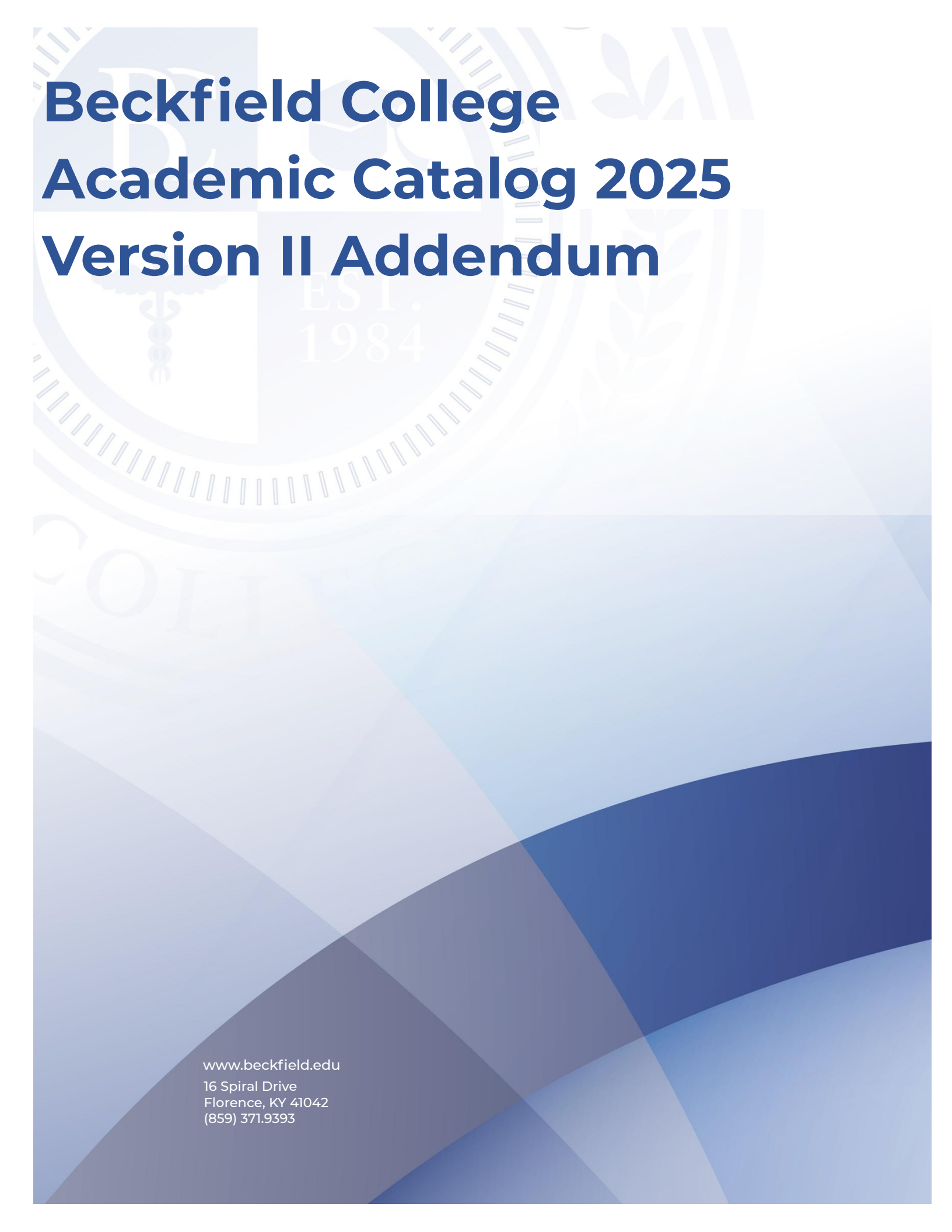


The background of the cover features a large, faint, light blue circular seal of Beckfield College. The seal contains the text 'BECKFIELD COLLEGE' around the top and 'EST. 1984' in the center. Below the seal, there are abstract, overlapping geometric shapes in various shades of blue, creating a modern,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

Beckfield College

Academic Catalog 2025

Version II Addendum

www.beckfield.edu
16 Spiral Drive
Florence, KY 41042
(859) 371.9393

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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

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

Program	Tuition Cost
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.

Fee Description - Standard	Fee
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

Fee Description – Standard (cont.)	Fee
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.

Fee Description – Program Specific	Fee
Diagnostic Medical Sonography	
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
Medical Massage Therapy	
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)
Nursing	
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.)	Fee
Transcript Fee	\$15 per transcript issued
Fee Description - Standard	Fee
Clinic Absence Fee (Unexcused absences, medical programs)	\$100 per incident

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Effective 11/7/2025

Fee Description – Standard (cont.)	Fee
Audit Fee – Program Graduate	\$0 per course (plus required text, etc.)
Audit Fee – Student/Previous Student	\$375 per course (plus required text, etc.)

