

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, 'EST. 1984' in the center, and a caduceus symbol on the left. The bottom half of the cover is decorated with 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](https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf)

**FINANCIAL INFORMATION****Cost of Attendance - Tuition, Fees, and Other Costs**

Tuition charges for each program are determined quarterly and may differ based on the number of credit hours in which a student is enrolled for that term. In addition to tuition and fees, students may encounter other non-institutional expenses, such as costs for uniforms, vaccinations, background checks, insurance, and required licensing or certification exams. These expenses depend on program requirements and may vary; students will be informed if such costs apply to their program.

If there is a change to the published tuition, fees, or costs, the College will make every effort to notify students at least 30 days before the new rates take effect. Changes typically become effective at the start of the quarter following the announcement, provided at least 30 days have passed since notification.

Some items—such as textbooks, netbooks, laptops, course materials, equipment, and supplies—are subject to price fluctuations by publishers and vendors. As these costs are beyond the College's control and may change unexpectedly, a 30-day advance notice may not be feasible. Students can obtain current estimates for such items from the Office of Student Financial Services. The enrollment agreement serves as the official record of tuition, fees, and costs in effect for each student.

Any tuition, fee, or cost included in the enrollment agreement cannot be modified unless both the student and Beckfield College agree in writing. The College may issue addenda to enrollment agreements if changes are necessary within or around the standard 30-day notification period and signing an addendum expedites notification, as outlined above.

**Estimated Tuition and Fees**

<b>Program</b>	<b>Tuition Cost</b>
Bachelor of Science in Nursing (RN to BSN)	\$9,900*
Bachelor of Business Administration	\$63,900 (unless AABA was completed 1st)
Bachelor of Science in Nursing	\$63,900
Associate of Applied Science in Diagnostic Medical Sonography	\$39,130
Associate of Applied Science in Nursing	\$38,872.50
Associate of Applied Science in Business Administration	\$34,080
Diploma in Practical Nursing	\$15,750
Diploma in Medical Massage Therapy	\$13,725

\*Students may only take those courses that are scheduled and offered during the academic term.

<b>Fee Description - Standard</b>	<b>Fee</b>
Background Check Fee (All medical programs)	\$100 per applicant
Background Check Fee for Second and all others (All medical programs)	\$100 per applicant
Clinical Drug Screen	\$30 per screen

<b>Fee Description – Standard (cont.)</b>	<b>Fee</b>
Course Challenge Testing Fee	\$100 per assessment
Graduation Fee	\$150 per credential*
Graduation - Diploma Replacement Fee	\$25 per item
Laboratory Fee (e.g., biology)	\$30 or \$225 per applicable course
Laptop (Optional)	\$550 per laptop (Maximum 1)
Professional Liability Insurance	\$65 per year
Registration Fee - First Quarter	\$150 upon initial enrollment
Registration Fee – Reentry	\$200 each occurrence
Replaced ID Badge Fee	\$5 per replacement
Student Resource and Technology Fee	\$240 per quarter
Transcript Fee	\$15 per transcript issued

\*Responsible for the fee, even if not participating in the commencement ceremony.

<b>Fee Description – Program Specific</b>	<b>Fee</b>
<b>Diagnostic Medical Sonography</b>	
First Quarter Fee (Sonography/DMS)	\$245 upon enrollment
Quarterly DMS Activity Fee	\$500 per quarter
Program Specific Technology Fee (e.g., Ultra LINQ)	\$250 per quarter
SPI Exam Fee	\$250 per item
ARRT Examination Fee	\$400 per item
Pinning and Photo Fee	\$140 per credential
<b>Medical Massage Therapy</b>	
First Quarter Registration Fee	\$150 upon enrollment
First Quarter MMT Fee	\$212 upon enrollment
Quarterly MMT Activity Fee	\$250 per quarter
Massage Table Kit	\$450 (Maximum 1)
<b>Nursing</b>	
First Quarter Fee (All nursing programs)	\$290 upon enrollment
Quarterly Nursing Activity Fee (All nursing programs)	\$340 per quarter
ATI Assessment Fee (Associate degree Preparatory Program)	\$578 per quarter
ATI Assessment Fee (BSN Preparatory Program)	\$385 per quarter
ATI Assessment Fee (Practical Nursing Preparatory Program)	\$616 per quarter
Pinning and Photo Fee (All nursing programs)	\$140 per credential
Remediation—Additional Remedial Courses/s, if required	\$355 per credit hour course

## **Estimated Textbook/Book Costs**

These estimates include eBooks and electronic resources and may not reflect the cost of bound textbooks. If a student opts to purchase printed books, the total cost of materials may increase significantly. Business: AAS \$2193, BBA \$5240; Diagnostic Medical Sonography: \$2,775; Nursing: DPN \$923, AAS \$2,209, BSN \$1993, and RN-BSN \$1,807.

