

RN-BSN Student Handbook 2011-2012

Rochester College

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ABOUT ROCHESTER COLLEGE

Rochester College is an accredited, private, coeducational, liberal arts college that provides academic excellence in a Christian setting. Rochester College is committed to a personalized learning experience emphasizing the importance of combining academic excellence with Christian ideals.

Rochester College's Mission Statement and Goals

Mission Statement

Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

Mission Affirmation Statements

Through our mission we affirm:

- An educated person pursues truth through open investigation.
- A quality education stresses excellence and trains students to perform scholarly research, to think critically and creatively, and to communicate effectively.
- An educated person possesses a lifelong desire to learn and grow.
- An educated person views vocation as an opportunity for service and stewardship rather than a passport to privilege.
- A Christian education integrates scripture with the wisdom of humanity embodied in the arts and sciences.
- A Christian education demonstrates that faith in God engenders a life of virtue, justice, and social responsibility.

This community upholds all of the above affirmations within a nonsectarian Christian context.

Institutional Goals

1. Inquiry: Students will participate actively in an academic community that practices open investigation of truth and integrated learning.
2. Critical Thinking: Students will develop the ability to use various research tools and interdisciplinary methods of study and problem-solving.
3. Diversity: Students will experience and develop an understanding of various cultures and belief systems.
4. Communication: Students will be able to communicate effectively using a variety of written, verbal, and artistic forms.
5. Christian Faith: Students will be challenged to embody a way of life that is shaped by Christian scripture and community.

Rochester College is accredited by the Higher Learning Commission and is a member of the North Central Association (30 North LaSalle, Suite 2400, Chicago, Illinois, 60602. Phone 312-263-0456).

RN to BSN Degree Completion

The RN to BSN Degree Completion Program is designed to provide BSN completion students the opportunity to explore other career options in various areas both within the hospital and the surrounding community. Students will advance their understanding of the nursing profession and expand their leadership potential in the areas of management and health education within the community.

Rochester College School of Nursing Mission Statement

The mission of the Rochester College School of Nursing is to prepare professional nurses in an academically challenging Christian community to provide socially conscious and professionally skilled practice in a diverse and rapidly changing health care environment.

Rochester College School of Nursing Goals

1. **Challenge of Spirituality:** Students are exposed to a Christian perspective and are challenged to approach their life and work through personal responsibility and service.
2. **Critical Thinking:** Students develop the ability to use holistic methods of nursing assessments, interventions, and evidence based research to practice professionally and safely.
3. **Communication:** Students are able to express new understandings and collaborate in diverse contexts using a variety of written and verbal forms.
4. **Caring:** Students actively participate at the clinical setting in a relationship-based caring theory model.
5. **Community Oriented:** Students practice in a variety of settings, for the purpose of health promotion and disease prevention across the lifespan.
6. **Cultural Understanding:** Students obtain knowledge of diverse cultures that lead to an opportunity to appreciate a variety of people and their unique health practices and beliefs.

Admissions and Transfer

Application

To request a complete application/information package for the RN to BSN Program, please call **248-218-2151** or go online to www.rc.edu/nursing and choose Nursing Download Forms. To apply for admission, submit a completed application with a copy of your current, unencumbered Michigan RN license, a personal reference, a one page letter describing career goals and nursing philosophy and official college transcripts sent directly to Rochester College Admissions, 800 West Avon Road, Rochester Hills, Michigan 48307.

Acceptance

Regular admission to the RN to BSN Degree Completion Program is granted to students who meet the following criterion:

- Hold a current, unencumbered Michigan RN license. (See Appendix A, p. 22 for those waiting to take the NCLEX)
- Have a minimum of 2.0 (or C equivalent) in all classes transferred into the program.
- Regular admission to a bachelor degree completion program requires a minimum of 60 semester hours.

Degree Plan

A preliminary degree plan can be created for any prospective student who submits copies of transcripts from other colleges and universities. The degree plan will show the student how previous coursework will be applied toward a degree and what classes are needed to complete a BSN degree. Prospective students should call 248-218-2280 to schedule an appointment with the nursing advisor. In most cases, a preliminary degree plan can be completed during the same visit.

Dual Enrollment Policy

This policy impacts students who wish to take courses from both the RN to BSN Program and the Center for Extended Learning. Note: The designation of "RN to BSN student" or "CEL student" is determined by the college division through which the student is pursuing a degree.

- RN to BSN students who take CEL courses will be charged the RN to BSN tuition rate.
- RN to BSN students who take traditional college courses will be charged the traditional college rate.
- NUR courses are open only to students admitted to the RN to BSN program.

Transfer Credit

The Nursing program accepts traditional transfer credit (C or higher) from regionally accredited colleges or universities. Up to 96 credit hours may transfer toward the RN to BSN degree completion program, provided the credits match the course requirements specified under the degree being sought. Official transcripts must be submitted from each previously attended institution.

At least 36 credits of upper division work are required in the RN to BSN degree completion program at Rochester College. The Nursing core consists of 32 upper division credits, all of which must be taken at Rochester College.

Hours transferred in from other institutions must be completed before the final semester.

FERPA Policy

The Family Educational Rights and Privacy Act (Sec. 513 of PL 93-380, Sec. 438) limits the disclosure of personal information from student records. A distinction is made between personal information such as grades, discipline actions, and public information. The lists of the items considered to be public information are directory information such as mail box number, telephone number and room number and/or address. Students who wish to have this public information withheld must inform the Academic Services Office in writing detailing their wishes concerning directory information.