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

A grievance, appeal, or formal complaint refers to a student’s report of a perceived injustice or adverse impact resulting from a decision or action taken by a faculty or staff member. The student believes this action may have violated or misapplied an institutional policy, procedure, or a relevant local, state, or federal law or regulation. The College’s grievance procedure is designed to secure, at the lowest level possible, equitable and timely solutions in response to grievances brought in accordance with this policy. This policy serves to

1. Provide students with redress and due process;
2. Protect faculty integrity in instruction;
3. Provide a mechanism for problem-solving; and
4. Achieve an equitable resolution of the grievance as quickly as possible.

A grievance may be withdrawn by the student at any time during the process. This process does not encompass any procedures or hearings related to Title IX-related issues; however, issues related to the application of ADA/504 Accommodations issues may be addressed via this process.

Definitions and Expectations

Academic Grievance: An academic grievance is complaint regarding an issues or action that has or will materially affect a student's grade or standing in a course or program.

Non-Academic Grievance: Grievances related to conduct, harassment, or perceived infractions of non-academic policies fall into this category.

Grievance and Resolution Form: The required documentation for any student wishing to bring a grievance must use the Grievance Complaint and Resolution Form, beginning with Step 2. The Grievance Form must be filled out completely and will serve, without amendment, as a source document for the entire resolution process. Any supporting or additional documentation must be attached to the form. If there is more than one occurrence, there should be a separate form for each occurrence. The form is available from the Director of Student and International Services.

Five Steps in the Grievance Process

There are five sequential steps in the process. These steps must be followed in order and failure to do so can result in a suspension or dismissal of the grievance. A grievance can only be filed and pursued by the grievant. The grievance process must be initiated no later than **thirty (30) calendar days** from the date of the initial incident. The timeframes for the individual steps are measured in business days, which exclude weekends and holidays.

Step 1: Student meets with the instructor or staff member in question: The instructor or staff member meets with the student to address the issue and attempt to reach an understanding. The student may accept this decision or proceed to Step 2.

Timeframe: This step must be initiated **within thirty (30) calendar days** from the date of the initial incident.

Step 2: Students meet with the instructor /team member and the immediate supervisor.

If the student is not satisfied with the outcome, the student has up to five (5) business days to

1. Fully execute the Grievance and Resolution Form,
2. Contact the appropriate supervisor to provide the form and
3. Request a meeting with the staff/instructor and the supervisor.

The supervisor has up to ten (10) business days to

1. Convene the meeting with the student and employee to review the Grievance Form and to discuss the potential remedy, alternatives, or render an explanation as to why a remedy cannot be offered.

Step 3: Student may request an *Administrative Review* from the Director of Student and International Services.

If the student is not satisfied with the outcome of Step 2, the student up to five (5) business days to Contact the Director of Student and International Services with all preceding documentation to request an administrative review of the grievance.

The Director has up to ten (10) business days from receipt to

1. Request in writing from the supervisor in Step 2 a summary of why the student's remedy could not be granted, any alternative remedies offered, and any relevant evidence or documentation.
2. Request additional documentation from the instructor, student, team member or supervisor, or make a decision on the documentation received.
3. Review the grievance and render a decision. Outcomes may include the following:
 - a) Grant the student's requested remedy;
 - b) Recommend a different remedy;
 - c) Dismiss the grievance for lack of merit or actionable claim; or
 - d) Dismiss the grievance for failure to follow procedure.

The Director's decision will be documented along with all information, and the student will receive an official email notification of the outcome within the timeframe given.

Step 4: Student may request a *Grievance Committee Review*.

If the student is not satisfied with the outcome of Step 3: the student has up to five (5) business days from the receipt of the Director's determination to submit a written request and all forms and documentation to date for a review by a ***Grievance Review Committee***. This request must be made in writing to the Executive Director of Accreditation, Compliance and Student Services.

The Executive Director has up to fifteen (15) business days from receipt to

1. Convene a committee of three Beckfield employees that includes
 - a. The Executive Director is an ex officio, non-voting member of the committee.
 - b. Academic Grievances: two (2) faculty and one (1) staff member
 - c. Non-academic complaints: two (2) staff members and one (1) instructor.
2. Conduct the review committee meeting and
3. Inform the student of the outcome of the committee in writing.

