

The background of the cover features a large, faint, light blue circular seal of Beckfield College. The seal contains the text "BECKFIELD COLLEGE" around the top and "EST. 1984" in the center. Below the seal, there are abstract, overlapping geometric shapes in various shades of blue, creating a modern, layered effect.

Beckfield College

Academic Catalog 2025

Version II Addendum

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Admission Essay (effective 4/6/2025)

AI may not be used for any academic assignment, including the Admission Essay.

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Disclaimer Regarding Background Checks and Placement Decisions

Applicants/students/graduates must understand that a criminal history may prevent them from becoming licensed, certified, or employable in a chosen career. Applicants/students/graduates are very likely to be asked to submit to a background check and/or drug testing as a condition of employment or placement on a clinical due to this prevalent requirement in many health and public service positions. The College strives to support students in achieving their academic and professional goals; however, it is important to understand that **the College cannot guarantee placement or favorable outcomes** related to clinical site assignments, employment opportunities, or licensure decisions. All determinations regarding background check results are **evaluated solely by the clinical site, employer, or relevant board of nursing**. These external organizations operate independently and apply their own criteria and discretion in making such decisions. Accordingly, the College does **not hold authority or influence** over those outcomes and must fully defer to the judgment of the respective external parties.

The College proactively monitors for any barriers, as the staff conducts background checks for the purpose of admissions to the programs and to determine any potential barriers to clinical placement, certification, or subsequent employment in the field. However, the College is not responsible for any relevant information that does not appear in these routine checks. **All applicants are required to disclose any and all felony convictions during the matriculation process**, as well as any other convictions that have occurred or are pending within the past seven (7) years. Failure to disclose this information in full may result in **dismissal from the College at any time, without the opportunity for appeal or recourse**. Falsification or omission of relevant details during the application process can lead to denial of admission or dismissal. Additionally, all continuing students must disclose any, and all, new felony convictions that occur during the enrollment period. These convictions may also result in dismissal with the opportunity for appeal. The background check may include verification of academic records, criminal history, sex offender registry, or any other relevant information depending on the program of study. The results of any background check are evaluated according to any potential barriers to clinical placement or future employment in the field of study. Negative findings could result in denial of admission, removal from a program, or inability to obtain certification and/or licensing.

All background checks are obtained with the student's consent, and the information will be kept confidential and used solely for purposes of admissions to the program and progression through program activities such

as clinicals and job shadowing. However, failure to authorize these required checks can result in disciplinary action. The College complies with the Fair Credit Reporting Act requirements. A summary of the rights under this act can be found here: https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf

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Laboratory Fee (e.g., Biology)

Notification of Fee Change: BIO200/BIO200 Lab (May 19, 2025)

Students,

Please be advised that the lab fee for BIO200 will increase from \$225 to \$289 due to a vendor price increase. This change will take effect starting with the 25Q3 / Summer 2025 term.

The BIO200 Lab provides essential hands-on experience that complements the lecture portion of the course. Through direct interaction with microbiological techniques—such as culturing, staining, and identifying microorganisms—students gain practical skills that are critical for careers in healthcare, research, and laboratory sciences.

This experiential learning deepens understanding of theoretical concepts and better prepares students for real-world applications. Student feedback - over the past several years to faculty - has supported the need for and importance of hands-on experience in understanding the material.

We appreciate your understanding and continued commitment to an excellent academic experience.

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Fee Description - Standard

Clinic Absence Fee
(Unexcused absences, medical programs)

Fee

\$100 per incident

Clinical Absence Fee

Due to excessive non-excused absences and additional faculty hours and payments required for make-up clinicals, a \$100 charge will be applied to each student account for each unexcused clinical absence. The Clinical Coordinator will not schedule clinical makeup hours until payment arrangements are made with the Business Office Associate (effective: June 29, 2025).

Academic Integrity

As an institution that values learning through academic inquiry, Beckfield College must ensure that its students clearly understand the value, process, and use of research, as well as the consequences of misconduct in presenting or otherwise employing the results of research.

