

Benedictine University
Department of Nursing and Health
Student Handbook 2009-2010



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June 30, 2009



Message from the Chair, Department of Nursing and Health

Welcome to Benedictine University and to the Department of Nursing and Health. We are pleased to have you join us as a member of our community. This Handbook has been developed to help you better understand our educational mission and, in particular, our program.

Started in 1981, Benedictine University's BSN Completion program is one of the first of its kind in Illinois. The program combines the foundation disciplines of professional nursing with a high degree of responsiveness to local needs and changing circumstances. Throughout its offerings, the program seeks to produce graduates who will contribute to meeting the health care needs of tomorrow. To that end, we support the qualifications of our students academically, professionally and personally.

We commit our best efforts to you. We expect that you, as adult students, will become familiar with the policies and procedures that govern your degree completion. We want you to be successful and invite you to call upon us to support you in achieving your educational goals.

Again, we look forward to working with you.

Sincerely,

Ethel C. Ragland, EdD, MN, RN
Chair, Department of Nursing and Health

This student handbook is intended to inform BSN students about Benedictine University (BU), in general, and the Bachelor of Science in Nursing (RN to BSN Completion) program, in particular. It does not replace official University policies or the current BU Undergraduate Catalog. This handbook does not constitute legal advice and should not be used as such. You are invited to contact your academic advisor or the Department of Nursing and Health office if you have further questions.

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Overview of the Nursing Program

The Mission of Benedictine University

Benedictine University (BU) is dedicated to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education distinguished and guided by our Roman Catholic tradition and Benedictine heritage, we prepare our students for a lifetime as active, informed and responsible citizens and leaders in the world community

The Department Mission

The Department of Nursing and Health of Benedictine University is committed to the education of practitioners for professional nursing practice. This education occurs in an environment of intellectual inquiry, personal accountability, and cultural, racial and religious diversity. These practitioners are prepared to assume a pro-active role in their profession and in complex, evolving, health care systems.

Program Goals/Outcomes

The goals of the nursing program are to:

1. Prepare liberally educated professional nurse generalists;
2. Prepare the student, as a life-long learner, with a firm foundation for graduate study;
3. Enhance the socialization of the student as a member of the profession.

By completion of the program, the student will be able to:

1. Synthesize knowledge from nursing, the humanities, and the natural and social sciences in professional practice.
2. Demonstrate skills in critical thinking and decision making in the use of nursing process with individuals, families, groups and communities.
3. Evaluate research findings to guide professional practice of nursing.
4. Provide health education for individuals, families, groups and communities.
5. Communicate effectively with individuals, families, groups, communities and other health professionals in promoting health planning and directing client care.
6. Assume responsibility and accountability for own decisions and actions in professional practice.
7. Use leadership skills and knowledge of the political system to advance professional nursing practice and health care in various settings.
8. Integrate professional values and ethical, moral and legal aspects of nursing into own professional practice.
9. Use a process of continuing learning in the development of one's self, nursing practice, and the profession.
10. Demonstrate evolving competence in professional role within a changing, multicultural society.

Accreditation

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools accredits Benedictine University. The Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE) through 2013. A link to CCNE's website is available through the Department's website <http://www.ben.edu/nursing>

BSN Curriculum

Catalog Description of Requirements

Nursing majors must:

1. Meet University core requirements;
2. Hold a current, valid registered nurse (RN) license in Illinois;
3. Successfully complete the following courses or their equivalent:
BIOL-203(4); BIOL-208(4); BIOL-258(4); CHEM-C101 (3); PHIL-C240 (3); PSYC-C100 (3); PSYC-C200 (3) OR PSCYC-C202; SOCL-C100 (3);
4. Successfully complete the following courses with a grade of "C" or better:
NRHL-200(3); NRHL-213(3); NRHL-250(3); NRHL-290(3); NRHL-295(3); NRHL-300(3); NRHL-301(4); NRHL-311(3); NRHL-320(3); NRHL-378 (3);
5. Show evidence of current TB test, proof of immunizations, and other health requirements, and criminal background check prior to planned clinical/field experience(s); (See advisor for further information)
6. Demonstrate computer proficiency (word processing, e-mail, internet use) as evidenced by transcripts, employer documentation, or student documentation.