Affording Your Education

Financial Aid

All students who are U.S. citizens are eligible to receive some type of financial aid; however, the type of aid available to a student is determined by the student's financial need. To be eligible for this aid, the student must complete a Free Application for Federal Student Aid (FAFSA) each academic year. Students are encouraged to apply online; however, completed applications may be returned to the financial aid office at the earliest possible date for electronic filing. These forms may be obtained in the financial aid offices or at <http://www.fafsa.ed.gov>. The **federal school code** for Rochester College is **002288**. The following types of aid are available:

- **Pell Grant:** Need-based federal grant available to undergraduate students. The recipient does not repay the funds.
- **Michigan Tuition Grant:** Need-based State grant available to Michigan residents. Applies to fall and spring semesters only. Deadline to apply is July 1st of each year. The recipient does not repay the funds.
- **Subsidized Stafford Loan:** Need-based federal student loan. The government pays the interest on the principal until the student either enters repayment six months after graduation, or when the student's course load drops to less than half-time (6 credit hours per semester). The interest rate is capped at 8.25%.
- **Unsubsidized Stafford Loan:** All U.S. citizens are eligible for this federal student loan (except those who defaulted on a previous Stafford Loan). The student is responsible for interest on the principal and repayment begins either six months after graduation or when the student's course load drops to less than half-time (6 credit hours per semester). The interest rate is capped at 8.25%.

Special Sources of Aid

Private Funds. Many churches, civic clubs, employers, and unions provide competitive or need-based scholarships and awards for their families or clientele. These funds are awarded independently, but must be considered in the total award package. Consult your employer, local congregation, or local civic groups for details. The Internet also provides extensive information on academic scholarships.

Veteran's Benefits. The Financial Services Director is the VA Certification Officer for Rochester College (248-218-2038). Veterans of any of the armed forces or the child, wife, or widow of a veteran who died or was permanently and totally disabled as the result of service in the armed forces may qualify for benefits toward college education. Contact the *Veterans Administration Office* at **1-888-442-4551** or **800-827-1000** for more information.

If a student is certified for Veterans Administration benefits and fails to obtain the minimum cumulative grade point average within one semester after being placed on academic probation, that student may not be re-certified until his/her cumulative grade point average is raised to the minimum standards identified in the Satisfactory Academic Progress Policy. This serves as your notice that the college informs the Veterans Administration whenever you are not re-certified

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due to your lack of academic progress. While this policy refers only to certification for veteran's benefits and does not affect the College's policies regarding academic probation and suspension, those policies do affect certification for veteran's benefits.

When a student is within one semester (12 hours) of graduation, that student may continue to be certified for veteran's benefits only if (s)he has a cumulative average of 2.00 or higher.

Vocational Rehabilitation. After all other sources of aid have been pursued, a student may be eligible for additional aid through the Vocational Rehabilitation Service based upon physical disability. To determine eligibility, contact the local Vocational Rehabilitation Office.

Tuition and Fees

Tuition	\$496 per credit hour
Course Change Fee	\$25 per form
Late Registration Fee	\$35
Late Payment Fee	\$35
Graduation Candidate Fee	\$125
Transcript Fee	\$5 per copy
Returned Check Fee.....	\$35
Textbooks	Varies per class
Payment Plan Fee	\$60 per semester
Parking Violation Fee.....	\$30 per violation

General Payment Information

Payment Options

Rochester College's continued success in its mission and growth depends on the timeliness of its students' payments. Rochester College expects accounts to be paid on time according to one of the payment options listed below. All fees are assessed and payable in US dollars.

Cash/Check/Money Order: Checks and money orders should be made payable to Rochester College and submitted to the Business Office.

Credit Card: Credit card payments may be made in person or called in directly to the cashier at 248-218-2053. An automatic charge may be established for the semester payment plan; a form will need to be completed and given to the Business Office each semester.

Personal Payment: Prior to the first day of the semester students may pay all charges remaining after financial aid to avoid service charges and late fees.

Semester Payment Plan: Students unable to pay the full amount due at the time of registration are offered the semester payment plan. Students pay one-third of the total semester bill, after deducting completed financial aid credits, at the time of registration. The remaining two-thirds is due in two equal monthly payments on the dates indicated below. A \$60 fee is charged for each semester the payment plan is used. Students may be charged a \$25 late payment fee if payments arrive after the due date. This option may not be available to students who have a history of late payments or have had a previous Rochester College account placed with a collection agency.

Fall Semester 2011
August 19, 2011
September 20, 2011
October 20, 2011

Spring Semester 2012
January 6, 2012
February 15, 2012
March 15, 2012

Employer Reimbursement: Students who will receive employer assistance may defer payment up to 5 weeks after the last day of the semester. The student must complete their employer's tuition assistance process so that timely payment is made on their account. Documentation of eligibility from their employer should be submitted to the Business Office. We must have documentation on file for students who have deferred payment and would like to register for a subsequent semester.

Tuition Voucher: When an employer has a policy to pay the college directly, this is referred to as a Tuition Voucher plan. Rochester College requires that the student submit vouchers (or a copy of the application for a tuition voucher) to the Business Office with registration. Documentation must be on file with the business office in order to be eligible to register for subsequent semesters as long as there is an outstanding balance.

Past Due Accounts

Transcripts cannot be released until all accounts are paid in full and Perkins loan payments are current. No diploma or letters of recommendation will be granted to students with past due accounts. Students with delinquent accounts (past due 20 days or more) will not be allowed to register. A finance charge of 1.5% (18 % APR) is applied monthly to delinquent accounts. Nonpayment of delinquent accounts may result in suspension or placement of the account with a collection agency.

Collection Agency Placements

Accounts placed with a collection agency will be charged collection costs and possible legal fees. The payee becomes responsible to the collection agency for all contact and payment arrangements. Readmission to the College will not be permitted until the amount in collections is paid in full. A list of collection agencies used by the College may be found on the Rochester College website at <http://www.rc.edu>.

Changes in Course Schedule

Withdrawals and Drops

When a student withdraws from or drops courses *during* a semester, the student must coordinate with the School of Nursing, Business and Financial Aid offices. The student must email the registrar at registrar@rc.edu. See page 15 for details on how to add or drop a class. A \$25 fee is assessed for each withdrawal or drop processed. *Students are highly encouraged to explain the reason for the request and any program-related problems that led to the decision.*

Drop Due to Active Duty

If a student is called to active duty as a military reservist while a semester is in progress, the student is encouraged to complete any partial semester of work at a later date. If completion is not possible within one semester following the semester during which military activation occurred, then the student will receive withdrawal grades for incomplete course work and a tuition voucher for the number of incomplete credit hours previously paid by the student and any government-funded aid. This tuition voucher may be used at Rochester College for the same number of credit hours in any subsequent semester, even if tuition rates are higher.