## **Additional out-of-pocket program costs**

Students may incur additional out-of-pocket expenses throughout their program that are not paid directly to Beckfield College. These costs are estimated and subject to change without prior notice or the College's knowledge. Examples include, but are not limited to, fees for vaccinations, drug screenings, physical examinations, personal health insurance, CPR training, malpractice insurance, professional memberships, and various assessments required for licensure or certification. Additional costs may also arise from site-specific requirements such as uniforms, travel, parking, and clinical site-imposed fees. These estimates do not include expenses related to travel to and from the College or clinical education sites, nor do they account for site-specific vaccination and drug screening requirements. Students should consult their Enrollment Agreement, College Catalog, or Catalog Addendum for more detailed information regarding program-specific and administrative fees. Estimated additional fees include: physical exam (varies), immunizations (varies), personal health insurance (varies), CPR training (approximately \$65), licensure assessment (e.g., NCLEX: \$250–\$500), specialty licensure assessment (\$275–\$500), malpractice insurance (varies), state licensing fees (e.g., MMT \$200) and professional memberships (\$30–\$300). These ranges reflect the diversity of program industries offered at Beckfield College.

## **Indirect Costs of Attendance Expenses**

In addition to tuition and fees for the academic year, indirect costs are also included in a student's cost of attendance calculation. The amounts of indirect costs are multiplied by the number of months in the student's academic year or period of enrollment. Tuition and fees (which include books, supplies, and uniforms) for the program of interest are added to these indirect costs to comprise the total Cost of Attendance (COA).

The most current indirect cost information can be found in the Student Consumer Information section of the Beckfield College website: <http://www.beckfield.edu/about-us/student-consumer-information/>.

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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 (cont.)

Transcript Fee

### Fee

\$15 per transcript issued

### 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).

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### GRIEVANCE PROCEDURES

#### Complaint Policy and Procedures

The College's complaint procedure aims to efficiently resolve both academic and non-academic issues. At each step, the responsible person—best equipped to address the complaint—gets involved. Students wishing to file a formal grievance, academic appeal (excluding suspension appeals), or official complaint must adhere to this policy. For suspension appeals, students should refer to the Satisfactory Academic Progress Appeal policy.

A grievance, academic appeal, or official complaint occurs when a student notifies the college of perceived hardship or harm resulting from a decision or action by institutional staff or faculty. This decision/action is believed to violate or misinterpret institutional policies, processes, or local/state/federal regulations.

After the initial attempt to resolve the issue with the instructor or other employee (Step 1), each appeal must be in writing and must describe:

- The nature of the issue,
- The outcomes of all previous attempts to resolve the issue, and
- What further action does the student consider appropriate or necessary for the resolution of the issue?

Written appeals must be dated and must include the student's name and signature. Handwritten appeals must be legible. The College reserves the right to disregard anonymous complaints and appeals, as well as those containing language that violates the conduct policy.

## **Academic Issues:**

A student with a complaint relating to course requirements, instruction, or other academic issues should first address the issue with the instructor of the course involved (Step 1). If the student believes the issue has not been or cannot be satisfactorily resolved at this level, a written appeal should be addressed to the officials below in the order listed.

At each level above the instructor, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination. If the instructor is also the program director/dean of the department offering the course involved, the student may begin the process with Step 2.

Step 2. The Dean/Program Director of the department offering the course in question

Step 3. Director of Student and International Services

Step 4. Director of Accreditation and Compliance

Step 5. College President

**Step 2. To implement Step 2** of the grievance procedure for an academic issue/s, the student may request official review by the academic program director/dean of the department offering the course/program in question. If the program has both a dean and director, then they can address the issue together. If an email is sent, it is the responsibility of the student to confirm receipt. The dean and/or director shall render a decision, normally within 5 days. If the instructor is also the dean, program director, or coordinator of the department offering the course involved, the student may begin the process with step 3.