Schedules/Tuition

The nursing major is offered in an accelerated cohort format designed for the adult learner. Currently, the program is offered at the College of DuPage (COD) in Glen Ellyn, IL, Triton College in River Grove, IL. and Memorial Medical Center, Springfield, through Benedictine University at Springfield. The 31 credits in the major and 6 credits in the common core are scheduled over one calendar year. Schedules and tuition costs are posted on the Department website.

Course Descriptions

The nursing major (NRHL) courses are:

NRHL 200 Nursing Transitions is the first of nine nursing courses and builds upon prior learning from the behavioral sciences and the humanities. The foundation for subsequent nursing courses is provided by introducing the learner to the concepts of professional nursing practice environment. (3 credits)

NRHL 213 Health Aspects of Aging focuses upon the normal aging process in American Society including biological, psychological, and health aspects. The course emphasizes health services, health maintenance, and contemporary issues with respect to the elderly population. (3 credits)

NRHL 250 Statistics strives to make students better consumers of descriptive and inferential statistics with emphasis on statistics gathered for studies in nursing and health care. This course gives students the statistical background they need for the Research course. (3 credits)

NRHL 295 Research introduces the students to the research process. Emphasis is placed on understanding the components of the research process and critically reading published research reports. (3 credits)

NRHL 290 Health Assessment is a course that presents the client in a holistic manner when assessing the individual's health status. Opportunities are provided for integration of this course's content and the knowledge gleaned from previous humanities, natural and social science courses and the integration with the RN student's previous and current nursing assessments. (3 credits)

NRHL 300 Holistic Nursing emphasizes holistic nursing assessments, interventions, and holistic nursing diagnosis for individuals experiencing acute or chronic health problems. (3 credits)

NRHL 301 Family Health Nursing provides a foundation in the concepts and theories of family health care nursing. Clinical experience within the varied settings provides the opportunity to apply the nursing process when delivering health care to families. (4 credits)

NRHL 311 Community Health Nursing explores the physical, social, economic, and environmental factors which affect the health of a community. The nursing process is applied to groups and communities. (3 credits)

NRHL 320 US Health Care System provides a multi-disciplinary examination of various aspects of the existing health care industry in the US. The course examines the impact of managed care on process and outcomes and the governmental and economic influences on the system. This course may be offered online. (3 credits)

NRHL 378 Management focuses on the functions of management within a rapidly changing health care environment. Emphasis is placed on current issues impacting leadership and management within the context of specific practice situations. (3 credits)

NRHL 395 Nursing Elective is a course designed to provide an individualized learning experience in theoretical or clinical aspects of nursing. Students are expected to develop objectives for their learning experience, strategies that facilitate achievement of the objectives, and criteria with which to evaluate the achievement of objectives. (1-4 credits)

Registration and Billing

As a member of a nursing cohort, you will be block enrolled per term and automatically billed by the system.

Lisle Students: All 37 credits delivered in the cohort are billed at the discounted rate of 50% of regular adult undergraduate tuition. Any additional courses taken through BU's Adult Undergraduate program are billed at the regular adult undergraduate tuition rate. Your due dates and payment options are the same as BU's traditional students. The major difference being that instead of only having one due date at the beginning of the term (tuition is due 7 calendar days after the start of classes), you will have multiple due dates depending on when your class begins. In addition, a onetime yearly lab fee of \$27.50 is charged to cover professional liability insurance. *To register for any BU course not offered in the cohort, contact your academic advisor who will process a course add.*

If you would like to enroll in a payment plan, please contact BU's payment plan provider, Sallie Mae to enroll in the Tuition Pay Plan. You can do this at www.tuitionpay.com or by calling (800) 635-0120. You should be enrolling in either the Annual Plan (to include Fall and Spring classes) or the Fall Plan (for only Fall classes). A small enrollment fee applies.

