURANCE

Students in the health professions are required to participate in various clinical learning experiences as a prerequisite to successful completion of programs of study. The clinical facilities where these learning experiences take place will only accept students who are covered by professional liability insurance. Accordingly, Baptist College of Health Sciences has arranged to provide coverage meeting the required coverage standards to all students who are enrolled in clinical courses through Healthcare Providers Service Organization (HPSO). All Baptist College of Health Sciences students enrolled in clinical courses must obtain coverage through HPSO, other personal liability insurance coverage notwithstanding.

The annual premium for this coverage will be \$20 and will be charged with student billing for tuition and fees.

### MISCELLANEOUS COSTS

In addition to the expenses noted, the student is also responsible for the cost of books, supplies, uniforms, transportation and meals, as well as health screenings and immunization expenses, assessment fees, criminal background checks, and licensing/certification fees.

DNP students are required to complete a drug screen as a requirement for enrollment. Students are responsible for the drug screen fee, Details for drug screen payment and process are communicated prior to attending orientation.

## PAYMENT AND REFUND POLICIES

Baptist College reserves the right to make changes in costs at the beginning of any trimester by publication of the new rates for tuition, fees, and room rent three months in advance of the effective date. Changes in other fees, charges, or policies may be made by an announcement one month in advance of the effective date of the change.

## PAYMENT OF TUITION AND FEES

**All tuition and other fees must be paid in full during the designated registration days for each trimester before a student will be officially admitted to classes.** Payments may be made in cash, check, or debit or credit cards. Payments may be made through installment payments offered to qualified students to help satisfy payment requirements by the appropriate fee payment deadline. A fee will be charged for each late installment payment. Late installment payment(s) are defined as payment(s) not received by the specified due date(s) indicated in the payment plan agreement and promissory note. Registration is not complete for financial aid recipients until aid has been awarded and applied to all fees and all debt has been paid in full. Students with delinquent accounts will be denied registration.

Registration is subject to deletion and/or a late registration fee if all tuition, fees, and/or fee payment requirements for enrollment are not satisfied by the appropriate fee payment deadline. The installment payment plan is available to qualified students to help satisfy payment requirements by the appropriate fee payment deadline.

The installment payment plan is reserved for students based on the following:

- Good financial standing (Business Office)
- Good academic standing (Registrar's Office)
- No federal financial aid funds available (Direct Loans included)
- No eligibility for Parent PLUS Loan

- \$250.00 minimum balance

## REFUND OF TUITION AND FEES

This policy applies to dropping a course or withdrawing from school:

- A student who withdraws from a course on or before the published tuition and fee payment date for the term in which they are enrolled will receive 100% tuition and course fee refund.
- A student who withdraws from a course after the published tuition and fee payment date for the term in which the student is enrolled through the change/add period specified for the course in which the student is enrolled will receive a **100% tuition refund only**.
- No tuition or fee refund will be processed after the change/add period specified for each course. Course fees are non-refundable after the published registration date for the term.
- A schedule of specific refund dates for each term will be published on the Baptist College website, distributed to all students via email each trimester and via course syllabi.
- **All fees not related to a course are non-refundable.**
- **All refunds will be processed electronically or mailed.**

### Return of Title IV (Federal Financial Aid Funds):

The Higher Education Amendments of 1998 specifies that financial aid must be earned through class attendance. A student has not earned 100% of his/her financial aid until he/she has attended more than 60% of the term. If a financial aid recipient totally withdraws from school or drops all remaining courses, on or before the 60% point of the term, there is a portion of the financial aid that has not been earned. This unearned portion is repaid by both the student and the school based on a federal formula. The amount each student owes must be calculated based on the date of withdrawal or drop and the amount of financial aid received. Any unearned amounts are to be returned to Title IV financial aid programs in the appropriate order. Any amount remaining after the applicable programs have been fully repaid is returned to the student.

### Other Fees:

All other fees are non-refundable.

## FINANCIAL AID

Financial Aid is designed to assist qualified students with the cost of their education. Scholarships, grants, work study, and loans are awarded to recipients who meet specific criteria. It is the responsibility of the applicant to comply with all policies regulating any financial aid for which he or she may qualify. Contact the Financial Aid Office for specific guidelines on each financial aid source. **All applicants must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov).**

## FINANCIAL ASSISTANCE

Financial Aid is designed to assist qualified students with the cost of their education. Scholarships, Tuition Deferral and private education loans are awarded to graduate students who meet specific criteria. If you have any questions about your eligibility please contact the Financial Aid Office.

### Scholarships:

#### Nursing Alumni Scholarship

This scholarship was established by alumni of the Baptist Memorial Hospital School of Nursing and continues to be funded by donations from alumni and friends of the Baptist College of Health Sciences nursing program.

#### St. Joseph Hospital Nursing Scholarship

The St. Joseph Hospital Scholarships were established by the Sisters of St. Francis Health Services, Inc. in honor of the St. Joseph Hospital School of Nursing alumni. St. Joseph Hospital had trained more than 2,000 nurses from 1918 to 1998, when it closed its doors as part of a merger between St. Joseph Hospital and the Baptist Memorial Health Care system.

### Private Education Loans



Private educational loans, also known as Alternative Educational Loans, help bridge the gap between the actual cost of your education and any other assistance you may receive. These loans are credit based and can be borrowed from banks, credit unions, or online lending institutions. The bank or lender will set the interest rate, aggregate loan limit, terms and conditions of private loans.

## **TUITION DEFERRAL PROGRAM**

Students of Baptist College enrolled in a professional program may be eligible to apply for participation in the Tuition Deferral Program depending on the workforce needs of the Baptist Corporation. In addition to workforce needs, selection criteria for participation will include such things as the student's academic record and the entrance interview. Students must interview and be selected to participate in this program.

For those students selected, Baptist College will defer tuition as specified in applicable agreements. Following graduation and licensure, Baptist Memorial Health Care Corporation (BMHCC) will hire program participants as full-time employees upon successful completion of the employment process. The agreement specifies that each participant will agree to work for Baptist while earning forgiveness each month of work during this work period. The tuition to be deferred and the corresponding work period may vary by major.

## **BAPTIST EMPLOYEE TUITION DISCOUNT**

Full time Baptist Memorial Health Care employees in good standing are eligible to receive a 10% discount on tuition only for courses taken at Baptist College.