Academic integrity is the ethical principles of fairness, honesty, trust, and responsibility applied to any academic endeavor. Any violation of the principle of academic integrity is referred to as academic misconduct.

Academic misconduct can include, but is not limited to, the following:

- **Plagiarism:** Failing to properly cite someone else's work without permission or proper citation. This can be deliberate or accidental.
- **Cheating:** Using unauthorized information, materials, devices, falsifying data, recycling previous submissions, cheating as a group (collusion), copying work during exams, paying someone else, etc., to complete academic work. Misrepresenting one's identity is also a form of dishonesty.
- **Unacceptable Use of Technology:** Unauthorized computer file-sharing, illegal downloading, uploading or distribution of copyrighted materials. Artificial intelligence is the ability of a computer or other technological device to replicate tasks that are usually accomplished by humans and are characterized by a degree of intelligence and discernment. Usage of technology such as ChatGPT, Bard or any other AI tools must not be utilized in any way that will put institutional, personal, or proprietary information at risk. Currently, any AI tool cannot use personal, confidential or proprietary information or any other sensitive information. In addition, AI may not be used for any academic assignment, including the Admission Essay. Any user must ensure that their use of AI does not violate any intellectual or copyright property laws. FERPA restrictions also apply.

To ensure proper use of technology, students will be given unique login information to verify personal identity when accessing various electronic resources (see Online Identity Verification and Protection). It is a violation of the Academic Integrity Policy to provide fraudulent information to obtain an account. It is the student's responsibility to keep these credentials confidential. The student's username and password should be used to access the College IT resources for their intended purposes only. These resources include all Beckfield College computers, printers, online course material, servers, websites, email services, network connectivity services, and other online resources and files.

Faculty who assigns research are responsible for instructing their students in how to accurately represent and attribute ideas and expressions belonging to others and how to completely and accurately document all resources in which those ideas or expressions are found. Whether quoted, paraphrased, summarized, or otherwise represented, every idea or expression beyond the realm of common knowledge or the student's own invention must be appropriately attributed and its source carefully documented. In instructing their students in proper attribution and documentation,

faculty will normally require the documentation style appropriate to their profession or to the academic discipline of their courses: American Psychological Association, Modern Language Association, Uniform System of Citation, or other.

Process for Documenting Academic Misconduct

Any instructor who discovers any of the above violations in his or her course will provide a written report of the violation to the program director/dean whose course is involved. The report will include at least such details as:

- A description of the violation,
- Action taken by the instructor,
- The date on which the incident occurred or was discovered,
- The instructor's recommendation for further action (if any).
- The name(s) of the student(s) involved, and
- The title of the course involved,

Penalties for Academic Misconduct

Faculty members are able to set reasonable penalties for any form of academic dishonesty, whether plagiarism, cheating in completing examinations or other assignments, or unauthorized computer file-sharing, illegal downloading, uploading or distribution of copyrighted materials. In most cases, the minimum academic penalty is a grade of zero/failure for the assignment pertaining to the violation. In some cases, it may be the failure of the course with notations in the student's academic file. More than one violation by the same student may result in the student's disciplinary dismissal from the College. Faculty who discovers violations will enforce appropriate penalties.

In cases involving inappropriate use of artificial intelligence, the recommended progression of penalties is the first violation will result in a zero for that assignment and the second violation will result in failure of the course. Continued violations will result in the student's removal from the program.

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Course Failure – Nursing Fundamentals (May 19, 2025)

Each nursing program permits a maximum of three (3) unsuccessful nursing course attempts (defined as achieving less than 78%) throughout an entire nursing program.

At two course failures, a student with extenuating circumstances (e.g., hospitalization) may appeal to continue unless the course failed twice is the same foundational nursing course. If a student fails to successfully complete a foundational nursing course (e.g., DPN-PNR100 or PNR101, AASN-NUR201, BSN-NUR202) on their second attempt, the faculty and academic leadership believes that the student should not be allowed to attempt a foundational course for the third time.