You may also qualify for the Employer Reimbursement Plan (this needs to be approved by Student Accounts). If you have questions regarding your payments or payment options, please contact either the Student Accounts Office at (630) 829-6503 (sar@ben.edu) or Laura Lucado at (630) 829-6408 (llucado@ben.edu).

Springfield Students: billing and registration processes may differ some somewhat for Springfield cohorts. All Springfield students should contact Kelly Schultz in Student Accounts at 217-525-1420, ext. 236 (kschultz@sci.edu) for processes specific to Springfield.

Academic Advising

Your acceptance letter will advise you to contact your advisor for an initial advising appointment. During this appointment you will register for courses offered in the cohort, review your BSN checklist, and receive a Student Plan of Study. These documents (see attached) will outline all courses you will need to graduate and designate your academic advisor.

Progression/ Grading System

The University uses the following grade point system to evaluate student performance:

A	4.00	Excellent	F	0.00	Failure
B	3.00	Good	I		Incomplete*
C	2.00	Satisfactory	W		Withdrawals
D	1.00	Passing	X		Deferred**

* Must be initiated by the student through the Registrar's office.

** Initiated by the instructor for administrative reasons.

Faculty assign grades based upon students' performance and completion of all course requirements. The grading scale for all* NRHL courses is:

A = 92-100 B = 82-91 C = 75-81 D = 68-74 F = below 68

* with the exception of NRHL 250 Statistics which is listed on the syllabus

Final Grade Report Policy

Final grades can be accessed online via BenUConnect. Grades can be viewed and printed using the "View Grades" option in MyBenU. By following the print instructions (see below), a comprehensive grade report along with the University seal and logo can be printed. This official grade report can be used for tuition reimbursement programs. Some companies will allow you to log onto BenUConnect with a company representative present to verify grades for an individual term. Grades are only released through BenUConnect. If courses are in progress or not yet graded, the grade will appear as "IP". The In Progress grade does not impact the grade calculation. Grades are available only through BenUConnect and not sent through the mail. If you have any questions about the grade report policy, please feel free to contact the Registrar's Office at 630-829-6349 in Lisle or 217-525-1420, ext. 238 in Springfield.

Navigation to View Grades via BenUConnect

Before viewing your grades you must create a password.

- 1) Go to www.ben.edu
- 2) Click on MyBenU
- 3) Click on Student password reset
- 4) Enter 7-digit BU login username provided and the requested information
- 5) Submit

How to view your grades/unofficial transcript

- 1) Go to www.ben.edu/BenUConnect
- 2) Click "logon to BenUConnect"
- 3) Login by using your username/ID provided and your password
- 4) Click on MyBenU. When you log on to MyBenU, the MyBenU homepage appears.
- 5) Enter stuben\b along with your username/ID and password you previously entered.
- 6) Click on "SA Self Service" – A page will appear with options for self-service.
- 7) Click on "Learner Services" – A page will appear with options for learner services.
- 8) Click on "Academics" – A page will appear with academic options.
- 9) Click on "View My Grades" – The grade report for the current term will appear. If you wish a grade report from another term, click on "Select a Different Term" – A page will appear which lists all terms in which you have enrolled. Select the appropriate term.

- 10) To print the grade report, click File > Page Setup and select the Landscape Orientation option.
- 11) To print the grade report with the University seal, one must, on the browser toolbar, click Tools > Internet Options > Advanced Tab. Then scroll down to the printing options near the bottom and make sure the "Print background colors and images" checkbox is checked.
- 12) Log out of MyBenU – For security reasons, log out of the system by clicking the "Sign Out" icon in the upper right hand corner of the page.

Springfield Students: If you need assistance with the directions, please contact the Registrar's Office (217) 525-1420 ext. 238. If you need assistance with your ID or username not working, please contact the BU help desk (630) 829-6684.

Withdraw / Drop Policy

If you are admitted and drop prior to the start of your cohort, you will be waitlisted for a future cohort. Should circumstances arise preventing you from completing your cohort, re-admission into a future cohort will be reviewed on a case-by-case basis.