# ACADEMIC INFORMATION & POLICIES

## Academic Services Staff

Name	Title
Loredana C. Haeger	Provost/Vice-President of Academic and Student Affairs and Professor
Patricia (Trish) Moss	Administrative Secretary, Provost/Vice President's Office
Carol L. Warren	Dean and Associate Professor, Division of Allied Health
Anne Plumb	Dean and Professor, Division of Nursing
Barry Schultz	Dean and Professor, Division of General Education and Health Studies, Distinguished Faculty 2002
Jaime Moore	Instructional Designer

## Enrollment Management Staff

Name	Title
Arnold Arredondo	Dean, Enrollment Management
John Berger	Director of Records/Registrar
Miranda Fairley	Academic Records Specialist
Keneshia Seals	Academic Records Evaluator
A'anna Khan	Academic Operations Coordinator, Enrollment Management
Mary Margaret Freeman	Retention Coordinator
Mellody Selph	Academic/Career Advisor

## Center for Academic Excellence Staff

Name	Title
Kimberly Cunningham	Director, Center for Academic Excellence
Mary Akin-Deko	Supervisor CAE Learning, Center/Section 504 Academic Coordinator
Michelle Berry	Library Resource Specialist
Rachel Cooper	Secretary
Nichelle Mack	Librarian
Mary Anne McCraw	Testing Center Coordinator

## Student Services Staff

Name	Title
Nancy Reed	Dean, Student Services
Jeremy Wilkes	Director, Student Services and Housing
Sarah Biggs	Student Activities Coordinator
Kevin Morgan	Residence Life Specialist
Caryn Schmitz	College Counselor
Sheri Whitlow	Academic Operations Coordinator, Student Services

## DEGREE OFFERED

Baptist College offers a graduate program of study that leads to the Doctor of Nursing Practice degree with a clinical concentration emphasis in Adult-Gerontology, Acute Care Nurse Practitioner.

## DIRECTED STUDY COURSES

A directed study course is defined as a course that involves a learning contract between a faculty or program and a student for outcome achievement.

Approval of any directed study course will be based upon whether the intended learning outcomes can be achieved through directed study and the availability of College resources to offer the course to an individual student. A directed study course may be initiated by program faculty as a part of a revised progression plan, according to the Academic Progression, Probation, and Dismissal policy and must be approved by the appropriate dean(s). Up to six (6) hours in directed study may be counted toward graduation. The directed study must be done during a regularly scheduled academic term.

## EXPERIMENTAL COURSES

An experimental course is defined as an elective course designed by a faculty member and offered for one trimester on a trial basis. Goals and learning outcomes are clearly defined and delineated in course syllabi.

## UNIT OF CREDIT

Baptist College operates on a trimester calendar. One semester hour for credit is earned for various types of learning activities, according to the following table:

Learning Activity	Clock Hours per Trimester
Classroom	1:1
Nursing Lab/Clinicals	4.6:1

## GRADING

A 4.0 quality-point system is employed at Baptist College. Grades are translated into quality points at the end of each trimester and used to determine the level of proficiency and rate of academic growth which characterizes each student's progress.

The following are the grades with their corresponding quality points:

Grade	Quality Points
A	4.0 pts
B	3.0 pts
C	2.0 pts
D	1.0 pts
F	0.0 pts
WF	0.0 pts
W*	
WP*	
I*	
IP*	
AU*	
P*	
S*	
U*	
NR*	
CX	
CP	

\*No quality points awarded. Does not impact GPA.

**WF Withdraw Failing** For courses offered during a full trimester, this symbol indicates that a student was making below passing ("B" for clinical/practicum/lab courses and "C" for non-clinical/practicum/lab courses) when he or she withdrew from a course after the 28th day of the trimester. A "WF" is considered a failure of the course. (Check the College's Academic Calendar for specific dates.) Any student who withdraws from a course after the 64th day of the trimester will automatically receive a "WF" for the course. For all other courses offered during academic terms of varying lengths, please refer to the course syllabus for withdrawal information.

For all other courses offered during academic terms of varying lengths, please refer to the course syllabus for withdrawal information.

**D, F** This grade indicates unsatisfactory completion of the course and results in program dismissal.

The following symbols are approved for use in the cases indicated, but will not be included in determination of the grade point average:

**I Incomplete** This symbol indicates that the student, for nonacademic reasons beyond his/her control, was unable to meet the full requirements of the course. All "I" grades must be removed within four weeks from the start of classes in the next trimester. Students with several "I" grades may be required to carry a reduced class load for the following trimester. "I" grades will be changed to "F" if they are not removed on schedule. Courses must then be repeated in order to earn credit.

**IP In Progress** If a student takes a course extending over more than one term and evaluation of performance is deferred until the end of the final term, provisional grades of IP (In Progress) are assigned in the intervening term(s). The provisional grades are replaced by one final grade when the full sequence is completed. Can only be used for course HSC 460.

**W Withdraw** For courses offered during a full trimester, this symbol indicates that a student withdrew from a course after the sixth day of the trimester and prior to the 28th day of the trimester. For all other courses offered during academic terms of varying lengths, please refer to the course syllabus for withdrawal information.

**WP Withdraw Passing** For courses offered during a full trimester, this symbol indicates that a student was passing the course ("B" for clinical/practicum/lab courses and "C" for non-clinical/practicum/lab courses) when she or he withdrew from a course dropped after the 28th day of the trimester and prior to the 64th day of the trimester. (Check the College's Academic Calendar for specific dates.) For all other courses offered during academic terms of varying lengths, please refer to the course syllabus for withdrawal information.

**AU Audit** This symbol indicates that a student was given permission to audit this course. After the last day of registration, students may not transfer from audit to credit or vice versa.

**NR Not Recorded** This symbol indicates that the grade has not been recorded.

**P Pass** This symbol indicates that a student was awarded credit by CEEB, CLEP, correspondence course or approved challenge exam with a "P" (pass) determination. In addition, this symbol is used to indicate that block credit has been awarded for completion degrees once a student has successfully completed the requirements indicated in the individual program policies. No quality points are awarded nor is the "P" credit included in GPA calculations.

**S Satisfactory** This symbol indicates that credit has been given for completion of degree requirements for a clinical course or other designated course.

