ACADEMIC CATALOG

2017-2018
Message from the Dean

The establishment, in 2011, of the Bethesda College of Health Sciences is the culmination of many hours of planning and decision-making. I am sure your decision to enter a career in the health sciences reflects an equal amount of thought and commitment on your part. In order to assist you in becoming an outstanding health professional, we want to support your opportunities for learning.

The College’s philosophy is articulated in the following paragraphs. As you read it, keep in mind that this over-arching philosophy will underpin your education and result in instilling in you and your practice the values reflected in the philosophy and which the faculty holds so dear. In addition, ask yourself if you are ready for the rigors of and dedication to the education and eventual career in healthcare.

Our educational philosophy reflects the fact that we have confidence in the students’ ability to learn and that students learn at their own pace. Early in the program, try to become more insightful as to your learning style and learning needs, so that faculty can facilitate your progress. Bear in mind, that the faculty is as committed to your success as you are, and that each of you hold an equal stake in the positive outcomes of your learning experience. Just as the staff of Bethesda Hospital, Inc. purports caring and respect of patients, the faculty reflects those same values with students. The faculty is committed to motivating, engaging and involving you in your learning by assisting you in applying learned concepts and ideas to real clinical experiences. We celebrate student diversity, variety and technology in teaching, and encourage development of understanding, not just memorization.

The Catalog is offered as a structured resource in order to navigate your journey through the respective educational program. Become familiar with the Catalog, so that you can be proactive in utilizing it to your learning advantage and, ultimately, to successful completion of the program.

Amanda Murphy, RN, MSN
Dean
Bethesda College of Health Science
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This Catalog is also found on the College’s website at [www.BethesdaCollege.net](http://www.BethesdaCollege.net). Bethesda College of Health Sciences reserves the right to change policies and information in the catalog prior to the next printed and posted edition.

Original: 8/2011
Bethesda College of Health Sciences, a division of Bethesda Hospital, Inc., is licensed by the Florida Department of Education, Commission for Independent Education, to award the Associate of Science degree. The College provides a well-rounded professional academic curriculum that develops compassionate, ethical healthcare individuals who will be equipped to meet the health needs of our community. Thus, the College supports the hospital’s mission to provide quality health services in a caring manner.

Bethesda College offers classes at its main campus and at its learning site, located inside Bethesda Hospital East. The address for each location is listed below.

Bethesda College – Main Campus
3800 South Congress Avenue, Suite 9
Boyon Beach, Florida 33426
Phone: (621) 364-3064
Email: Administrator@Bethesdacollege.net
Website: www.BethesdaCollege.net

Bethesda College – Learning Site
Bethesda Hospital East
2815 South Seacrest Boulevard
Boyon Beach, Florida 33435

ABOUT BETHESDA HOSPITAL, INC.

Bethesda Hospital, Inc. is a non-profit Florida corporation that consists of the College and two hospital facilities: Bethesda Hospital East and Bethesda Hospital West. The corporation is governed by a Board of Trustees whose names appear at the end of this section.

Bethesda Hospital East is a 401-bed, not-for-profit community hospital, located in Boynton Beach, and has provided quality health services in a caring manner to meet the needs of the residents of South Palm Beach County since 1959. It offers a continuum of care including: 24-hour adult and children's emergency services, comprehensive cancer services, cardiac services, stroke, maternity, Level III neonatal intensive care services, pediatric and pediatric intensive care services, physical rehabilitation and more. There are over 550 physicians in more than 40 specialties and 2,300 employees.

Bethesda Hospital West is an all-new, world-class, not-for-profit, community hospital that opened its doors on January 8, 2013. This new hospital provides comprehensive inpatient and outpatient health services, with state of the art technology that incorporates environmentally sound practices.

All Bethesda Health, Inc. campuses, including Bethesda Hospital East, Bethesda Hospital West, and the Service Center became smoke-free campuses, effective 10/1/2015. Smoking is not permitted anywhere on the campuses, including in parking lots and in private vehicles located on any campus property. Bethesda Hospital's Outpatient Pharmacy, located at Bethesda East Hospital off the main lobby, offers some smoking cessation products at a reduced cost for any students whose insurance coverage does not include such products.
Board of Trustees - Bethesda Hospital, Inc.