Incompletes

Students who are doing passing work but who fail to complete all course requirements on a timely basis due to illness or other circumstances beyond the students' control, may petition the instructor for the grade of "I". As a general rule, a student petitioning for the incomplete should have completed at least 75% of the course work. This petition must be agreed upon and signed by both the faculty member and the student and delivered to the Registrar's Office before the last class meeting. The student who subsequently fails to complete all course requirements by the stated time (determined by the instructor), will have his/her grade of "I" changed to an "F". Arrangements for the "I" grade must be made before the final class meeting and/or the final exam. Incompletes are not provided merely because a student is pressed for time.

Application for Graduation

Students applying for graduation must complete an application. Application deadlines are published each year in the University master calendar. Note that you must submit your application nearly eight to nine months in advance of your graduation date.

The completed application for graduation form and processing fee may be submitted to Benedictine Central. Application forms with current due dates are available on the Department website at <http://www.ben.edu/nursing>.

Springfield Students: Current graduation application deadlines are 12/1/09 for Fall 2009 and Spring 2010 graduates and 7/15/10 for Summer 2010 graduates. See the Registrar for further information.

Benedictine University Student Academic Honesty Policy

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all University students. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community.

All nursing course syllabi include academic honesty statements. For a full description of the policy including student's responsibilities, authority of the faculty, violations, and reporting and communicating please see <http://www.ben.edu/ahp>.

Course Absence Policy

Students are required to attend all classes. Guidelines on attendance are found in course syllabi. Note that attendance and class participation are not the same.

Emergency Class Cancellations

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes are usually postponed rather than cancelled. The University will post Lisle campus emergency information for Lisle students at:

<http://www.emergencyclosings.com/ecc/home.jsp> .

In Springfield, for the RN to BSN students, if the instructor determines there is an emergency reason for cancelling, he/she will post a message on Blackboard and/or email the students by 3PM. If students are unsure, check email and Blackboard.

In cases of inclement weather, you may also telephone Public Safety at (630) 829-6122 or in Springfield, the Benedictine University switchboard 217-525-1420 after 4PM. The University will also notify the following radio and television stations with Emergency Closing information.

Radio Stations:

For Lisle

- WMAQ AM 670
- WGN AM 720
- WBBM AM 780

For Springfield:

- Capital Radio Group
- Midwest Broadcasting
- Neuhoff Media

TV Stations:

For Lisle

- * CBS * NBC
- * CLTV * WGN
- * FOX

For Springfield

- * WICS
- * WAND
- * WCIA

Canceled classes may need to be rescheduled, depending upon the nature of the learning that was missed. The faculty member will confer with the department chairperson as

needed about alternative meeting times (sometimes established by administrative areas in the University).

Conflict Resolution Procedure

The Benedictine University Student Handbook linked from the department website describes the academic appeals and academic honesty policies, the procedures for a grade appeal, and conflict resolution (grievance) policies and procedures.

If a nursing major wishes to proceed with a complaint regarding an academic dispute of any nature (for any course), he/she should proceed in the following sequence for the most efficacious response. A written record of all communications should be maintained throughout the process by the student, as it would be required in the event of an appeal. The student proceeds to the next level, if the prior level does not resolve the complaint.

1. Communicate directly with faculty member.
2. Communicate with academic advisor.
3. Communicate with Department Chair. As requested, the Department Chair communicates, in writing, the appeal process.
4. File a written notice of appeal providing the needed documentation per the request of the Department Chair (e.g., unadulterated electronic file and paper copy of assignments or projects in question, original grading rubrics completed by instructor, written explanation).
5. Meet with Department Chair.
6. Meet with Dean of the College of Education & Health Services or designate.

Student Resources/Services

Organizations and Committees

Sigma Theta Tau, International Honor Society of Nursing

Benedictine University received a charter for Lambda Upsilon Chapter at Large in 1990. This society recognizes scholarship and leadership in nursing. Nursing research and publications are promoted through chapter activities. To be eligible for membership you must have a minimum GPA of 3.0, rank in the upper 35 percent of your class, and have completed at least one half of the nursing curriculum. Inductions are scheduled yearly in the fall.