**U Unsatisfactory** This symbol indicates unsatisfactory performance in an attempt to complete degree requirements for a clinical course or other designated course.

**Each attempt of a course is reflected on the student's transcript.**

## CUMULATIVE GRADE POINT AVERAGE (GPA)

A student's cumulative grade point average, based only on the courses attempted at Baptist College, is determined by dividing the quality points by the hours for which the student has registered, excluding courses taken for no credit (AU), repeated courses, those from which the student has officially withdrawn while passing (WP), and those that were completed with the grades of P, S, U, or I. The most recent grade assigned in a course is the grade used in the calculation of grade point average.

## GRADE REPORTS

Official grade reports are available via web to each student at the end of every trimester and grades are posted on the student's permanent record within a couple of days after the final examination period. Grades will not be available to students who have a non-approved financial indebtedness to Baptist College.

## TRANSCRIPTS

A transcript is a copy of the academic record of all courses for which a student has registered. All transcript requests must be made in writing and should include the student's name, signature, and date of birth. There are fees for each official transcript. Official transcripts bearing the Baptist College seal and signature of the Registrar are sent only to an employing agency or another educational institution. Unofficial copies of transcripts are available for student use and will be marked "Unofficial Copy Issued to Student." The Registrar's Office cannot issue transcripts from other colleges or institutions. No transcript will be issued for a student who has not met his/her financial obligation to Baptist College.

## CLASSIFICATION OF STUDENTS

**Full-Time/Part-Time.** In order to be classified as full-time, a graduate student must carry at least an 8 credit hour load during an academic term. Students registering for 4-7 credit hours in an academic term are considered part-time. Students registering for 1-3 credit hours in an academic term are considered less than part-time.

## ACADEMIC ADVISEMENT

The purpose of the academic advisement program is to provide academic guidance and support throughout the graduate experience. Once admitted to Baptist College, each graduate student will be assigned to a faculty advisor. A faculty advisor will guide the student in his/her academic progress until graduation. Students may request a change in faculty by contacting the Registrar's Office.

Students must schedule appointments with their faculty advisors to discuss courses before registration. DNP students may meet by phone, online, through email communication, or face-to-face with their advisor. Faculty availability will be communicated by each individual advisor.

## TRIMESTER LOAD

In order to be classified as a full-time student at Baptist College, a graduate student must be enrolled in a minimum of 8 semester hours. Those students wishing to register for 11 credit hours or more in any given trimester must obtain permission from the appropriate academic dean.

## WEB RELATED INSTRUCTION

Online and blended courses are considered distance education courses at Baptist College. Online and blended courses are offered through the web-based learning management system where the faculty member and the students are geographically separated. In a blended course, instruction and assessments may occur online, on campus, or in the clinical setting.

Course syllabi of online and blended courses will be consistent with current College guidelines. In addition, course syllabi will include expectations for when and how often faculty will communicate with students, as well as expectations for when and how often students will communicate with classmates and faculty. Students enrolled in online or blended courses are subject to the same guidelines, regulations, and disciplinary procedures as any other course, and are governed by the same standards of student conduct and honor code.

Technical assistance will be available for faculty, staff, and students. Faculty members will evaluate course performance using appropriate measurements, which may include, but not limited to, group assignments, papers, proctored examinations, and quizzes. Evaluation of student learning is outlined in the individual course syllabus.

Faculty will use Baptist College standard format with all web-based learning management system course graphics and materials to promote continuity and standardization among College courses. All web-based learning management system courses must conform to College standards for design and appearance. Registration requirement and deadlines for online and blended courses will be shared with students through the same channels and under the same regulations as other courses offered by the College.

The web based learning management system grade book is the official grade book; the official grade book is maintained by the course instructor and contains the grades of record. The course grade that is posted on MyCampus on the last day that grades are due, is considered the student's final grade.

Definitions, specifications, and guidelines regarding online and blended course instruction can be found in the College's Online, Blended and Flex Course Instruction policy at:

[https://mycampus.bchs.edu/ICS/icsfs/Online\\_Blended\\_and\\_Flex\\_Course\\_Instruction.pdf?target=62f60409-c8fd-4646-bff6-e3619a2f97ff](https://mycampus.bchs.edu/ICS/icsfs/Online_Blended_and_Flex_Course_Instruction.pdf?target=62f60409-c8fd-4646-bff6-e3619a2f97ff)

## WITHDRAWAL FROM A COURSE

Students must obtain the appropriate signatures within the stated time frame (see Academic Calendar) in order to drop a course without receiving a grade. The second time the student enrolls in the course from which he/she has previously withdrawn, the earned grade will be assigned. A student discontinuing class attendance without completing the process for dropping the course will receive an "F" in the course.

## REGISTRATION

An open registration period is scheduled before the beginning of each trimester. A student will be authorized to register only if he or she has met with his or her academic advisor.

**Changes in Registration.** All changes in registration after the end of drop/add must have the advisor's signature, a Financial Aid Officer's signature, the Student Accounts Coordinator's signature, and be processed through the Registrar's Office. Students should consult the College's Academic Calendar for dates for adding or dropping classes.

Students wishing to drop a class must formally withdraw from the class by following the procedure outlined by the Registrar's office. Ceasing to attend class does not constitute formal withdrawal. A student discontinuing class attendance without completing the process for withdrawing from the course will receive an "F" in the course.

## ATTENDANCE

Students are expected to be punctual and attend all planned learning experiences, both classroom and clinical. The student has professional accountability for meeting this expectation. Financial Aid eligibility may be affected by nonattendance in all scheduled courses.

Course-specific standards related to attendance are explained in each course syllabus in keeping with the standards and policies of Baptist College. Attendance may be included as a factor in calculating a student's final grade.

Regardless of the reason(s) for absence, the student is responsible for all work covered by the instructor during the absence, including timely submission of assignments. The instructor has the discretion to allow students to make up missed work in circumstances of reasonable absence.

## ACADEMIC INTEGRITY

A student is expected to demonstrate academic integrity, respect for others and civility to remain in good standing with the College.

Baptist College recognizes that lack of academic integrity may include, but is not limited to cheating, plagiarism, collusion, falsifying data, personation, and ghosting.

## HONOR CODE

All students are expected to uphold the Honor Code of Baptist College and will be required to electronically accept the Honor Code Pledge during the online registration process.