The rationale is that if a student lacks the required capacity to successfully complete a foundational course (78% or higher), the student will not be able to successfully complete the

remaining nursing program and courses as the rigor increases. Consequently, a student who fails a foundational nursing course (e.g., DPN-PNR100 or PNR101, AASN-NUR201, BSN-NUR202) on their second attempt, will be unable to continue in the nursing program and will also be ineligible to transfer to or enroll in another nursing program (for the same reason).

Catalog Current p 83	P 83 Replacement for Addendum
<p>Online – Learning Assistance Services</p> <p>Beckfield College’s Learning Assistance Center (LAC) offers tutoring and study support services to all students, whether on-ground or online. Students with a course average below the passing mark will be referred to the LAC by their instructor or program director/dean for tutoring and academic support. The LAC Coordinator will remain in contact with at- risk students throughout the quarter to ensure that they are receiving the support they need to successfully complete their courses. In cases where the LAC Coordinator is unable to directly provide the necessary support because of specialized subject matter, she will identify an appropriate subject matter expert from among the faculty to assist the student.</p> <p>During the third week of each quarter, the LAC coordinator will visit introductory and developmental courses to provide guidance on study skills, techniques and strategies.</p> <p>Additional tutoring for online students is offered through the Learning Assistance Center, specifically the online café, which is available to distance-education students or students who are taking a distance-education class. The online café provides students with a place to complete their coursework and receive any assistance they may need.</p>	

For technical support issues, the Learning House, Beckfield College's third-party, online learning partner, provides technical assistance to both students and faculty twenty-four hours a day, seven days a week.	Technical Support For technical support issues, students can contact the Canvas Support Hotline 24/7 at 855-66-3991. Students also can access Canvas Help within the Canvas learning environment by using CHAT to direct message support.

Student Conduct Policy

Students are expected to treat faculty, staff, and other students with respect and consideration and to comply with legal statutes and College policies. Students are also expected to respect the atmosphere of orderly conduct and cooperation that is most conducive to a productive and successful learning environment. Students are expected to follow policies and procedures, as well as comply with directives from faculty and staff to support the well-being and safety of all members of our community.

Disorderly conduct is any continuous behavior that hinders faculty, staff, or other students in their ability to learn or conduct their job duties in a timely and efficient manner. The first level of disorderly conduct is to engage in behaviors that intrude, impede, or distract from routine learning and administrative activities. Continuous behaviors as a mitigating factor, however, does not apply if there is reason to suspect alcohol or drug abuse or use of abusive or aggressive language choices including word choice, volume and tone.

The second level of disorderly conduct is any behavior that moves toward more aggressive disruptions including threats or demonstrations of potential violence, such as an angry outburst or an attempt to damage property. Level two also includes the willful refusal to comply with directives from a faculty or staff member intended to restore order to the learning or working environment.

The third level of disorderly conduct is any behavior that involves physical violence or a threat involving a weapon, including objects from the environment that may be used in a such a way as to be considered brandishing.

Misconduct can include a wide variety of behaviors, including, but not limited to:

- Lying to a college official including misrepresenting academic records, financial information, or other information on college applications, to obtain scholarships or financial aid; altering transcripts or any other documentation such as and ID card or any supporting documentation;
- Demonstrating signs of impairment and/or intoxication while on campus;
- Abuse of College email privileges (see also College Email System section of Catalog)
- Not complying with requests related to initial or subsequent background checks or failing to notify the college of any changes to one's criminal record that may impede one's ability to practice in the profession being prepared for
- Kentucky law prohibits any act of hazing, or intentionally engaging in an action or activity that may put a person at risk for serious physical injury.
- Kentucky law also prohibits engaging in any activity defined by state regulations as a hate crime or hate speech.
- Deliberate damage to the College facilities or equipment
- Disruption of classes or College-sponsored activities
- Facilitating cheating and complicity in cheating, including complicity by electronic means (see also Academic Integrity section of this catalog)
- Harassment, threats, intimidation, physical violence and/or inducing or attempting to induce others to participate in any of the actions above
- Insubordination
- Manufacture, alteration, misrepresentation, or fraudulent use of college records, including student coursework or evaluations of coursework
- Possession or distribution of stolen property
- Possession or threatened use of weapons
- Profane, obscene, overtly sexual, disrespectful, vulgar, or insulting language, behavior, or display
- Purchase, possession, consumption, or distribution of prohibited substances
- Sexual harassment or stalking
- Theft or abuse of property
- Unauthorized occupation of facilities provided for the exclusive use of faculty or staff
- Unauthorized solicitation
- Unauthorized use of College facilities, equipment, or other resources
- Violation of any other published departmental or institutional policies
- Violation of copyright laws, including unauthorized downloading, file sharing, or distribution of copyrighted materials