Student Advisory Committee

The Department has a Student Advisory Committee to provide student participation in governance. The Committee participates in the review and planning of curriculum components and reviews and makes recommendations regarding student welfare issues. To accommodate the multiple demands on students' time, the Committee is available in "virtual" form and is accessed via WebCt/Blackboard account.

Academic Assistance

If you need academic assistance, do not hesitate or wait!

The Student Success Center (SSC) in Lisle and Student Resource Center in Springfield provide a variety of programs and services to support students' academic development at Benedictine University. These include:

- Individual Tutoring and Support
- Study Sessions
- The "Study Zone" (Lisle)
- Structured Learning Assistance Program (Lisle)
- Accommodations for Disabilities
- "Advising Matters" web site
- "Smart Thinking" (Springfield)
- 24-hour online tutoring (Springfield)

The Student Success Center (SSC) is located in Krasa Center, Room 012, 630-829-6340 for the Lisle Campus, and at the Resource Center located in Becker Library lower level, 217-525-1420 ext 233 for the Springfield Campus.

If the problem relates to a course, immediately discuss the problem or situation with your instructor. Contact information for your instructor can be found on your syllabus. If the problem is not satisfactorily resolved or is related to major or graduation requirements, please discuss the issue with your academic advisor (and refer to Conflict Resolution Procedures).

Financial Aid, Scholarships and Loans

Many opportunities exist for BSN students in need of financial assistance. Grants, low interest bank loans, or scholarships may be available from the government, corporations, community or civic groups, philanthropic and religious organizations, and Benedictine University. The Department website, <http://www.ben.edu/nursing>, provides a link to financial aid and scholarship opportunities.

It is the responsibility of each student to consult with a Benedictine Central or financial aid representative about the guidelines regarding qualification and application of financial aid.

In general students must be degree-seeking and carry a minimum of five (5) credit hours per term in order to potentially be eligible for financial aid. The level of aid awarded can be impacted by the number of credits a student carries in a given semester.

In order to receive financial aid students must complete a FAFSA form, and have their information (via the FAFSA) sent to Benedictine University. The university school code is 001767.

Students can access and complete the online FAFSA form at www.fafsa.ed.gov. Students must also complete a Benedictine University financial aid application, available at:

http://www.ben.edu/resources/financialaid/documents/2007_2008_BU_FA_application.pdf .

Students should print and submit the completed university form.

The Financial Aid Office on the Lisle campus is located on the first floor of Lownik Hall room 157, e-mail financialaid@ben.edu, (630) 829-6100

The Financial Aid Office at Springfield, Illinois, is located on the first floor of Dawson Hall, Room D112, or e-mail jnegro@sci.edu, or call 217/525-1420, ext. 244.

Note: If you are receiving financial aid and are exempt from a course in the cohort sequence, you need to file a leave of absence (LOA) form. When you signed your enrollment form, a Leave of Absence was automatically requested for major/ cohort courses from which you are exempt. Check your enrollment form to ensure those courses were listed in the LOA box.

University Web Site / Technology

All students are expected to navigate the University web site at <http://www.ben.edu>.

All students who are registered for classes at the University receive a user account. This account allows a student to access the Benedictine network, MyBenU, BU's Student Information System, off campus via BenUConnect, and the BU email system. For a complete Technology Information Packet, please see

<http://www.ben.edu/it/docs/TIPS.doc>

Tutorials for MS Word, MS Excel, and MS PowerPoint are available online at:

www.ben.edu/resources/tutorials .

E-Mail Policy

The Department **will use the BU/ (SCI) student email system as a primary method to communicate** information. It is **your responsibility** to check your Benedictine University/ or SCI email account on a frequent basis to insure you are aware of all updates. Instructors will inform you if they intend to use personal or work emails as a primary communication method.

For 24/7 assistance with technology problems contact the Helpdesk at 630-829-6684 or Jason Arnold in Springfield at 217-525-1240, ext. 304 during normal business hours.