***"In support of the Christian mission of Baptist College, I commit myself to honesty and integrity. I will not cheat, lie or commit plagiarism, and I will hold others accountable to these standards."***

## ACADEMIC STANDARDS OF SATISFACTORY ACADEMIC PROGRESS – DOCTOR OF NURSING PRACTICE

### 1. **Good Academic Standing**

A DNP graduate student is considered in good academic standing in the DNP program as long as the following standards are met:

- A cumulative grade point average (GPA) of 3.0 or better is maintained.

### 2. **Grading System**

- The Baptist College Doctor of Nursing Practice faculty evaluate academic achievement and acquisition of skills and attitudes using the following grading scale A, B, C, D, F.
- Official grades for a DNP graduate student at Baptist College are recorded in the Office of the Registrar, in accordance with the College's grading/quality point system. Grades of "D" and "F" are non-passing grades.
- The grade point average (GPA) is calculated based on required courses completed at Baptist College. Grades earned in courses that are repeated are included in the calculation of the student's Baptist College GPA and reflected on the student's transcript. Grades in courses earned at another University will not be computed in the cumulative GPA.

### 3. **Satisfactory Academic Progression in the Doctor of Nursing Practice (DNP) degree program**

- Doctor of Nursing Practice degree students must attain a grade point average of 3.0 to progress to the subsequent term or to graduate.
- Students are required to complete all clinical courses/practicums, and courses with a lab component, with a grade of "B" or higher.
- The grade point average (GPA) is calculated based on required courses completed at Baptist College.
- Grades earned in courses that are repeated are not included in the calculation of the student's GPA. Grades earned at another institution will not be computed in the cumulative GPA.
- The graduate nursing progression committee, in collaboration with the Program Chair or Dean of Nursing reviews any graduate student who earns a grade of Withdraw Failing "WF," Failing "D" or "F", or Incomplete "I."
- A student must demonstrate satisfactory behavior in professional areas deemed by faculty as being necessary for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients, ability to work effectively with members of the healthcare team, dependability, judgment, integrity, initiative and interest.
- Students must complete required clinical hours and meet clinical outcomes for courses to progress in the program. If a student changes his or her state of residency, Baptist College may not be able to arrange appropriate clinical experiences. Delay of progression may result and could necessitate students take a leave of absence or withdraw from the program if clinical experiences cannot be arranged.
- Registered nurses must maintain an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multi-state privilege for the duration of the program. Individuals who are admitted to the DNP program based on licensure as an advanced practice nurse must maintain this licensure for the duration of the program. Failure to maintain licensure requirements will impact progression through the program

### 4. **Completion Time for Academic Study**

- All degree requirements for the DNP program must be completed within 6 years of matriculating into the program. Certain coursework may be required to be repeated in order to meet testing criteria for advanced practice certification.
- Curricular changes may also require additional course work for students.

### 5. **Academic Probation**

A DNP student will be placed on academic probation when a student earns a cumulative grade point average that falls below a 3.0 or a grade of "WF." The graduate nursing progression committee will review students who meet these criteria:

- A student on academic probation will be allowed 9 credit hours to raise the GPA to a 3.0 or higher. If the GPA is below 3.0 following these 9 credit hours, the student will be dismissed from the program. Academic probation serves as a notice to the DNP student that his/her continued enrollment in the DNP program is subject to the remedy of a GPA below 3.0.
- Students will be advised of their probationary status by letter with a copy distributed to their assigned academic advisor.
- A student on academic probation will be advised to reduce participation in extracurricular activities and off campus work.

#### 6. **Removal of Academic Probation Status**

A student placed on academic probation for failure to achieve a cumulative GPA of 3.0 must achieve a cumulative GPA of 3.0 or better within the next 9 credit hours to remove the academic probation.

#### 7. **Repeating Curriculum**

Recommendations that a student repeat all or part of the curriculum may be made if either of the following conditions is present:

- Nonacademic circumstances: the presence of specific nonacademic circumstance(s) judged by the DNP graduate progression committee as having an adverse effect on the student's academic performance, and there is committee judgment that resolution of the identified circumstance will subsequently result in satisfactory performance by the student;
- Academic performance or leave of absence resulting in a delay in progression: Students may be required to repeat or audit courses previously taken when, in the committee's judgment, the time between course completion and re-entry into the program could jeopardize student progression or success on licensing or certification exam.
- Academic Performance: students may repeat one graduate course and count only the second grade as part of the graduate grade point average. Only one course may be repeated. Student must file a Repeat Option form with the Program Chair prior to the semester repeating the course.

#### 8. **Dismissal from the College**

##### **Academic Dismissal**

- Dismissal will result when a DNP student earns a grade of "D" or "F" in any course; or two "WFs" during the course of their studies in the DNP program and/or failure to resolve probationary status.

##### **Administrative Dismissal**

- At the discretion of the administrative officials of the College, a student may be administratively dismissed for cause including, but not limited to, violations of the Standards of Student Conduct, refusal to follow a directive from a College official, refusal to submit to drug testing, consistently refusing to abide by College procedures or acting in opposition to the Christian mission of the College.

The College transcript will reflect that the student received an Administrative Dismissal, and a grade of "WP" or "WF" will be issued for each course according to the grade earned at the time of dismissal. The student is ineligible for readmission to the College.

## **PROGRESSION INTERRUPTION DUE TO MILITARY SERVICE**

Students who are absent from Baptist Memorial College of Health Sciences (Baptist College) due to required military service may be required to withdraw from enrollment. Such withdrawal will be in good standing, and a refund for that trimester will be made. Any refunds under this policy will adhere to Federal Financial Aid (Title IV) guidelines.

Students who are absent from Baptist College for a limited period of time due to required military service may be allowed to make up any work missed with the approval of the appropriate academic dean. The decision of the dean regarding make up work or withdrawal will be final.

Any student who withdraws under these guidelines will be allowed to reenroll in the program under the same academic status as when the student left. The program will readmit the student into the next class or classes in the student's program beginning after the student provides notice of his or her intent to reenroll, unless the student requests a later date of readmission, or unusual circumstances require the institution to admit the student at a later date. Reenrollment must be within three years of the completion of service. Students will meet with the appropriate academic dean or program chair to develop a new progression plan toward their degree.