Complete Withdrawal from Program

This policy affects any student who **totally withdraws** from Rochester College. Refunds for withdrawals are calculated by the Federal Refund Policy. Students should be aware that financial consequences of withdrawing from college include adjustments in financial aid awards, which may leave the student responsible for remaining charges on their account. Students should consult the Financial Aid and Business Offices to determine the financial ramifications of withdrawing.

Course Drop Refund Policy

The following refund policies affect any student that drops a course but remains enrolled in one or more courses that same semester. Students should be aware that a change in course load may adversely affect financial aid awards and should consult the Financial Aid and Business Offices prior to dropping a course. Students who wish to drop a course should do so in person, by fax or email.

Refund and withdrawal schedule for online classes:

<i>Online 8 Week - Session A- August 19th- October 13th</i>
August 18th- 100 % Refund
August 26th- 90 % Refund
September 2nd- 50 % Refund
September 9th- 25 % Refund
September 16th- 0 % Refund
Withdrawal Date - September 23rd

<i>Online 9 Week - August 29th- October 30th</i>
August 29th-100 % Refund
September 4th- 90 % Refund
September 11th- 50 % Refund
September 18th- 25 % Refund
September 26th- 0% Refund
Withdrawal Date- October 3rd

<i>Online 9 Week - Sept. 19th- Nov. 20th</i>
September 19th-100 % Refund
September 25th- 90 % Refund
October 2nd- 50 % Refund
October 9th- 25 % Refund
October 16th- 0% Refund
Withdrawal Date- October 24th

<i>Online - 4 Week Class</i>
August 29th-100 % Refund
September 1st- 90 % Refund
September 5th- 50 % Refund
September 8th- 25 % Refund
September 12th- 0% Refund
Withdrawal Date- September 12th

<i>Online 8 Week - Session B- October 14th- December 15th</i>
October 13th-100 % Refund
October 21st-90 % Refund
October 28th- 50 % Refund
November 4th- 25 % Refund
November 11th- 0 % Refund
Withdrawal Date - November 18th

<i>Online 7 Weeks- August 29th- October 16</i>
September 9th- 100 % Refund
September 16th- 25 % Refund
September 23rd- 0 % Refund
Withdrawal Date-September 23rd

Academic Information**Academic Philosophy**

The RN to BSN Degree Completion Program is designed to allow maximum credit transfer from colleges previously attended. Course schedules are designed to meet the needs of adult learners making higher education more accessible for that audience.

Each adjunct faculty member is free to present course material in the manner that best suits his or her individual teaching style and is most appropriate for the program in which the course is being taught. However, the course objectives outlined in the syllabi are the same for all programs. The approach may vary depending on the audience being served, but the course objectives are essentially the same.

Online faculty members are selected based on their educational credentials, experience, and ability to effectively communicate in an academic setting. Students evaluate instructors at the end of each course. This information is used to help the instructor improve and provide the best learning environment possible. Additionally, faculty members are selected for their Christian commitment in their personal and professional life.

Academic ethos statement from the faculty of Rochester College:

"We the faculty of Rochester College affirm that our responsibility is to provide our students a rich intellectual experience in a climate that promotes critical thinking, freedom of inquiry, an inherent love of learning and an open exchange of ideas within a Christian world view. In pursuit of these goals, we strive to create a sense of community among the students and faculty and to model for our student's intellectual inquisitiveness, habits of careful study and thinking and lives of Christian leadership and service."

Academic Expectations for Students

The rewards for education in our society are clear but as is true with most rewarding investments a commitment of time, energy and resources is required in order to successfully reach your education goals. Students are expected to adopt a self-directed approach to education by bearing responsibility for their own learning through establishing a sound work ethic toward academic assignments, examinations, class attendance, and other academic responsibilities.

The RN to BSN program is scheduled in an online, accelerated format, which allows the student to complete the program in less time than a traditional semester schedule would allow, but the course objectives are the same. Individual students must still carefully organize their personal schedules to meet the expectations and rigor of the course(s) in which they are enrolled.

ROCHESTER COLLEGE SATISFACTORY ACADEMIC PROGRESS POLICY

Policy for the 11/12 academic year and forward

For information on the policy for the 10/11 academic year, please contact your financial service advisor

Federal regulations require that financial aid recipients maintain satisfactory academic progress in a program of study that leads to a degree, certification or transfer program.

The Academic and Financial Aid SAP policies at Rochester College are one and the same. Students may be labeled with Financial Aid actions, regardless of whether or not they are financial aid recipients.

The following minimum requirements are used to measure a student's Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. These minimum requirements are:

- A. Cumulative Grade Point Average (CGPA) consistent with graduation requirements: 2.0
- B. Cumulative Completion Rate (CCR) of 67%, determined as follows:

Cumulative Credits Completed
Cumulative Credits Attempted

Cumulative Credits Completed does not include: hours with "F" Failing, "W" Withdrawal, or "I" Incomplete grade reports.

Cumulative Attempted Hours includes: successfully completed hours, accepted transfer hours, courses previously taken and repeated, hours with "W's", "F's", or "I's" in grade reports.

Courses not considered hours attempted or completed when calculating SAP include: audited and remedial courses.

- C. Duration of eligibility, which is up to 150% of the program's length.

A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree. Once a student has attempted 150% of the minimum credits required to graduate, they are no longer eligible for financial aid.

Traditional Student Example: 128 credits required for a degree X 150% = 192 credit hours a student may attempt while working on the degree.

CEL Student Example: 120 credits required for a degree X 150% = 180 credit hours a student may attempt while working on the degree.