MyBenU <http://www.ben.edu/MyBenU/>

Features available include:

- Enroll in a course (Lisle students only)
- View address/e-mail information
- View grades
- View class schedule
- View transfer credit report
- View unofficial transcript
- Registration procedures

Academic forms are located online at:

www.ben.edu/advising/tradundergrad_acad_forms.asp . These include forms to:

- Apply for Graduation
- Gain Approval of Transfer Credit

- Request Independent Study
- Request an Incomplete

Also available are:

- FERPA (Family Educational Rights and Privacy Act) Form
- Confidential Release

Academic resources can be found online:

www.ben.edu/advising/tradundergrad_acad_docs.asp . These include information about:

- Core electives
- Cultural Heritage courses
- Athletic eligibility
- Using BenULive

And a variety of other helpful resources.

The current and next term course schedules and availability are posted online at BenULive: <http://www.ben.edu/benulive/> However, the most up-to-date information is in the PeopleSoft live registration system.

The Academic Calendar is online:

http://www.ben.edu/news/events/academic_calendar.asp.

For Department of Nursing and Health related resources please check our homepage at <http://www.ben.edu/nursing/>.

Finding Your Course Syllabus from the University Website

A course syllabus is available on the BU Website two weeks prior to start of each course. To access syllabi go to the Department web page www.ben.edu/nursing to Syllabi and Pre-Class Assignments, to Subject Category and hit that drop down arrow to reach Nursing and Health and then the View button; or you can go to www.sci.edu, and click on A.B.L.E. in the middle of the homepage. Then click on Current Students at the top of the ABLE Page and choose Syllabi from the drop down menu. Then scroll down to Bachelors and BSN and your cohort # and course. Click on that for the syllabus.

It is the **student's responsibility** to access the syllabus prior to class start.

BSN Classes often require a pre-class assignment due in the first class session. It is essential to obtain your course syllabus overview from the University Website, which describes this pre-class assignment. The instructor will distribute the official course syllabus to each student during the first class meeting.

Library Services

<http://www.ben.edu/library>

Circulation (630) 829-6050
 Reference..... (630) 829-6057
 Springfield Circulation (217) 525-1420, ext. 235

BU's Lisle Library, located on floors 2-5 of the Kindlon Hall of Learning, provides more than 160,000 bound periodicals and thousands of electronic data bases and additional resources for students. All students must establish an individual Benedictine University Library ID, available on line. As BU students you will have access to the library resources at COD and Triton. A link to the BU's Library as well as a Guide to Library Nursing Resources is available through the Department's webpage.

Springfield students have access to the library at Memorial Medical Center and the library at BU in Lisle through the Library on the Springfield campus. BU-Springfield's library is located on the first floor of Becker Library.

Policy for Use of Edited Standard Written English*

The BSN program requires that papers be written in edited standard written English (ESWE) and APA format (see below)

Suppose a group of people were living on an island, all using the same language, until one day the island broke in two, separated by impassable water. In one hundred years, with no contact, would the people on both halves still use the same language forms? No. Human language is always changing. Language on each half of the island would evolve with different forms and rules. Neither would be better in any absolute sense-just different. Similarly, in the United States, language variations have developed among people separated by culture, socioeconomic status, or geography.

However, the language of the ruling class commonly comes to be regarded as standard. In the United States, the "standard" is the language of the white middle and upper classes. Forms of English developed by people of color and by people who have been poor or geographically isolated (as in Appalachia) are sometimes said to be "bad" or "incorrect" English, but such forms are only different, not bad. Each form of English has its own rules. People who say "she working" are not speaking "bad" English; they are using a different set of rules for forming the present tense.

One of the tasks of a good education is to make students aware of these facts about language. Another task of education, however, is to prepare students to function effectively in the world where readers generally expect writers to use Edited Standard Written English (ESWE). (Thus, in this class, you must use ESWE. Here is the standard I will apply.)