If the student is not prepared to resume where he or she left off, the College will make reasonable efforts to help him or her become prepared including, but not limited to, providing refresher courses or allowing the student to take a retest. The



College is not required to readmit a student if it determines, after reasonable efforts, that the student is not prepared to resume the program at the point where he or she left off.

Students seeking reenrollment under this policy must submit notification of intent to reenroll to the Registrar prior to the term of planned attendance. Notification of intent to reenroll must be submitted to the College no later than three years after completion of the period of service. The cumulative length of all absences from the College for military service may not exceed five years.

Any student seeking reenrollment under this policy will be required to submit a copy of the official military orders requiring military service, or a letter from the military unit's commanding officer delineating the dates of activation and release if the official orders are unavailable at the time of the student's request. This documentation will be made a part of the student's permanent record in the Registrar's Office. The service member must be honorably discharged to qualify for veterans' educational benefits.

## WITHDRAWAL FROM COLLEGE

Students withdrawing from Baptist College should obtain a "Complete Withdrawal Form" from the Registrar's Office. Withdrawing students must confer with their academic advisor, the appropriate dean, the financial aid officer, and other identified college personnel to assure that all necessary procedures and paperwork are completed to meet institutional, state, and federal requirements.

Students in good academic standing who withdraw for a time period exceeding one trimester must apply for readmission.

## LEAVE OF ABSENCE

If a student is performing satisfactory work but for nonacademic reasons beyond his/her control, is unable to meet the full requirements of the course/program, he or she may request a Leave of Absence to maintain active enrollment status. Students should contact the Registrar regarding policies and procedures to apply for a Leave of Absence.

## GRADUATE RESIDENCY REQUIREMENTS – DOCTOR OF NURSING PRACTICE

The following requirements must be met for Doctor of Nursing Practice students to be eligible for graduation:

1. Completion of all nursing clinical courses/practicums and courses with a lab component with a grade of "B" or higher.
2. Attainment of a grade point average of 3.0. The grade point average (GPA) is calculated based on required courses completed and repeated at Baptist College. Nursing courses without a clinical, practicum, or lab component cannot be completed with a grade lower than a "C".
3. Completion of all residency requirements.
4. Completion of a final degree audit in the trimester preceding the anticipated graduation.
5. Completion and submission of Intent to Graduate Form the trimester prior to graduation.
6. Payment of the graduation fee at registration in the trimester of anticipated graduation.
7. Satisfactorily meeting all financial obligations to Baptist College. Financial arrangements for students on loans must be completed.

Since graduation is an important milestone for students, participation in the graduation ceremony is desired.

## REQUEST FOR CHANGE IN FINAL EXAM TIME

Final examinations are expected of students in all courses. Students who have three (3) exams in one day or other extenuating circumstances may request that a final examination time be changed. The form to request a change in an examination time can be obtained in the Registrar's Office. The completed form must be submitted to the appropriate academic dean at least one week prior to the beginning date of final examinations. If approved, a special exam fee will be assessed.

## CENTER FOR ACADEMIC EXCELLENCE (CAE)

The CAE includes the Learning Center, Health Sciences Library, Testing Center, and Disability Services.

### THE LEARNING CENTER

Science Building Room 102

The Learning Center provides graduate students with extra assistance necessary for academic success through the use of software programs, textbooks, models, simulation, and tutoring through Smarthinking. Student account set up for Smarthinking resources can be accessed at <http://www.smarthinking.com>. Additional information can be found online on MyCampus under learning resources and at this link:

[https://mycampus.bchs.edu/ICS/Learning\\_ResourcesLibrary/Handouts.jnz](https://mycampus.bchs.edu/ICS/Learning_ResourcesLibrary/Handouts.jnz).

The Learning Center is available by ID badge access during regular Science Building hours:

Day	Time
Monday - Friday	6:00 am – 10:30 pm
Saturday	6:00 am – 6:00 pm
Sunday	CLOSED

These hours are subject to change. For additional information, contact 901-572-2570.

### THE HEALTH SCIENCES LIBRARY

The Health Sciences Library is located on the ground floor of the main campus building. The Library serves as the primary library for students, faculty and staff, and supports both general education and professional studies. Resources include books, journals, and audiovisuals in addition to online resources which include e-books, Medline, and the Cumulative Index of Nursing & Allied Health Literature (CINAHL) for searching the professional literature. The catalog of library holdings is also online. Resources are accessible via links posted on MyCampus. Students may borrow print resources with the presentation of a student ID badge. Academic and professional books may be checked out for a period of two weeks unless stated otherwise. Reference books are not circulated and may not be checked out.

To avoid delays with registration, grades or transcript requests, students need to ensure that they have no overdue materials or fines. The Library Loan Policy can be found on MyCampus under Library Resources:

<https://mycampus.bchs.edu/ICS/Students/Handouts.jnz>

The Library is closed during all Monday Chapel events and Baptist College Convocations. The Library is also closed on Baptist College holidays. For hours of operation, please contact 901-572-2680.

### TESTING CENTER

The Testing Center provides a centralized location for completing disability accommodation testing, standardized testing, and other forms of testing. The Testing Center is located on the first floor of the Science Building in Room 103.

### DISABILITY SERVICES

In compliance with Section 504 of the Rehabilitation act of 1973 and the Americans with Disability Act [ADA, 1990], Baptist College of Health Sciences will in no way discriminate against anyone based on their disability. The College is committed to provide equal opportunity for qualified individuals with disabilities. Specific questions concerning academic accommodation requests may be directed to the Section 504 Academic Coordinator by:

- Email: [disability.accommodations@bchs.edu](mailto:disability.accommodations@bchs.edu).
- In person: at Science Bldg., 22 North Pauline, Room 101.
- Telephone: 901-572- 2570.