**Step 3. To implement Step 3** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Student & International Services (DSIS). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DSIS shall render a decision, normally within 14 days.

**Step 4. To implement Step 4** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Accreditation and Compliance (DAC). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DAC shall render a decision, normally within 14 days.

**Step 5. To implement Step 5** of the grievance procedure for an academic issue/s, which is the last and final level on college-level review, the student may request official review by the college President. To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The college President may appoint a special committee to review the grievance and provide a recommendation or personally review the matter and render a decision, both are normally within 14 days.

This procedure does not apply to disputes about grades, for which a separate procedure is provided (see

Grade Disputes section of this catalog).

### **Non-academic issues:**

A student with an issue relating to non-instructional matters should first address the issue with the individual employee involved (Step 1). If the student believes that the issue has not been or cannot be resolved at this level, a written appeal should be addressed to the officials below in the order listed.

At each level, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination. Please note that the communication will address where the organization is in the review process and not necessarily divulge the details of the resolution. Privacy protections safeguard employee review and employment records. The Director of Human Resources will work with all parties listed below to ensure that this review follows all policies and laws related to employee files and conduct documentation.

Step 2. The employee's supervisor

Step 3. Director of Student and International Services

Step 4. Director of Accreditation and Compliance

Step 5. College President

**Step 2. To implement Step 2** of the grievance procedure for a non-academic issue/s, the student may request official review by the employee's supervisor. To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The supervisor shall render a decision, normally within 14 days.

**Step 3. To implement Step 3** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Student & International Services (DSIS). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DSIS shall render a decision, normally within 14 days.

**Step 4. To implement Step 4** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Accreditation and Compliance (DAC). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DAC shall render a decision, normally within 14 days.

**Step 5. To implement Step 5** of the grievance procedure for an academic issue/s, which is the last and final level on college-level review, the student may request official review by the college President. To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The college President may appoint a special committee to review the grievance and provide a recommendation or personally review the matter and render a decision, both are normally within 14 days.

### ***All Grievances - Academic and Non-Academic***

After the initial attempt to resolve the issue with the instructor or other employee, each appeal must be in writing and must describe:

- The nature of the issue (including applicable documentation),
- The outcomes of all previous attempts to resolve the issue, and
- What further action the student considers appropriate or necessary for the resolution of the issue.

Written appeals must be dated and must include the student's name and signature. Handwritten appeals must be legible. The College reserves the right to disregard anonymous complaints and appeals, as well as those containing language that violates the conduct policy (see Conduct Policy section of this catalog).

After exhausting the appropriate institutional procedure above, those with complaints which they feel have not been resolved by the College may address these to the appropriate agency or agencies (See Final Grievance Remedies below).

#### *Final Grievance Remedies*

After exhausting the appropriate institutional procedures above, a student with complaints that they feel have not been resolved by the College may address these to the appropriate agency or agencies below:

**All students:** Better Business Bureau (Greater Cincinnati), 1  
E. 4th Street, Suite 600  
Cincinnati, OH 45202, (513) 421-3015

**All students:** Accrediting Bureau of Health Education Schools, 7777  
Leesburg Pike, Suite 314  
North Falls Church, Virginia 22043

#### **State Agencies**

Kentucky Students: Kentucky Council on Postsecondary Education, 1024  
Capital Center Drive, Suite 320  
Frankfort KY 40601, (502) 573-1555

Ohio Students: Ohio State Board of Career Colleges and Schools, 30  
East Broad Street, Suite 2481  
Columbus, OH 43215, (614) 466-2752

#### **Programmatic Agencies**

Medical Massage Therapy Students: Kentucky Board for Licensure Massage Therapy,  
911 Leawood Drive Frankfort, KY 40601, 502-564-3296.

Kentucky Nursing Students: Kentucky Board of Nursing,  
312 Whittington Parkway, Suite 300, Louisville, KY 40222  
502-429-3300 or 800-305-2042.