MONITORING THE MINIMUM SAP REQUIREMENTS

At the end of each semester (including summer), the Registrar and Student Financial Services offices will review the student's file to determine if the student is meeting Satisfactory Academic Progress requirements.

Note: Students will be notified in writing that a financial aid action has been taken. Financial Aid action notices will be distributed after final grades are reported for the semester.

A. Cumulative Grade Point Average (CGPA)

Failing to maintain the required minimum 2.0 CGPA will result in the actions described below.

B. Cumulative Completion Rate (CCR)

In addition to maintaining the required minimum CGPA of 2.0 a student must also maintain a minimum completion rate of hours attempted at 67%. At the end of each semester (including summer), the Student Financial Services office will determine the CCR for each student. Attempted credits are defined as credits the student is enrolled in at the end of the official drop/add period.

C. Duration of Eligibility—150% of the program's length

A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree. Once a student has attempted 150% of the minimum credits required to graduate, they are no longer eligible for financial aid. However, if there are extenuating circumstances, the student may file an appeal.

Traditional Student Example: 128 semester hours required for a degree X 150% = 192 semester hours a student may attempt while working on the degree.

CEL Student Example: 120 semester hours required for a degree X 150% = 180 semester hours a student may attempt while working on the degree.

Academic Alert

Academic Alert applies only to students new to Rochester College who are admitted, but who do not meet the unconditional admission requirements due to high school GPA or ACT/SAT Scores. Traditional students on Academic Alert must participate in ACE lab workshops on study skills in the first weeks of the semester and take no more than 15 credit hours. Attendance at ACE lab workshops will be a significant factor in the outcome of appeals to remain eligible for financial aid.

To achieve a status of "good standing," students must earn a CGPA of 2.0 or higher. Students who do not meet the minimum CGPA requirement of 2.0 during the first semester after being admitted on Academic Alert are placed on **Financial Aid Warning**.

Financial Aid Actions

1. **Financial Aid Warning:** Students on Academic Alert and all other students who do not meet the Satisfactory Academic Progress standards are placed on **Financial Aid Warning**.

Traditional students on **Financial Aid Warning** must spend an average of two hours per week in the ACE lab working with an ACE lab tutor on a designated assignment and take no more than 12 credit hours, and, if employed by Rochester College, will not be eligible for on-campus work until cleared of all actions.

To be reinstated to a status of "good standing," students must meet Satisfactory Academic Progress standards.

2. **Financial Aid Probation:** Students who do not meet Satisfactory Academic Progress Standards the semester after they were placed on **Financial Aid Warning** will be ineligible for financial aid. The student may appeal and go on an "academic plan" and be granted **Financial Aid Probation**. Traditional students on **Financial Aid Probation** must spend an average of two hours per week in the ACE lab working with an ACE lab tutor on a designated assignment and take no more than 12 credit hours, and, if employed by Rochester College, will not be eligible for on-campus work until cleared of all actions.
3. Students will be eligible for financial aid while on **Financial Aid Probation**.
4. **Financial Aid Suspension:** Students who do not meet the minimum Satisfactory Academic Progress Standards the semester after being placed on **Financial Aid Warning** or students who do not adhere to the "academic plan" set for them by their academic advisor the semester after being placed on **Financial Aid Probation** are placed on **Financial Aid Suspension**.

Students who are on **Financial Aid Suspension** may enroll for up to 6 hours of credits during the suspension semester; however, they are not eligible for financial aid from government or college sources.

To be reinstated to "good standing" status, students must meet all three minimum requirements (GPA, CCR, Duration).

5. **Good Standing:** Student meets 2.0 CGPA, 67% CCR, 150% duration requirements.

Programs Affected

Students on Financial Aid Suspension may not receive financial aid including, but not limited to, the following programs:

- Federal Aid (Pell Grant, Supplemental Grant, SMART, Work study, Stafford Loans, Perkins Loan, Parent PLUS loan, Grad PLUS loan).
- Any institutional scholarships
- Any private/endowed scholarships with GPA or SAP requirement, if the student fails to meet the requirement

Appeal Process

To be placed on **Financial Aid Probation**, students must appeal, explain their failure to meet SAP, and describe what has changed to allow them now to regain SAP. They must submit documentation from their academic advisor supporting the appeal. An academic plan must be agreed to by the student and an academic official. **Students should be prepared to seek other options if the appeal is not approved.** Students who have faced extraordinary circumstances may appeal if placed on **Financial Aid Suspension**. Documentation of circumstances is required.

Repeated Courses

Courses that are repeated for which the student previously received a grade of “F” or “W” will count in the calculation of hours attempted. The grade from the first attempt will not be included in calculating the CGPA.

Courses that are repeated for which the student previously received a passing grade will count **ONCE** toward determining financial aid eligibility during the semester taken, and all repeated coursework will count toward cumulative attempted hours. Example 1: A student takes four 3-credit hour courses in a given semester (12 credit hours total). One course is a repeat (ONCE) of a successfully completed course. Subsequently, the financial aid determination for that semester will be based on 12 credit hours. Example 2: A student takes four 3-credit hour courses in a given semester (12 credit hours total). One course is a repeat of an already repeated successfully completed course. Subsequently, the financial aid determination for that semester will be based on 9 credit hours.

Change of Degree Plan

Students wishing to change their degree plan should notify the Student Financial Services office about making a determination of eligibility for the new program of study. The SAP determination for the new degree will include the grades and credits attempted/earned that can be transferred into the new degree.

Additional Degree

Students wishing to seek an additional degree should receive degree approval from the Academic Services Office and then notify the Student Financial Services office to make a determination of eligibility for the additional program of study. The SAP determination for the degree will include the credits attempted/earned that can be transferred into the additional degree.

Transfer Credits

Transfer credits earned at another institution that are accepted at RC toward the degree a student is currently pursuing shall be used in computing the total credits attempted and earned but will not be used in determining the CGPA.