## DIVISION OF NURSING

### Administration

Name	Title
Anne Plumb	Dean and Professor
Cheryl Johnson-Joy	Associate Dean and Professor
Cathy Stepter	Acting Graduate Program Chair, Associate Professor, Distinguished Faculty 2014
Anita Mobrak	Curriculum Committee Chair, Associate Professor, Distinguished Faculty 2009
Cindy Borgers	Assessment Committee Chair, Professor
Shirley Morquecho	Academic Operations Coordinator, Distinguished Staff 2017
Brenda McMillen	Secretary

### Faculty

Name	Title
Ivy Anderson	Assistant Professor
Patricia Becker	Assistant Professor
Angel Boling	Assistant Professor, 2012 DAISY Award Recipient
Judi Brittingham	Assistant Professor
Cynthia Brooks	Assistant Professor
Rhonda Cavitt	Assistant Professor
Pam Cherry	Associate Professor, Distinguished Faculty 2017
Joyce Collier	Assistant Professor
Angie Crow	Assistant Professor
Julie Darby	Assistant Professor
Shannon Davenport	Assistant Professor
Jawanner Davis	Assistant Professor
Diana Kim Ennis	Associate Professor
Christina Hillhouse	Assistant Professor
Phyllis Jeans	Assistant Professor, 2016 DAISY Award Recipient
Kim Kennel	Assistant Professor
Sharon Markham	Assistant Professor
Angela Merritt	Assistant Professor
Deborah Overton	Assistant Professor, 2010 DAISY Faculty Award Recipient
Carla Renee Parker	Associate Professor, 2014 DAISY Faculty Award Recipient
Robert Parker	Assistant Professor, 2017 DAISY Faculty Award Recipient
Amanda Riley	Assistant Professor
David Smith	Assistant Professor
Deborah Lynn Sweeney	Associate Professor, Distinguished Faculty 2004
Laritha Sweet	Associate Professor
Rita West	Assistant Professor

## PROGRAM MISSION

Congruent with the mission, vision, and values of Baptist College and the Division of Nursing, the nursing faculty are committed to providing doctoral level education for the advanced practice nurse.

## GOALS

The goals for the Doctor of Nursing Practice education at Baptist College are to prepare professional nurses for advanced nursing practice who:

- Demonstrate advanced knowledge and skills in planning and health care delivery.
- Provide multidisciplinary leadership through analysis of critical health indicators to promote high quality health care.
- Develop and implement models of care and healthcare policies to effect desired change at different system levels.
- Successfully pass the credentialing examination in their specific population foci.

## PROGRAM VISION

To be distinguished regionally for innovation and excellence in nursing education that prepares nursing graduates to transform health care.

## CORE VALUES

The shared values of the learning community are:

- Integrity
- Professionalism
- Service as an expression of Christian Values
- Continuous Improvement

## DOCTOR OF NURSING PRACTICE – PROGRAM LEARNING OUTCOMES

Upon completion of the Doctor of Nursing Practice Program, the graduate will be able to:

- Integrate nursing science with knowledge from the biopsychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.
- Critically analyze complex clinical situations, organizational practices and systems to improve health care delivery and outcomes.
- Demonstrate advanced competencies in research utilization for the improvement of clinical care delivery, patient outcomes and systems management.
- Use information systems and technology to advance practice and transform health care.
- Use effective collaborative skills in inter-professional practice to create change in health policy, patient outcomes, and health care delivery.
- Assume leadership roles in the development, implementation and evaluation of evidence-based practice approaches to improve health outcomes of diverse populations.
- Demonstrate advanced levels of clinical judgment and scholarship in nursing practice.

## ACCREDITATION AND APPROVAL

The Doctor of Nursing Practice program of Baptist College is granted initial approval for the Adult-Gerontology Acute Care Nurse Practitioner concentration by the Tennessee Board of Nursing (Department of Health, Bureau of Health Licensing and Regulation, Division of Health Related Boards, 277 French Landing, Suite 300, Heritage Place Metro Center, Nashville, TN 37243, 1-800-778-4123).

## NURSING TECHNICAL STANDARDS FOR THE DOCTOR OF NURSING PRACTICE STUDENT

The following technical standards outline reasonable expectations of a student enrolled in an Advanced Practice Doctor of Nursing Practice program for the performance of common advanced nursing functions:

- **Communication**

Ability to communicate with a wide variety of people, and the ability to be easily understood. Reading, writing, recording and documenting patient information required. Ability to effectively demonstrate appropriate interactions and communicate significant examination findings to other healthcare professionals, patients, and families.

- **Analytical Skills/Critical Thinking**  
Analytical skills sufficient to appropriately assess and record subjective and objective findings, process information, transfer knowledge from one situation to another, and prioritize tasks. Critical thinking ability sufficient to accurately analyze alterations in functional patterns. Analytical skill sufficient for advanced use of the nursing process that includes: advanced level assessments, client counseling and education, appropriate prescription therapy, demonstration of self-care skills and evaluation of appropriate plans of action for diagnosed problems.
- **Hearing**  
Analytical skills sufficient to appropriately assess and record subjective and objective findings, process information, transfer knowledge from one situation to another, and prioritize tasks. Critical thinking ability sufficient to accurately analyze alterations in functional patterns. Analytical skill sufficient for advanced use of the nursing process that includes: advanced level assessments, client counseling and education, appropriate prescription therapy, demonstration of self-care skills and evaluation of appropriate plans of action for diagnosed problems.
- **Vision**  
Visual ability sufficient for observation and assessment necessary to appropriately assess and record a systematic, complete health history and physical examinations on clients, in the care of patients and operation of equipment.
- **Tactile**  
Tactile ability sufficient to conduct appropriate systematic and complete patient assessments and operation of equipment.
- **Mobility**  
Physical ability, flexibility, strength and stamina sufficient to provide safe and effective care.
- **Fine Motor Skills**  
Fine motor abilities sufficient to provide safe and effective care.
- **Behavioral**  
Emotional and mental health that allows for the establishment of therapeutic boundaries, to perform multiple tasks concurrently and to handle unique situations, stress, and strong emotions.

Students who have accessibility questions or who need accommodations should contact the Section 504 Academic Coordinator, Mary Akin-Deko, Room 101, Science Building, at 901-572-2570 or by sending an email to [Disability.Accommodations@bchs.edu](mailto:Disability.Accommodations@bchs.edu).

## PROGRAM ACADEMIC POLICIES

### CPR CERTIFICATION

All students must maintain CPR certification throughout program enrollment.  
Evidence of current ACLS certification must be provided to progress in clinical nursing courses.

### CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

All students must demonstrate satisfactory completion of criminal background check and drug screen as a requirement for enrollment to Baptist College. A mandatory update of the criminal background check must be completed prior to beginning clinical courses.