Most of these agencies offer, on their websites, specific advice or instructions for filing a complaint. These agencies normally disregard complaints involving grade disputes or personal conflicts and may disregard or defer complaints from students or graduates who have not exhausted the College's complaint procedure. In responding to a complaint addressed to an external agency, the College reserves the right to include student information it deems to be necessary to respond specifically and effectively to the complaint and to do so without the consent of the complainant.

All correspondence and other documentation pertaining to a complaint and its appeals will be maintained by the College for a period of at least five (5) years after the date of the final institutional resolution.

Required consumer information disclosures can be found on the Beckfield College website at <https://www.beckfield.edu/about-us/student-consumer-information/>

## 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><b>Online – Learning Assistance Services</b></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.	<b>Technical Support</b>  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.

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### 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.

## **Notification of Program Policy Changes or Policy Exceptions**

Program-level policies are routinely assessed as a part of the institution's continuous improvement cycle. Based on this activity, the College Administration, in concert with program leadership, reserves the right to initiate changes or exceptions that ensure quality, consistency and equity in education across the institution. The goal is to strengthen programs and improve student learning. Should any policy adjustments or exceptions take place, these changes will be documented and fully communicated to the impacted parties via all appropriate communication channels, including but not limited to, emails, catalog addenda, revision of Nursing Student's Handbook at the beginning of a quarter, and/or any relevant program handbooks.

## **Anti-Hazing Statement**

According to Kentucky Regulatory Statutes, hazing is prohibited. Hazing is any action or situation created by a person or persons against another person or group of people, for the purposes of an initiation or affiliation into group membership, that endangers the mental or physical health of the person. This includes forcing people to violate laws, consume harmful or illegal substances, undergo any kind of physical harm or any activity that is likely to create mental and/or physical injury. First degree hazing is when a person intentionally or wantonly engages in hazing that results in physical harm or death to a minor or student (Class D felony). Second degree hazing involves reckless engagement in hazing (Class A misdemeanor). Beckfield College observes the State's definitions of hazing and its prohibited activities and will handle any incident as is appropriate according to KRS 508.180. Any incidents of hazing should be reported immediately to the Executive Director of Accreditation, Compliance, and Student Services for the purposes of filing an incident report.

## **Essential Functional Abilities for Success in Prelicensure Medical Programs**

The medical programs will make appropriate academic accommodations to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities. The Essential Functional Abilities Standards provide a framework to balance several competing interests, including:

- The rights of students
- The safety of students, their peers and faculty, and patients
- The significant clinical component of the medical curricula
- The requirements by clinical agency agreements allowing the program to place students in various healthcare organizations and facilities for clinical education.

These competing interests and the nature of prelicensure medical program educational activities may prevent some students with disabilities from qualifying for enrollment, continued enrollment and/or may limit access to certain academic program(s). Temporary disabilities that may impact continued enrollment should be addressed through the College's accommodations process.

Students and graduates of medical programs (e.g., practical nursing) are required to perform tasks that demand physical stamina, coordination, and sensory acuity.

- **Hearing:** Hear normal speaking levels; faint voices, faint body sounds such as blood pressure sounds; assessment placement of tubes; hear when not able to lip-read (masks); auditory alarms.

- **Mobility:** Twist, bend, stoop/squat, move quickly in an emergency; climb ladders, stools, chairs; and walk, balance, and assist others with mobility issues.
- **Physical Strength and Endurance:** stand for prolonged periods; sustain repetitive movements; maintain physical tolerance to work a whole shift; push/pull 50+ pounds; support an ambulant client; pick up a child or transfer a client; move light objects and use upper body strength and squeeze hands/grip.
- **Smell:** Detect odors from client; smoke, and gases or noxious fumes.
- **Tactile:** Be able to detect vibrations, differences in sizes and shapes; temperature, surface characteristics, environmental temperature.
- **Visual:** See objects up to 20 inches away (i.e., computer monitors, skin conditions); see objects over 20 feet away; use depth perception; good peripheral vision, distinguish color such as color coding; distinguish color intensity (i.e., flushed skin or paleness).

We recommend that every applicant carefully consider these essential abilities. By enrolling in a prelicensure medical program, you are essentially attesting that you are aware of these demands and are capable of meeting these requirements. Because clinical sites have the final decision-making authority in determining the readiness of the individual for the clinical environment, the College is not liable for any clinical site that determines a student does not meet the essential functional abilities required of that facility.