Instructors or staff members who are parties to the grievance cannot serve on the committee. The Committee may request additional documentation before rendering a decision. Only the student and instructor/staff member may be present during the committee meeting to answer any questions. The committee will deliberate in private after all information has been gathered. Committee members should not discuss any matters pertaining to the grievance outside of the formal hearing either before or after the meeting.

Step 5: Student or instructor/employee may request a President's Review as a final determination. If the student is not satisfied with the outcome of Step 4, the student has 5 business days to request a procedural review from the College President. The student must submit all grievance documentation from the student for review.

The President has up to ten (10) business days to render a written decision regarding the Committee's adherence to any relevant policies based on the information submitted. The President has the option to remand the Committee's findings to the Committee for further consideration or the President may choose to uphold the Committee's decision. The determination of the President is final.

Page 66 (This policy replaces published policy in Catalog, effective 4/6/2025)

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 Audit

Effective 11/7/2025

A graduate of the College may return at any time to audit a course taken previously without any additional charge other than the cost of the textbooks and applicable fees. A student may audit a course that has previously been attempted, subject to the applicable fee (see fee table). Students should be prepared to purchase any required textbooks or course materials. Auditing is available for those who have left their employment for any reason and wish to review, for those who have changed jobs or assignments, or for those who simply want or need to update or refresh their skills. All audits require approval of the appropriate program director/dean and are arranged on a space-available basis. A student/graduate must register for an audit at the beginning of a term. An audited course receives no credit and cannot be converted to a credited course. Some programs may require a student returning from a dismissal, institutional withdrawal or voluntary withdrawal to audit a course the student has previously passed.

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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).

Page 72: The Leave of Absence policy is suspended effective **12/10/2024**.

Catalog Current p 83	P 83 Replacement for Addendum
Online – Learning Assistance Services 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. 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. 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. 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.

Correction to Page 123

CHM 105 CHEMISTRY WITH LAB (5 credit/60 hrs.)

An integration of the basic concepts of inorganic and organic chemistry and biochemistry to explain the components of our universe and the interactions of these components. The course emphasizes the composition, structure, properties and transformation of matter, especially as these affect human lives. Prerequisite: None

Insert to Page 125

HIS215 AMERICAN HISTORY: SOCIETY, CULTURE, AND LAW (4 credits/40 hrs.)

This course provides a broad understanding of U.S. social, cultural, and legal history across the following areas and time periods. European exploration and settlement, the nation's formative years to the Civil War as crossroads, post-Civil War to the early Twentieth Century, the rise of industrial America, two world wars,

and the intervening years at home and abroad. Prerequisite: None

Correction to Page 130

NUR205 INTRODUCTION TO SURGICAL NURSING (7 CREDITS/120 Hrs.)

Introduces students to the coordination and integration of evidence-based practice as it relates to medical-surgical nursing practice and patient education. The focus of this course is the immune system and related topics. The clinical will be held at acute and/or chronic healthcare facilities. Prerequisites: NUR100, NUR102, NUR202.

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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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NUR 335 POPULATION HEALTH (4 Credits/40 hrs.)

Course Description Models of health promotion, health maintenance, education, disease prevention, and coordination of care for individuals, families, groups, and communities. Epidemiology, identification of populations at risk, exploring rural, suburban, and urban environments, and health evaluation in various community settings provide a foundation for meaningful experiential learning in the practicum. Through application of community and public health theory and principles, students will explore and implement the roles of the nurse as teacher, collaborator, advocate, investigator, researcher, and direct care provider. Prerequisite: None

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PHY150 GENERAL PHYSICS (4 Credits; 40 hrs.)

General Physics is a lecture-based introductory course covering fundamental physics principles essential for understanding the physical world. Topics include the classification of matter, mechanics of measurement, forces and motion, gravity, temperature and heat, thermodynamics, and the principles of electricity and magnetism. This course provides a strong conceptual and problem-solving foundation for students pursuing further studies in science and technology, including those preparing for advanced physics applications. A grade of C (78%) is the minimum passing grade for this course. Prerequisite: MTH140

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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.

Notice of Arbitration Agreement & Class Action Waiver

As a condition for enrollment in Beckfield College (BC), students enter into an enrollment agreement which provides that all disputes between a student and BC, including any claim relating to COVID-19, will be resolved by BINDING ARBITRATION.

Students thus GIVE UP THEIR RIGHT TO GO TO COURT to assert or defend their rights under their enrollment agreement (EXCEPT for matters that may be taken to SMALL CLAIMS COURT).

* A student's rights will be determined by a NEUTRAL ARBITRATOR and NOT a judge or jury.

* Students are entitled to a FAIR HEARING, BUT the arbitration procedures are SIMPLER AND MORE LIMITED THAN RULES APPLICABLE IN COURT.