Beyond enforcing its own policies against misconduct, the College will report violations of civil or criminal statutes to authorities of the appropriate jurisdiction and may file charges against violators on its behalf.

Response to Policy Infractions:

Temporary Exclusion:

A faculty or staff member may temporarily exclude a student from a college-sponsored activity, function, class or meeting in which the conduct issue has occurred. Any incidents should be documented in the student information system noting the time, date, description of the behavior and policy infraction. A temporary exclusion is meant to de-escalate a conduct situation and should be followed by a minimum of a conference with a student to identify and potentially redirect any problematic behaviors.

Written Warning:

In response to more severe examples of disorderly conduct, it is the responsibility of an academic unit or department to identify the infraction according to policy, as well as to determine the level of impact the behavior has reached. This professional judgement of the supervising faculty, program director, or unit director (Admissions, Financial Aid, Finance, etc.) must be documented in writing in the form of reprimand to the student and must include the following:

1. A specific description of the behavior, including the time and date.
2. A specific statement of how this infraction was a violation of policy.
3. A statement of action that the student is expected to take to address/correct the issue (Level 1 and Level 2 of disorderly conduct) and by when.
4. A statement of the potential disciplinary action in case of recurrence or other infractions.

A written warning is appropriate for pervasive patterns of issues or incidents with a greater impact in terms of disruption or potential harm. This warning is recorded in the student's record, but it is not documented on a student's transcript.

Conduct Probation or Dismissal:

There may be instances where there is a pervasive pattern of conduct infractions and/or an incident that in itself meets the threshold for at least a Level 2 issue. The acuity of a situation is determined by the pervasiveness and/or potential for physical harm to students, staff, and faculty, as well as the reputation of the College. At this point, the unit leader, whether academic or operational, will work with the Director of Student and International Services, to conduct the following:

1. Inquiry into the incident, including any witness accounts or other evidence regarding the incident;
2. Develop a written account of the incident and documentation for presentation to the student during a conference with the initiating official and the Director of Student and International Services.

3. Conduct the conference with the student and document the student's response to the account.
4. Investigate the student's account and review its efficacy in order to determine whether the student should be placed on probation and for what length of time.
5. Document thoroughly any instances where misconduct warrants dismissal from the program for policy violation(s).

In instance of probation, the student will receive a probationary period for at least one term, with the possibility of an extension, based on whether there are any other or additional infractions. This probationary status is documented in writing and a copy will remain in the student file with no notation on the student transcript. For intolerable, persistent, or unlawful misconduct, the only appropriate outcome may be the student's immediate dismissal from a course, from his or her program, or from the College. A pervasive pattern of violations or an egregious incident could result in a conduct dismissal from a course, a program, or the institution, depending on the level of severity of the incident or the potential for harm to the individual, other students, staff and faculty.

Appeal Process for Conduct Dismissal

A student may appeal the institution's decision for dismissal by submitting a written appeal request within 30 calendar days from the dismissal. The written request should include the grounds for the appeal, any documentation or evidence of extenuating circumstances, and a plan of action for preventing any further violations. This plan should be submitted to the Director of Student and International Services for review. The director will assemble a review panel of three faculty and staff members who are not involved with the incident to review the materials. The student will receive a written determination letter within two weeks of the submission of the letter. If the conduct dismissal stands, this will be noted on the student's transcript.