Transfer credit may apply toward a traditional degree but is limited to no more than 34 semester hours toward the Associate’s degree and 98 hours toward the Bachelor’s degree. In the Center for Extended Learning, up to 47 semester hours may transfer toward an Associate’s degree and up to 90 semester hours may be transferred toward the Bachelor’s degree completion program. For any degree, at least 50% of a student’s major core must be earned at Rochester College.

Academic Transcripts

To obtain a transcript go to www.rc.edu. Choose People/Alumni/Transcripts. Fill out the transcript request form and follow the instructions given on the page.

The student's financial account must be satisfied and academic file complete before a transcript can be released.

Attendance

Within the first seven (7) days of the official start of an online course, students must log into the classroom and demonstrate some level of activity. For example, logging into the online course and printing the Syllabus would satisfy the week one attendance requirement. Students who miss more than two full weeks (14 consecutive days) of an online course, and do not withdraw by the deadline, will earn a grade of "F".

Students who do not log into the online course within the first seven days will be administratively dropped from that course. In this situation, a student's transcript will not reflect the course having been taken or attempted. Students who are administratively dropped or backed out of a course will be assessed a \$25 drop fee. This may impact a student's eligibility for financial aid due to the change in credit hours attempted.

Participation

Students can expect to participate in an online course at Rochester College a **minimum** of 3 days per week. Some instructors may require more individual and/or group participation. Participation and attendance are two different things. Participation is an **earned** grade/point value each week and relates to the student's substantive engagement throughout the week. Because student participation is such an important part of an online course, the lack thereof can result in a poor grade. Students cannot be dropped from a course due to lack of participation, only for lack of attendance.

Classification

Classification is based on total credit hours completed by the end of the semester. The following scale applies:

Junior = 60 to 89 hours Senior = 90+ hours

Transfer students are classified according to the number of hours taken at Rochester College plus accepted transfer hours that have been posted to the student's Rochester College transcript. Transfer hours are posted to a student's transcript only from official transcripts from other institutions attended. Note: Official transcripts must be sent directly from the previous institution attended to Rochester College.

Code of Academic Integrity

Students are expected to understand and adhere to the Rochester College Code of Academic Integrity. The full document can be found at: <http://www.rc.edu/asset/30-code-of-academic-integrity-pdf/>.

Excerpt: Rochester College views academic integrity as a manifestation of honesty and responsibility in scholarship and as an essential part of the education process. It affirms that the academic work of every member of the community is based in truth, honesty, respect and trust. Academic dishonesty and misconduct is defined as any action on the part of the individual that violates the trust and respect that should exist between students, teachers, and the academic community of which he or she is a part. It is any act that improperly, falsely or deceptively impacts a truthful evaluation of one's academic performance or achievement. The Code outlines potential consequences for academic misconduct and students are expected to understand and adhere to the code's provisions.

RN to BSN Online Schedule

Online Nursing classes in the RN to BSN program meet for 8 weeks. There are two 8-week sessions per semester and 3 semesters per year.

Course Load

The RN to BSN program requires a concentrated effort to meet course objectives. The average RN to BSN course load is between nine and 12 hours per semester. A student may take as few as three hours or as many as 18 hours per semester. A student enrolled in the RN to BSN program may register for a maximum of 15 credit hours per semester. Students who wish to register for more than 15 hours in a given semester must petition the Director of Nursing.

Grades and Grade Point Average

Students may view their grades in the student portal using their username and password. Consistent with federal guidelines, the college has a policy of not releasing grades over the phone.

The final grade reported is a *letter grade*. Your cumulative GPA is the total number of quality points earned (based on grade) divided by the number of credits taken. For example, if you take two 3-credit hour courses and receive an "A" and a "B", the semester GPA would calculate as follows:

3 credit hours x 4 points (A)	=	12 quality points
3 credit hours x 3 points (B)	=	<u>9 quality points</u>
	=	21 quality points

21 quality points divided by 6 credit hours = 3.5 GPA

A = 4.0 quality points per hour	C = 2.0 quality points per hour
A- = 3.7 quality points per hour	C- = 1.7 quality points per hour
B+ = 3.3 quality points per hour	D+ = 1.3 quality points per hour
B = 3.0 quality points per hour	D = 1.0 quality points per hour
B- = 2.7 quality points per hour	D- = 0.7 quality points per hour
C+ = 2.3 quality points per hour	F = 0.0 quality points per hour
I = Incomplete (see incomplete policy)	W = Withdraw

Cumulative GPA includes all grades and quality points earned from coursework taken at Rochester College and does not include transfer credit.

Rochester College Grade Scale (based on 100 point percentage scale):

A = 93-100	B- = 80-82	D+ = 67-69
A- = 90-92	C+ = 77-79	D = 63-66
B+ = 87-89	C = 73-76	D- = 60-62
B = 83-86	C- = 70-72	F = 59 and below

You may check your grades online 24 hours after they have been posted by going to <https://my.rc.edu>.

Students may improve final course grades by repeating courses. All grades appear on a permanent academic record but only the last grade for a repeated course is counted toward graduation requirements and GPA. Repeated courses incur a regular tuition charge.

Incomplete Courses

Students are eligible for incomplete grades only when they cannot complete a course for unavoidable reasons such as extended illness - a physician's note is required. To qualify for an incomplete (I), students must fulfill the 70% attendance policy. Application forms can be obtained by emailing registrar@rc.edu, but are not accepted sooner than two weeks before the end of the term. Applications must be submitted to the instructor(s) and the Registrar within one week of the end of the term in which the incomplete(s) are requested. The instructor(s) will specify the requirements needed to complete the course and students will be notified of approval or disapproval by the Registrar. An incomplete grade (I) is changed to F if the student does not complete the coursework within three months of the end of the semester.