On **finished, final, formal papers** (not on drafts, in-class writings, or writing that I specifically label as informal), you must have no more than an average of two departures from ESWE per page, in any combination of the following areas:

- End-of-sentence punctuation (avoid run-on sentences, comma splices, fragments, or misuse of semicolon). Occasionally you may use a fragment or comma splice for a special effect. Label it in the margin.
- Verb forms (use ESWE rules for adding *-ed* and *-s*, for using helping verbs, and so on).
- Verb tense (avoid confusing shifts in verb tenses).

- Agreement of subject and verb.
- Pronoun form (use ESWE rules to choose between *I* and *me*, *she* and *her*, *who* and *whom*, and so on).
- Agreement of pronoun with antecedent (the antecedent is the word the pronoun refers to).
- Use of apostrophe *s* and the suffix *-es*.
- Use of quotation marks for all quoted words.
- Spelling (a typo counts as a misspelling).
- Proper sentence sense (no words omitted, scrambled, or incomprehensible).

*From Barbara Walvoord. *Effective Grading: A Tool for Learning and Assessment*. Eds. Barbara E. Walvoord and Virginia Johnson Anderson. San Francisco: Jossey-Bass, 1998.

Another writing resource is located at: St. Martin's Exercise Central (<http://bcs.bedfordstmartins.com/exercisecentral/default.asp?uid=0&rau=0>) on the Writing Program website: http://www.ben.edu/programs/centers_institutes/writing/. The exercises are a highly effective way to test your skills and improve mechanical weaknesses in your writing.

APA Style Format

The BSN program requires the American Psychological Association (APA) format and citations for written work. The Concise Rules is a required reference text for the entire program. You will find examples on the APA website: www.apastyle.com. Resources for APA format are available at <http://owl.english.purdue.edu/owl/resource/560/01/> and also through the Guide to Library Nursing Resources linked through the Department web page.

Textbooks and Course Materials

A list of books used in the program is linked to the Department website. Textbooks are available in BU's bookstore on the first floor of the Krasa Student Center. You can order your books on-line at the on-line website: www.whywaitforbooks.com or via phone @ 630-829-6010.

In Springfield the Bookstore is on the lower level of Dawson Hall or call 217- 525-1420, ex. 225.

Updating Contact Information

Update your contact information by printing, completing, and submitting the form to Benedictine Central: http://www.ben.edu/forms/change_of_student_information_form.pdf

**BENEDICTINE UNIVERSITY CHECKLIST FOR
BACHELOR OF SCIENCE in NURSING
ENROLLMENT RESTRICTED TO REGISTERED NURSES
(2009-2010 Academic Year)**

NAME:		DATE:	
BU ID #:	ADVISOR:	SEMESTER OF ENTRY:	

GRADUATION REQUIREMENT: Students must submit a total of 120 semester credit hours (with a minimum G.P.A. of 2.0 from Benedictine University courses) of which 55 must be completed at a four-year regionally accredited college and at least 30 semester hours, including 12 credit hours at the 200+ level in their major field, must be from Benedictine University.

BASIC SKILLS: 12 hours ("C" or higher required)			
College	Course	Cr	Gr
		3	WRIT-101 Writing Colloquium
		3	WRIT-102 Research Writing
		3	SPCH-110 Basic Speech
		3	Finite Math (MATH-S105) or College Algebra (MATH-S110) or Quantitative Reasoning (MATH-S108) or proficiency via NRHL-250

COMMON CORE: 6 hours			
College	Course	Cr	Gr
		3	HUMN-220, 230 or 240
		3	HUMN-250- WI

HUMANITIES: 9 hours (three courses from at least two of the areas of communications, literature, foreign language, fine arts, history, philosophy or religious studies). See Note # 11 on pg. 2			
College	Course	Cr	Gr

(3 semester hours may be satisfied by completing a core approved Ethics course – see the cognate requirements below)

SCIENCES: 6 hours (one course from the physical sciences and one course from the Biological sciences) See Note # 11 on pg. 2			
College	Course	Cr	Gr

(All 6 semester hours may be satisfied by major/cognate requirements below)

SOCIAL SCIENCES: 9 hours (three courses from at least two of the areas of business, economics, anthropology, political science, psychology and sociology) See Note # 11 on pg. 2			
College	Course	Cr	Gr

(All 9 semester hours may be satisfied by major/cognate requirements below)

MAJOR COURSES*:

Accelerated BSN courses are to be completed within one calendar year. If transfer credit is accepted for any of the below requirements***, students receiving financial aid must submit a leave of absence for the exempted module(s).