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Visitors

Pets (as opposed to registered service animals) are not permitted on campus.

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NUR316 NURSING GERONTOLOGY (6 credits /100 hrs.) Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people all age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our

society, considering the diversity of situations that may be encountered. Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216.

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Administration

Johannah Smith Nix, Director of Community Relations

Master of Science in Nursing, Northern Kentucky University

Bachelor of Science in Nursing, Northern Kentucky University

Associate of Science in Nursing, Ivy Tech Community College

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Academic Administration and Faculty

NURSING

Remove: TAITUM GODFREY, DEAN OF NURSING

Master of Science in Nursing, Northern Kentucky University

Bachelor of Science in Nursing, Beckfield College

Associate of Applied Science in Nursing, Beckfield College

Update/Add:

DR. AMBER WILSON, INTERIM CHIEF ACADEMIC NURSING ADMINISTRATOR

Doctor of Nursing Practice, Indiana State University

Master of Science in Nursing, Indiana State University

Bachelor of Science in Nursing, University of Southern Indiana

Associate of Science in Nursing, Ivy Tech Community College

DR. JEANNIE RIDDLE, LEAD FACULTY/ PD, AASN

Doctor of Nursing Practice, Northern Kentucky University

Master of Science in Nursing, Northern Kentucky University

Bachelor of Science in Nursing, Mount St. Joseph University

DR. MARY ANNE SCHNEIDER, LEAD FACULTY/ PD, PRACTICAL NURSING

Doctor of Nursing Practice, Northern Kentucky University

Master of Science in Nursing, Walden University

Bachelor of Science in Nursing, Walden University

DR. CAROL STEFANIAK, LEAD FACULTY/ PD, BSN / RN-BSN

Doctor of Nursing Practice, Old Dominion University

Master of Science in Nursing, Otterbein University

Associate of Applied Science with a Major in Nursing Technology, Central Ohio Technical College

Clinical Attendance

Implementation: 09/2021

Faculty Reviewed: 03/24/2025.

Revised: 9/2021, 5/2022, 9/2022, 5/2023, 9/2023, 4/2025

I. SOP:

Clinical practicum hours are a programmatic and regulatory, Kentucky Board of Nursing (KBN), requirement for graduation requirements and authorization to participate in licensure examination (NCLEX).

- a. Students must complete all Clinical practicum hours in the quarter in which the hours are offered.
- b. Students who fail to meet the requirements for lab practicum hours will be unsuccessful in the associated nursing course.
- c. Excused absence is considered: Illness with medical documentation on the date of absence, death in family, family emergency, religious observance, and mandatory court appearances. All documentation must be provided to the clinical coordinator prior to clinical make up.
 - o Excused absences will complete make-up time as assigned by the clinical coordinator pending clinical space.
- d. Un-excused absence is considered: Weather, vacations/pre-planned events, work schedule, illness without medical documentation, documentation that occurs after the clinical dates, late arrival/early dismissal from clinical time, and no-call/no-show occurrences.

II. Policy/Procedure

Beckfield College nursing students participating in clinical will adhere to the following:

- a. Student will notify the Clinical Coordinator and Clinical Faculty regarding tardiness or clinical absence.
 - a. Communication will occur through approved communication channels; email, phone.