Graduation Eligibility Policy

Students must have completed all academic requirements with a GPA of at least 2.00 to be eligible to graduate. It is the student's responsibility to ensure that all coursework is complete and that all required documentation is sent to the Nursing office by the stated deadline. Failure to fulfill this responsibility will result in the student being ineligible to graduate until the following semester. Students that are uncertain about meeting graduation requirements should contact the nursing advisor the semester preceding their final semester

Students may not participate in commencement ceremonies if they are taking courses at other colleges during the semester prior to graduation, but must wait until the next commencement ceremony to participate.

Students are encouraged to submit a graduation application (intent to graduate) when they submit their registration forms for the semester in which they intend to graduate. The deadline for submitting a graduation application is October 1st for the December commencement, February 1st for the May commencement and June 1st for summer graduation (Note: commencement for summer graduates is in December). A \$125 graduation fee must be paid along with the application. This fee is nonrefundable even if the student does not graduate but will be applied to a future graduation date.

Graduation Honors Policy

If a student's final academic record at Rochester College is excellent, he or she may graduate with honors: Summa Cum Laude (at least a 3.85 G.P.A.), Magna Cum Laude (3.60) or Cum Laude (3.30). Grade point averages for honors are calculated on the basis of actual course work taken at Rochester College. Note that the grade point average is based

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solely on coursework taken at Rochester College and does not include transfer credit. To be eligible for graduation honors, students must complete a minimum of 45 semester hours of course work at Rochester College. There are no exceptions to this policy.

Online Course Offerings

Online courses are eight weeks in length. A computer with at least a 1 GHz processor, Microsoft Word 2003 versions and higher, Internet access (high-speed recommended), and a Rochester College computer network account is required for enrollment in an online course. Students access online courses through the Blackboard course management system by logging into the student portal at <https://my.rc.edu>. Students are expected to participate actively in the online course a minimum of four days each week. All online courses may be accessed any time night or day. Students should allot as much or more total time than a regular classroom course would require. Online courses assume that adult students are able to comfortably navigate the computer environment, be self-directed and require reduced dependence on the instructor for learning while studying course material and fulfilling course requirements.

First time online students at Rochester College are required to participate in an orientation course. The online orientation course is designed to help new students become successful online learners. **If this is your first online course at RC register for NUR 1000!**

RN to BSN Core Curriculum

RN to BSN Core – 32 hours

- NUR 3104 – Transition to Professional Nursing
- NUR 3204 – Advanced Health Assessment in the Community
- NUR 3304 – Pathophysiology Across Cultures
- NUR 3404 – Integrated Pharmacology Trends
- NUR 4104 – Nursing Research and Informatics
- NUR 4204 – Holistic Health Promotion Across the Lifespan
- NUR 4304 – Nursing Management and Leadership
- NUR 4904 – Capstone/Practicum

Ethics Core – 7 hours

- REL 1003 – Introduction to Christian Faith
- PHI 4944 – Ethics in Health Care

Capstone Course

The RN to BSN degree completion program culminates with a capstone course. A capstone course is taken after most of a student's degree requirements have been met and allows a student to apply cumulative knowledge of their chosen field.

Christian Values Requirement for the RN to BSN Program

Religion courses are an integral part of the degree programs offered at Rochester College. Rochester College requires 7 credits of Christian Values courses for the RN to BSN Degree Completion Program.

Writing Style: How to Format Your Papers

The standard writing style for RN to BSN course papers is the American Psychological Association style (APA). There will be a required APA text for the student's first class and will be utilized throughout the program.

Writing Proficiency

The objective of the writing proficiency requirement is to aid students in being successful in college coursework while enrolled at Rochester College. The following policies apply:

Transfer of Composition A and/or B: Composition A and/or B with a grade of "C" or higher may be transferred from another institution.

Grade Requirement for Composition A and/or B: RN to BSN students are required to take Composition A & B during the first available session in which they are offered at Rochester College unless these courses have been transferred. A grade of "C" or higher must be earned in Composition A and Composition B or the student will be required to repeat the course and will be restricted to approved classes until successfully completed.

Degree Program Evaluation

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Students must submit a program evaluation that measures the student's perspective of the overall degree program that they are graduating from. The Degree Program Evaluation Form is attached to the graduation application or may be obtained from the Nursing office.

Registration Process

Returning students may register online through the student portal. Follow the instructions under the "Registration" tab. For 1st time students registration packets for the upcoming semester are typically made available online by the second week of Session B of each semester. The following steps should be followed when registering:

1. **Complete and submit** the following forms:
 - a. Registration Form (Signature required. Register for entire semester)
 - b. Payment Choice Form
 - c. Third Party Assistance Form, if applicable
2. **Financial Aid:** If your account is to be paid by financial aid, you must complete all necessary paperwork with the financial aid office.
3. **Employer assistance:** If your account is to be paid through employer assistance or Michigan Works, you must submit documentation of your eligibility or a voucher from your employer with your registration paperwork.
4. **Personal Payment:** The business office accepts cash, check, money order, Visa, MasterCard, Discover, and American Express. You may set up automatic charges to your credit card by completing and submitting the Credit Card Authorization Form (reverse side of Payment Choice Form) with your registration paperwork. See Payment Choice Form for other arrangements.
5. **New students** must register for a New Student Orientation Session (**NUR 1000**) in your first semester.
6. **Submit paperwork to:** Rochester College School of Nursing, 800 West Avon Road, Rochester Hills, MI, 48307, or fax your registration paperwork to 248-218-2285. **DO NOT** submit multiple registrations. If you wish to make changes to your schedule after submitting your registration, please follow drop/add procedures.
7. **Notification:** Students are notified via email when they are registered, and can view their course schedule in their student portal.

Drop/Add Procedure

Email registrar at registrar@rc.edu.

In your request, use course number (ex: NUR 3104), section number (ex: 71) and course name (ex. Transition to Professional Nursing). For example: "I would like to withdraw from NUR 3104-71 Transition to Professional Nursing". A \$25 drop/withdrawal fee will be assessed.

Online Class Registration Deadline

A course may be added through the Friday preceding the official start date of the class.