College	Course	Cr	Gr	College	Course	Cr	Gr
BU		3	NRHL-200 Nursing Transitions***			3	NRHL-300 Holistic Nursing
		3	NRHL-213 Health Aspects of Aging			4	NRHL-301 Family Health Nursing**
		3	NRHL-250 Statistics			3	NRHL-311 Community Health Nursing**
		3	NRHL-295 Research			3	NRHL-320 US Health Care System
		3	NRHL-290 Health Assessment**			3	NRHL-378 Management**

*All major courses must be completed with a grade of "C" or better

**Clinical / Lab / Fieldwork component

***Must be taken at Benedictine University. Transfer credit will not be accepted for this course.

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Sigma Theta Tau, International Lambda Upsilon at Large Chapter

COGNATES:

College	Course	Cr	Gr	College	Course	Cr	Gr
			General Ethics				Chemistry
			Intro to Psychology				Human Anatomy
			Intro to Sociology				Human Physiology
			Developmental Psychology				Microbiology

CREDIT GRANTED THROUGH ALTERNATIVE MECHANISMS:

Excelsior College Exams	Adult Nursing # 554	8 cr		
	MCH Nursing baccalaureate # 457	8 cr		
	Psych/Mental Health Nursing # 503	8 cr		

NOTES:

HIGHEST LEVEL OF MATH COMPLETED [if appropriate]: _____

TOTALS:

	Hours completed	Hours Remaining
Basic Skills		
Common Core		
Arts & Humanities		
Natural Sciences		
Social Sciences		
Lower Level Nursing credit		
Major	*	*
Electives	*	*
TOTAL		*

The following semester hours will be posted on your transcript:

Special Notes:

- Hours in progress are not included in the totals of this evaluation. Additional hours will be credited upon receipt of credentials.
- We do not apply grades of "D" toward a major or Basic Skills or toward some other courses as stated in the university catalog.
- Double credit will not be given for repeated courses.
- Only courses taken at Benedictine University will be included in the grade point average.
- This checklist is applicable for the major indicated. If a different major is chosen, the requirements for both the major and core will vary.
- To be considered for Latin graduation hours, you must complete 55 undergraduate semester hours at Benedictine University.
- Students who complete 30 to 54 hours with a 3.5 cumulative grade point average at Benedictine University will graduate "with Honors".
- 7. 55 semester hours at the Baccalaureate level must be completed at a four-year regionally accredited college/university.**
- Courses taken at Benedictine University may be repeated only at Benedictine University.
- A minimum of 30 semester credit hours must be earned from coursework at Benedictine University.
- A minimum total of 120 semester credit hours are required for graduation (with a minimum cumulative G.P.A. of 2.0 from Benedictine University) of which 45 semester hours, including twelve 200+ level semester credit hours in the major field, must be from Benedictine University.
- Equivalent transfer courses, if taken prior to admission, may meet core requirements. Any course taken to fulfill core requirements after admission to Benedictine must be a core elective course (labeled with a "C" in the Catalog or course schedule) or an IAI core course. Written permission is required for current Benedictine students to transfer in courses from other schools. See your advisor.

Date

Transfer Credit Evaluation and Articulation

Department Chair
See the Department Chair for evaluation of major credit.

Bachelor of Science in Nursing (RN to BSN Completion)

Student Plan of Study

Student Name _____ **ID #** _____

Date _____ **Cohort #** _____

Courses Taken in cohort: _____ **credits**

Remaining Courses:

55 Baccalaureate Credits: _____

120 Total Credits: _____

Advisor: _____ **Student:** _____