* Arbitrator decisions are as enforceable as any court order and are subject to VERY LIMITED REVIEW BY A COURT.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Notwithstanding the student's agreement to resolve any disputes with BC by binding arbitration:

- BC does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- BC does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement contained within a student's enrollment agreement with BC tolls (or suspends) the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration pursuant to a student's enrollment agreement with BC will be conducted by the American Arbitration Association (the "AAA"), under its Supplementary Rules for Consumer Related Disputes ("Consumer Rules").

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The enrollment agreement with the arbitration clause that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile>
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Rules can be obtained at www.adr.org or 1-800-778-7879.

The hearing on any arbitration initiated by either a student or MCC will be held at an AAA office in Chicago or another location in the Chicago area that is mutually agreeable to the student and BC.

For more information about MCC's arbitration process please contact the Office of the CEO at 100 S. Wacker Dr. Suite LL1-50, Chicago, IL 60606 or email legal@mccollege.edu.

New Statement on Professionalism

Professional Conduct and Institutional Integrity

All employees, contractors, and affiliates are expected to uphold the highest standards of professionalism in all interactions and communications, both internal and external. Behavior that undermines the reputation, mission, or values of the institution, including but not limited to gossip, disparaging remarks, or the spread of unverified information, is strictly prohibited.

Such conduct not only erodes trust and morale but may also constitute a breach of confidentiality and professional ethics. Any individual found engaging in these behaviors may be subject to disciplinary action, up to and including termination of employment or contract, in accordance with institutional policies.

Maintaining a culture of respect, discretion, and integrity is essential to preserving the institution's credibility and operational effectiveness. All personnel are expected to model and promote these values at every level of the organization.

From the student perspective, it is equally important to emphasize that professionalism and discretion are foundational to career readiness, particularly in healthcare and business environments, where conscientious information management and protection are not only expected but required. These standards are integral to building trust with future employers, clients, and colleagues.

Policy on Reentry After Extended Absence in Nursing Programs

Effective: October 24, 2025

Impacts January 2026/26Q1 enrollments and beyond

Approved by: Based on a request from the Nursing leadership, this was approved by the Director of Enrollment Management and Director of Student Financial Services for implementation, and supported by the Executive Director of Accreditation, Compliance, and Student Services and the college President.

Purpose:

Due to the rigorous and cumulative nature of nursing education, students who are absent from the program for more than **365 consecutive days** may experience significant loss of foundational knowledge critical to success in subsequent coursework. To ensure academic readiness and uphold patient safety standards, the following reentry policy applies.

Policy Statement:

Former students returning to the nursing program after an absence exceeding one calendar year (365 days) must meet the following academic requirements:

1. Repetition of Nursing Courses:

- The student must **repeat all NUR/PNR courses** completed during the last term of enrollment to reestablish foundational competencies and clinical readiness.
- The new grade will replace the previous attempt in the CGPA.
- Both attempts will count toward the student's completion rate.
- If the reentering student has only attempted the course/s in question once, the student may be able to qualify for funding via Student Financial Services. The re-entering student would need to discuss with their Financial Aid Coordinator.
- If the reentering student has attempted the course/s in question more than once, the student would need to pay for the course/s out of pocket or through private loans. The re-entering student would need to discuss with their Financial Aid Coordinator.
- Please Note: REM/Remediation one (1) credit courses are only an option for students who re-enter within one to three terms (less than 365 days of absence).

2. General Education and Program Sequence Placement:

- If the student had **not taken any NUR/PNR courses** before the absence, they will be scheduled for:
 - Required general education courses, and
 - NUR/PNR courses as outlined in the current program planner sequence.

Rationale:

This policy ensures that returning students are adequately prepared to continue in the nursing curriculum and maintain the standards of clinical competence, academic integrity, and patient safety.

Policy on Financial Aid and Repetition of Nursing Courses

Federal regulations allow financial aid for one repeat of a previously passed course. After that one repeat, the student is no longer eligible for federal financial aid for that specific course. Under special circumstances, the College may allow a repeat at the student's own expense. This repeat must be approved and documented by the Registrar, financial aid and the Dean of Nursing. When Academics creates the Restart paperwork for the Financial Aid Department, Financial Aid will identify any course that has been passed twice already and notify the student of this standing.

For a previously failed course: A student may repeat a course if he or she has failed (with an 'F' grade) and receive financial aid until the course is passed, provided that the student meets satisfactory academic progress standards.

For a previously passed course: A student may use financial aid to repeat a course with a passing grade ('D' or higher) one additional time.

After the second passing grade: If a student repeats a course a second time with a passing grade, the student will not be eligible for financial aid for any further attempts of that course.