### HEALTH REQUIREMENTS

Baptist College is committed to education and practices which contribute to preventing illness and the maintenance of health. It is expected that all students admitted to the College will have met the health requirements for enrollment, and appropriate requirements for clinical settings. Health requirements for enrollment to be completed prior to enrollment include documentation of immunity for measles, mumps, rubella, varicella (chicken pox), tetanus, diphtheria, a negative TB screening, and initiation of the hepatitis B series. All residents under the age of 22 in campus housing are required to be immunized for meningitis prior to moving in.

Health requirements prior to the start of clinical courses include completion of the hepatitis B series, unless a documented medical reason is given, in which case a declination statement must be signed; documentation of a current TB skin test, and annually thereafter; documentation of annual flu vaccine; and documentation of a negative urine drug screen as requested by Baptist College. Educational requirements required prior to the start of clinical courses include orientation to the health care environment, including facility specific and program-specific educational requirements, as applicable. \*This policy, "Immunization and Educational Requirements," can be found in its full version in MyCampus.

## TRANSPORTATION

Reliable transportation to, from, and during all clinical and field experiences is the responsibility of the student.

## CERTIFICATION

Students who successfully complete the Doctor of Nursing Practice program, Adult-Gerontology Acute Care Nurse Practitioner concentration, are eligible to take the coinciding certification exam for advanced practice through the American Nurses Credentialing Center and the American Association of Critical Care Nurses.

## DEGREE REQUIREMENTS FOR THE DOCTOR OF NURSING PRACTICE

### Adult-Gerontology Acute Care Nurse Practitioner Concentration

Course #	Course Title	Credit Hours
NSG 701	Theoretical Foundations for Advanced Practice Nursing	3
NSG 702	Biostatistics for Advanced Practice Nursing	3
NSG 703	Epidemiology	3
NSG 711	Advanced Physiology/Pathophysiology	3
NSG 712	DNP Advanced Practice Role	2
NSG 713	Advanced Nursing Health/ Physical Assessment	4
NSG 721	Advanced Pharmacology	4
NSG 722	Nursing Leadership & Ethics for Quality Improvement and Safety	3
NSG 723	Evidence-based & Translational Methods for Practice	3
NSG 801	Population Health, Practice and Technology	2
NSG 810	Acute Care Adult-Gerontology I	3
NSG 811	Acute Care Adult-Gerontology Practicum I	2
NSG 812	Acute Care Adult-Gerontology Seminar I	1
NSG 802	Healthcare Economics and Finance for Advanced Practice	2
NSG 820	Acute Care Adult-Gerontology II	3
NSG 821	Acute Care Adult-Gerontology Practicum II	3
NSG 822	Acute Care Adult-Gerontology Seminar II	1
NSG 803	Health Care Policy	2
NSG 830	Acute Care Adult-Gerontology III	3
NSG 831	Acute Care Adult-Gerontology Practicum III	3
NSG 832	Acute Care Adult-Gerontology Seminar III	1
NSG 833	DNP Project: Development	1
NSG 850	DNP Synthesis Practicum I	3
NSG 851	DNP Project: Implementation	1
NSG 860	DNP Synthesis Practicum II	3
DNP 861	DNP Project: Analysis and Dissemination	1
<b>Total Hours:</b>		<b>63</b>

# NURSING COURSE DESCRIPTIONS-DOCTOR OF NURSING

## PRACTICE

### *NSG 701 Theoretical Foundations for Advanced Practice Nursing (3)*

Expands upon knowledge from the humanities and nursing sciences with emphasis on critical analysis of data and evidence for improving advanced practice nursing. Explores research translation to improve practice processes through application of ethically sound solutions to a variety of complex population health issues. Identifies clinical practice problems and change solutions.

### *NSG 702 Biostatistics for Advanced Practice Nursing (3)*

Introduces concepts and methods of descriptive and inferential statistics with emphasis on application to the health professions through critical appraisal of published epidemiological and clinical studies relevant to advanced practice nursing.

### *NSG 703 Epidemiology (3)*

Presents an overview of epidemiological determinants of disease incidence and occurrence with a focus on disease/injury patterns and prevention strategies for population groups utilizing epidemiological methods and data-based programs.

### *NSG 711 Advanced Physiology/Pathophysiology (3)*

Explores the effects of illness in one or more body systems have on the whole person based on concepts of clinical physiology and research literature related to pathophysiology of various body systems. Examines appropriate screening and diagnostic laboratory evaluation methods including genetics and genomics.

### *NSG 712 Advanced Practice Role (2)*

Examines the professional role of the advanced practice nurse as a licensed independent practitioner and in inter-professional collaboration utilizing The Scope and Standards for Specialty Practice and the ANA's Principles for Advanced Practice Authority. Identifies legislative and regulatory efforts toward APRN full practice authority as well as current issues and trends at both state and national levels. Examines program planning and evaluation methods.

### *NSG 713 Advanced Nursing Health/Physical Assessment (4)*

Further develops and integrates the health assessment competencies of interviewing, performing and documenting comprehensive and episodic health histories and physical examinations. Students will identify risk factors, incorporate health promotion and disease prevention strategies, formulate differential diagnoses and begin treatment plans for acute and chronic illnesses. Techniques in physical examination, performance exams and utilization of virtual patients are integrated in a lab practicum. Three credit hours theory, one credit hour lab.

### *NSG 721 Advanced Pharmacology (4)*

Expands upon previously learned pharmacological principles needed for advanced practice nursing with a focus on pharmacotherapeutics for selected drug classifications and clinical decision-making skills essential for safe and effective pharmacotherapy intervention. Introduces prescriptive authority for the advanced practice nurse.

### *NSG 722 Nursing Leadership & Ethics for Quality Improvement & Safety (3)*

Examines the leadership roles and competencies of the advanced practice nurse to initiate and guide change for improved health care outcomes. Discusses leadership role in effective program planning and evaluation. Negotiation, consensus building and partnering skills are applied.

### *NSG 723 Evidence-based & Translational Methods for Practice (3)*

Critically analyzes data and evidence for improving advanced practice. There is specific emphasis on the skills of inquiry, translating research and other forms of knowledge to improve practice processes and outcomes. Clinical guidelines for individualized application into practice are explored. Expands idea development related to clinical practice problem identification.