Withdrawal Policy and Deadlines

A "W" will be assigned to any course dropped prior to the course drop deadline. The last date to drop a course and receive a "W" is the 35th calendar day after the start date for online courses. After this deadline, courses cannot be dropped and a "W" cannot be assigned.

Student Portal

RC email, grades, billing statements, financial aid information, online classes and library resources are accessed through the student portal at <https://my.rc.edu>. New students will receive their initial password once they have registered, and will be able to sign in and create their Login. Any questions/concerns referencing the student portal should be directed to IT at 248.218.2080 or helpdesk@rc.edu

Re-Enrollment

Students who re-enroll after an absence of 12 months or more will be re-instated to the RN to BSN Program under the latest degree plan offered by the School of Nursing, and the student will be subject to the policies of the latest handbook and college catalog.

Residency Requirement

To fulfill the residency requirement, students must complete at least 30 credit hours at Rochester College for a bachelor's degree. In addition, students must complete a minimum of 30 of the last 36 credit hours toward a bachelor's degree at Rochester College.

Student Grievance/Appeals Policy

If students have a question regarding procedures, decisions or judgments, the College requests that they communicate with the persons involved and attempt to reach a resolution of the differences. Students also have recourse to more formal avenues of appeal and redress, termed a *grievance*.

All grievances must be filed within 30 days of the alleged incident. Students desiring to report or review the actions of an individual or department must direct their grievance in writing to the Director of Nursing. If the student is not satisfied with the decision at this level, then the appeal will be forwarded to the responsible campus office or committee for additional investigation and action. Formal grievances may involve:

- Academic records and access to those records
- Disciplinary actions
- Discrimination, sexual harassment or other harassment
- Grades or claims against faculty. The course instructor has the responsibility for determining all grades and for discerning the quality of the academic performance of the student. A grade can only be appealed where there is *demonstrable evidence* that prejudice or an arbitrary action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student appealing the grade. Only *final* course grades may be formally appealed. The appeal must be made in writing to the Director of Nursing. The written appeal is then sent to the Academic Committee for a review and a decision. The decision of the Academic Committee is final and will be reported to both parties by the Director of Nursing.

To file a grievance, the student must provide a written document addressed to the Director of Nursing providing:

1. Person(s) involved, details of the incident, witnesses, and the date and time of the incident
2. The specific resolution or remedy the complainant is seeking
3. The complainant's signature verifying the grievance

All involved parties shall be notified of the alleged incident, the details, resolution sought and the complainant. All parties involved will be afforded the opportunity to submit information and evidence pertaining to the complaint.

Dependent upon the nature of the grievance, it will be reviewed by either the Academic Dean, the college administration, the appropriate administrative office or the Academic Committee. The appropriate campus representative will address the written grievance in a timely manner. Written determination will be issued as to the validity of the grievance and terms of the resolution (as allowed by law). A copy will be provided to *all parties*. If appropriate, disciplinary action may ensue involving one or both parties. The college will maintain a record relating to the grievance filed.

Academic Support Services

Academic Center for Excellence

The Academic Center for Excellence (ACE) has been instituted to facilitate a successful college experience for each student. The ACE lab, staffed by trained tutors, is located on the lower level of the Utley Center near the cafeteria. The ACE lab is available to any RN to BSN student who experiences difficulty in their course work. For information regarding hours and staff, go to <http://www.rc.edu/ace/> or call 248-218-2173. A Student ID is necessary to sign in.

Textbooks/Campus Store

The college has partnered with MBS Direct, the largest online college bookstore system in the nation, to provide textbooks for the students of Rochester College. The online store offers new books, used books, and e-books 24 hours a day and 7 days a week. Textbooks are not sold on the campus. You can access the online store from www.rc.edu/bookstore_or

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mbsdirect.net. Students who use financial aid to purchase textbooks are able to purchase books with a voucher through the online store and receive an email with a voucher ID once the voucher is ready for use. When accessing the online store, simply enter the id number to purchase books. A textbook list for the upcoming semester will be available at mbsdirect.net approximately one month before the semester begins.

The RC campus store (248-218-2076) provides students with supplies, college sportswear and other specialized items. A voucher may also be used to purchase these items. A student may ask for a campus store voucher when obtaining a textbook voucher from student financial services, or any time there is a credit balance on the account. If you have questions, please contact Student Financial Services. Campus store hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Please check with the store regarding policies for purchases and returns.

Computer Lab

The computer lab provides a modern facility for students to use computers and printers for homework and research. The lab provides Internet access. Students are allowed to print up to 250 pages per semester on computer lab printers without additional charge (monitored through the student's computer account). Additional pages will be billed to the student's business office account at 5 cents per page.

NOTE: Lab hours are limited and students are encouraged not to rely on the lab for all their computer needs. The lab hours are posted and vary during each semester.

Students should be aware that student accounts providing access to the Internet are monitored regularly. Rochester College does not tolerate the use of college-owned equipment for viewing inappropriate web sites or images. Students who violate this policy jeopardize their privilege to use college-owned computer equipment and may lose their computer account with Rochester College.

Ennis and Nancy Ham Library (248-218-2260)

The Rochester College library provides students with a broad variety of books, ebooks, journals, DVDs, CDs, and online resources. The library's webpage contains information regarding hours, research help, etc. and can be found at www.rc.edu/pages/library. Students can remotely access the journal databases at <http://www.rc.edu/pages/library-article-databases> and logging in with their Warriornet username and password.

Students must have an ID card to check out books. ID cards can be obtained through the Nursing office or student services. Students have *borrowing* privileges at nearly 300 Michigan libraries (Michicard required and can be obtained from the library).

Student Services, Responsibilities and Expectations

Affirmative Action Policy

The college affirms a policy of equal employment opportunity, equal educational opportunity and nondiscrimination in the provision of educational services to the public. The college will make all decisions regarding recruiting and employment without discrimination on grounds of race, color, sex, national origin, age, handicap, or creed, except where necessitated by specific religious tenants held by the institution and its controlling body. Inquiries or complaints regarding affirmative action should be directed to Human Resources at 248-218-2018

Children on Campus

Children are not permitted on campus unless they are participating in a college-approved event under direct adult supervision or in the immediate supervision of their parent or guardian. Students are expected to arrange for care of their children and are not allowed to bring children to class.