- b. If the communication is not prior to the start of clinical, the absence will be un-excused.
 - c. Failure to communicate the late or missed clinical will be considered a no-call, no-show, and will result in failure of the clinical.
 - d. It is not the Clinical Coordinator or the Clinical Faculty's responsibility to contact you.
- b. Students should be prepared to begin their clinical practicum at the clinical start time. Students who are not prepared or are more than 15 minutes late will **not** be allowed to participate in the clinical practicum and the absence will be unexcused. Students will follow up with the Clinical Coordinator prior to leaving the clinical facility.
 - a. Tardiness is considered an un-excused absence.
 - b. If a student is more than 15 minutes late to **two** clinical practicum dates, the student will automatically fail the clinical practicum for the associated course.
- c. Un-excused Absences
 - a. Un-excused absences are **NOT GUARANTEED** clinical make up time, or guarantee you will move forward in the program.
 - b. **One** un-excused absence will require the student to complete Academic Counseling with the Program Director and Clinical Coordinator.
 - c. More than **one** un-excused absences in one clinical practicum will result in failure of the associated clinical.
 - i. If the student has 1 unexcused absence and then 1 tardy, the student will **FAIL** clinical.
 - ii. If the student has 1 tardy and then an unexcused absence, the student will **FAIL** clinical.
 - d. Failure to complete all required hours will result in failure of the clinical course.
 - e. Due to excessive un-excused absences, additional faculty hours and payments required for make-up clinicals, a \$100 charge will be applied to each unexcused clinical absence. The Clinical Coordinator will not schedule clinical makeup hours until payment arrangements have been made by the student with the Business Office Associate (effective: June 29, 2025).
- d. Excused absences will complete clinical make up prior to un-excused absences.
 - a. More than **one** excused absence will require Academic Counseling with the Program Director and Clinical Coordinator.
- e. Only the Clinical Coordinator will schedule makeup clinical hours.
- f. If a student is sent home from clinical for unsafe clinical practice or unprofessional behavior, conduct counseling and up to dismissal, will occur. Clinical make-up hours are not guaranteed, as the student has the potential to be dismissed from the clinical site. *See Unsafe Clinical Practices and Professional Conduct.*

III. Clinical Assignment Guidelines

Clinical and lab assignments are a very important part of the nursing curriculum. All clinical assignments, regardless of where they are, will be arranged by Beckfield College.

- a. Placements

The Clinical Coordinators will assign students to clinical assignments according to their educational needs and availability. In order to facilitate learning experiences, clinical assignments may be scheduled at a variety of times. Twelve-hour shifts, evening shifts, and weekends may be necessary. **Students must notify (via email or phone) the Clinical Faculty and Clinical Coordinator prior to the start if unable to attend the assigned clinical. No show and no call will not be tolerated and may result in disciplinary action up to dismissal from the program.**

b. Preparation / Name Badges

Students are expected to be prepared for their clinical assignments. Preparation may include preclinical assignments that are due at the start of the clinical practicum. Students are expected to wear appropriate attire (see Clinical Uniform) including a Beckfield photo identification tag for every clinical session. Students will be charged for replacement of lost or stolen name tags. Students must wear any temporary identification tags that the agency/institution requires to be worn. In addition, students should identify themselves and their purpose, to staff in the area.

c. Clinical Absences

If a student arrives at a clinical site without a name badge and/or preparation, the student will be sent home by the clinical instructor and be required to make up the clinical (if scheduling allows). Students are expected to contact the Clinical Faculty and the Clinical Coordinator prior to the start of clinical, if they are unable to be at the clinical assignment. **Missing one clinical day may result in a student failing the course for the quarter. It is the student's responsibility to contact the Clinical Coordinator to schedule for make-up clinical. Please refer to Clinical Attendance Policy in the Student Handbook.**

d. Special Circumstances

If the student is needed for jury duty or subpoenas, appropriate documentation is required to validate the absence. Prior arrangements must be made with each faculty for make-up work.

In the event of death of an immediate family member*, absence may be approved by the Dean of Nursing /designee. (*Significant other/spouse, children, father, mother, siblings, and grandparents). Appropriate documentation is required. Arrangements must be made with the faculty for make-up work.

Illness or surgical procedure prohibiting the student from attending class or clinical requires a meeting with the clinical coordinator to plan make up clinical time. Appropriate documentation is required by a healthcare provider stating the student is able to return to a full level of functioning in order to attend all lab and clinical components.

Concerning specific religious holidays, the student must provide a written statement including the date of the holiday and a reason why class attendance is impossible. Prior arrangements must be made with each faculty for make-up work.