### *NSG 801 Population Health, Practice and Technology (2)*

Examines approaches to health care delivery that address the needs of various populations with a focus on prevention, quality of health care, diversity and patient safety. Information systems applied to nursing and healthcare are integrated. Evaluation of care delivery models using concepts related to community, environmental and occupational health, as well as cultural and socioeconomic dimensions of care are examined. The advanced practice student has the opportunity to

incorporate strategies that support sensitivity to diverse organizational cultures and populations using a case-based approach.

*NSG 810 Acute Care Adult-Gerontology I (3)*

This is the first of three advanced nursing science theoretical courses for the preparation of the adult-gerontology acute care nurse practitioner. This course focuses on the adult-gerontology acute care nurse practitioner's independent and inter-professional contributions to health, wellness, and health promotion among populations commonly served. Assessment, differential diagnosis and management of the adult and older-adult population experiencing acute illness or injury are examined.

*NSG 811 Acute Care Adult-Gerontology Clinical Practicum I (2)*

This is the first of three clinical courses for the preparation of the adult-gerontology acute care nurse practitioner. The focus of this practicum is on the development and refinement of clinical appraisal and diagnostic skills utilized to obtain relevant comprehensive histories and physicals in the adult and older-adult population. Emphasis will be on the role of the adult-gerontology acute care nurse practitioner as a collaborative member of the inter-professional health care team.

*NSG 812 Acute Care Adult-Gerontology Seminar I (1)*

This is the first of three seminars designed for the study of clinical problems encountered in the clinical area of advanced practice. Application of the scope and standards of specialty practice, application of evidence-based practices, and development of techniques for nursing interventions are emphasized.

*NSG 802 Healthcare Economics and Finance for Advanced Practice (2)*

Focuses on the application of healthcare economics and finance theory, including analysis of factors influencing systems, structure, and process. Skills in financial management, including budget preparation and tailoring budgets to changes in health policy at the local, state, and national level are examined. Competency in utilizing and applying finance tools and measures for analysis and reporting are developed through use of case studies common to advanced practice nursing.

*NSG 820 Acute Care Adult-Gerontology II (3)*

This is the second of three advanced nursing science theoretical courses for the preparation of the adult-gerontology acute care nurse practitioner. The focus is on the refinement and synthesis of independent critical thinking and clinical reasoning skills used by the advanced practice nurse. Advanced diagnostics and the management of critically ill adult and older-adult populations, experiencing complex acute and unstable conditions are examined. Active collaboration with the inter-professional health care team in planning for transitions across the continuum of care is actualized.

*NSG 821 Acute Care Adult-Gerontology Clinical Practicum II (3)*

This is the second of three advanced nursing clinical experiences for the preparation of the adult-gerontology acute care nurse practitioner. The practicum component of this course provides the nurse practitioner student the opportunity to develop and apply independent knowledge and skills in a variety of acute critical care subspecialties. The focus is on refining assessment, diagnosis and treatment plans needed by the advanced practice nurse to provide care to critically ill adult and older-adult patients and families in collaboration with the inter-professional health care team. Advanced skills, including the use of high tech decision aids that promote physiologic stability in are examined.

*NSG 822 Acute Care Adult-Gerontology Seminar II (1)*

This is the second of three seminars designed for the study of clinical problems encountered in the clinical area of advanced practice. Application of the scope and standards of specialty practice, application of evidence-based practices, inter-professional collaboration and development of techniques for nursing interventions are emphasized.

*NSG 803 Health Care Policy (2)*

Focuses on the principles of ethics, law and policy impacting healthcare delivery systems and consumers. Investigative methods for advanced practice nurses to influence health policy development are examined.

*NSG 830 Acute Care Adult-Gerontology III (3)*

This is the third of three advanced nursing science theoretical courses for the preparation of the adult-gerontology acute care nurse practitioner. The focus is on the synthesis of critical thinking and clinical reasoning skills used by the APN to provide advanced nursing practice core competencies. Focus continues on the advanced diagnostics, management of the adult and older-adult population with complex acute and unstable conditions, and inter-professional collaboration are continued.



*NSG 831 Acute Care Adult-Gerontology Clinical Practicum III (3)*

This is the third of three advanced nursing clinical practice experiences for the preparation of the adult-gerontology acute care nurse practitioner. The practicum component of this course provides the nurse practitioner student the opportunity to develop and apply independent knowledge and skills in a selected acute critical care subspecialty. The focus is on refining assessment, diagnosis and treatment plans needed by the advanced practice nurses to provide care to critically ill adult and older adult patients and families in collaboration with the inter-professional health care team.

*NSG 832 Acute Care Adult-Gerontology Seminar III (1)*

This is the third of three seminars designed for the study of clinical problems encountered in the clinical area of advanced practice. Application of the scope and standards of specialty practice, application of evidence-based practices, inter-professional collaboration and development of techniques for nursing interventions are emphasized.

*NSG 833 DNP Project: Development (1)*

Designed to assist the student in the development of the DNP scholarly proposal. Cannot be taken prior to NSG 830.

*NSG 850 DNP Synthesis Practicum I (3)*

This is the first of two clinical residencies focusing on the development and refinement of the leadership skills of the advanced practice nurse at the doctoral level. This residency enhances the student's ability to apply theories, standards of practice and evidence-based research to the care of the increasingly acute complex patients, to improve practice and health care delivery systems.

*NSG 851 DNP Project: Implementation (1)*

Designed to assist the student with clinical investigation skills associated with their scholarly project.

*NSG 860 DNP Synthesis Practicum II (3)*

This is the second of two clinical residencies for the preparation of advanced practice nurses with the practice doctorate. The focus is on the synthesis of the leadership skills needed by the advanced practice nurse. This residency enhances the student's ability to apply theories, standards of practice and evidence-based research and scholarship to decrease risk and improve health care outcomes for selected patient populations. Must be taken last trimester.

*NSG 861 DNP Project: Analysis and Dissemination (1)*

Designed to assist the student with the analysis and dissemination of evidence of inquiry to diverse audiences, using a variety of methods.

## COLLEGE PERSONNEL

**Cristen Adkins, Administrative Secretary**  
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 B. A., University of Mississippi

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 Ph.D. Mid-America Baptist Theological Seminary

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