Student Conduct

Rochester College is a private college and enrollment is a *privilege*. The college's policies and regulations reflect the values and mission upon which the college was established. Students are expected to conduct themselves in a manner that reflects these ideals, values, academic aims, and Christian standards. Failure to meet these expectations will be considered a violation of the student guidelines to which students have *voluntarily* chosen to adhere. When student actions do not reflect these expectations, the college will take disciplinary measures that may include suspension, dismissal, or criminal prosecution.

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Rochester College expects students to respect the learning environment, respect the instructor's authority and respect the rights of other students to an education in a courteous learning environment.

Students are expected to understand and adhere to the Rochester College Code of Academic Integrity, which can be found at: http://www.rc.edu/cel/cel_documents.htm

Students are expected to use language that reflects Christian standards and which provides an environment that is comfortable for everyone.

Students are expected to give honest and complete replies to all questions, including answers on application forms and other documents required by the college.

Students shall comply with any reasonable and lawful request or direction, as well as disciplinary conditions imposed by those in authority, including college administration, faculty, and staff, in the performance of their official duties.

The following infractions while on campus will result in immediate suspension or expulsion:

1. Theft or malicious damage of property
2. Physical assault
3. Possessing firearms, weapons, explosives, or hazardous chemicals
4. Illegally possessing, distributing, carrying, or using drugs, including marijuana
5. Distributing or using alcoholic beverages

Drugs, Alcohol and Tobacco

This policy statement is a reflection of the Rochester College mission and heritage. The college believes that spiritual, intellectual, emotional, social, physical and vocational development has their greatest growth when free from illegal drugs or alcohol.

Rochester College does *not* consider the use of alcoholic beverages, drugs, or tobacco as necessary or expedient to the process of higher education. Consequently, the College fosters an *alcohol, tobacco, and drug-free environment* in which to work, live, learn, and grow. Consistent with our mission, we approach individual problems with alcohol or other drugs with a combination of compassion, encouragement, directness, and concerned firmness. This caring, but firm, approach is consistent with mandated federal regulations regarding drugs.

Students may not use alcohol on college premises or at any college-related functions.

Rochester College is a tobacco free campus. RN to BSN students may not use tobacco products on campus except while sitting in personal vehicles.

Rochester College prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees. Penalties for violation may include *dismissal*. All members of the Rochester College community must clearly understand that they jeopardize their education, their jobs, their health, and their future if they unlawfully possess, use, or distribute drugs or alcohol. Sanctions for such misconduct will be consistently enforced.

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to students and employees through a variety of resources; both on and off campus. Some of these services and programs are without charge. Students may obtain further information about available services by calling the Student Services Office at 248-218-2041. Anyone with questions, concerns or problems related to the use of drugs or the abuse of alcohol is urged to take immediate advantage of the help that is available.

Sexual Harassment Policy

The term harassment is defined by Rochester College as any verbal, written, or physical conduct that a person knows or has reasonable grounds to know would disrespect, intimidate, demean, or degrade an individual's or group's human or civil rights and that may result in his or her mental, emotional or physical discomfort, ridicule, or harm. Examples of harassment include, but are not limited to, the following: Physical or verbal attacks upon a person which hinders the person from conducting customary or usual college related affairs; Conduct or expressive behavior that puts a person in fear of his/her safety and/or causes a person to suffer actual physical or mental injury or harm; Intentionally or inadvertently creating an intimidating, hostile, or demeaning living or educational environment; Physical aggression

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intended for one individual by another, related to the individual's dating relationship or association with a person or persons different from oneself. Further, sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or educational environment.

RN to BSN students with inquiries or complaints regarding sexual harassment should be directed to the Academic Dean.

Student Identification Cards

A student identification card will be issued to each student when he or she enrolls in a class for the first time. A picture ID card may be obtained at the Student Services Office during regular office hours (8:30 a.m. to 5:00 p.m. Monday through Friday).

Vehicle Registration, Regular, and Handicap Parking

All students who attend classes on the Rochester College campus must register their vehicles with the Student Services Office. A free parking permit will be issued. Unregistered vehicles may be towed or ticketed. Parking is restricted to properly marked spaces. Parking on grass, roadways or unauthorized parking in handicap and reserved spaces is not permitted. Campus security will ticket vehicles that are improperly parked. The Oakland County Sheriff's Department will also ticket improperly parked vehicles - especially those illegally parked in handicap spaces.

Students who become temporarily handicapped (surgery, broken leg, etc.) may apply to receive a temporary handicap-parking sticker from the Facilities Office.

School of Nursing Directory

Rochester College, 800 West Avon Road, Rochester Hills, MI 48307

Office

248-218-2280
Fax 248-218-2285

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Financial Services

Kara Miller
Student Financial Advisor
248-218-2207
kmiller@rc.edu

APPENDIX A

GRADUATE ADN RECIPIENT POLICY

Rochester College School of Nursing (SON) may grant *conditional* admission status to the RN to BSN completion program for a limited number of otherwise well-qualified Associate Degree in Nursing (ADN) recipients. These students will have an ADN degree but have not yet passed the State of Michigan NCLEX exam for RN licensure. The nursing advisor may schedule the conditionally admitted student for **only** the first core course, *Transition to Professional Nursing*, and other required co-requisites or general education courses lacking in the degree plan. **Conditionally admitted students must meet all other admission requirements.** Full admission to the RN to BSN program may be granted upon submission and compliance with the Rochester College SON application process (found on page 2 thru this link: [RN to BSN Application](#)). Once all required materials have been submitted, the application will be reviewed to determine eligibility for conditional admission to the Rochester College RN to BSN program. You will be notified by mail of your admission status.