Roger L. Kirk, Board President & CEO
Marie Bedner
Fred B. Devitt, Jr., Esq.
George T. Elmore
Steven Litinsky, M.D.
Stormet C. Norem
Todd Parnes, D.O.
I. Jeffrey Pheterson, Esq.
Thomas A. Smith
Greg Weekes
David Weinstein, M.D.

Governance Philosophy/Conceptual Framework
Bethesda Hospital, Inc.

Bethesda Hospital’s philosophy and framework are based upon The Walter S. and Lucienne Driskill Caring Excellence Model of Care. This model recognizes the multiple layers of a patient’s needs and strives to support not only the physical but also the emotional and spiritual needs of the patient. This existing model for patient care is dedicated to the effective integration of caring skills with clinical skills so that a philosophy of “Caring Excellence” becomes second nature to all caregiver roles at Bethesda. Self-awareness as to the ways in which attitude, knowledge and skills affect the patient experience is a fundamental tenet of the Caring Excellence philosophy. Bethesda’s caregivers receive the support and education they need in expressing compassion to patients and in their own journeys of professional and personal growth. When these skills are successfully combined, the result is a win-win situation: improved patient care and satisfaction with more satisfied, productive employees.

Bethesda College has the fairly unique organizational structure of an academic institution residing within a health-care institution. The College reports through the Vice President of Human Resources, who reports to the Bethesda Health, Inc. Board President and Trustees.

This relationship affords the College faculty, staff and students the many benefits and support services that are provided to Bethesda Hospital, Inc. staff and physicians.
MISSION AND VISION OF BETHESDA COLLEGE OF HEALTH SCIENCES

Vision

To create a collaborative interdisciplinary workforce that can provide evidence-based practice in an ever-changing health care environment.

Mission

To prepare competent and caring health professionals by bridging the gap between education and practice disciplines.

Supporting Objectives

To achieve this mission, the College has established the following supporting objectives:

• Retain highly qualified professionals to provide superior instruction in the academic programs offered by Bethesda College;
• Equip students with the skills, knowledge, and abilities necessary to sit for any State or national licensing examination or certifications that may be required to obtain entry-level employment in the field of nursing or radiography;
• Promote a sense of cooperation and teambuilding as an essential aspect of the medical and health professions;
• Foster and maintain relationships with potential employers and professionals to create more employment opportunities for Bethesda graduates; and,
• Encourage and instill in students the importance of continuing education for professional development and career advancement.

Educational Objectives

Upon completion of their academic programs, graduates will be able to:

• Utilize the academic and experiential foundation gained to foster successful completion of the licensing examinations specific to their discipline;
• Provide caring, safe, and effective professional health care to individuals and families;
• Engage others in therapeutic and collaborative discourse for the benefit of patient outcomes;
• Integrate knowledge of biological and behavioral sciences into evidence-based practices into providing competent, compassionate healthcare;
• Blend values, ethics, and legal principles with critical thinking into making decisions;
• Support organizational goals through effective use of human and fiscal resources;
• Demonstrate a commitment to professional practice through patient advocacy, professional activism and life-long learning.
College Licensure
Bethesda College of Health Sciences is licensed by the Commission on Independent Education, Florida Department of Education to award Associate of Science degrees in healthcare disciplines. Additional information regarding the institution may be obtained by contacting the commission at:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Phone: 1-888-224-6684

College Accreditation
THE ACCREDITING AGENCY OR ASSOCIATION LISTED BELOW IS NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

Bethesda College of Health Sciences is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS*) to offer nursing and radiography programs through the academic associate’s degree level. Additional information regarding the institution may be obtained by contacting ACICS* at:

Accrediting Council for Independent Colleges and Schools (ACICS)*
750 First Street, NE
Suite 980
Washington, D.C. 20002-4223
202-336-6780
www.acics.org

*ACICS is no longer recognized by the U. S. Department of Education.

Program Accreditation
The College’s Radiography Program is accredited by the following agency:

The Joint Review Committee for Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2580
Chicago, IL 60606-3182
312-704-5300

NOTE: Bethesda College of Health Sciences does not participate in the Federal Title IV Financial Assistance programs at this time.
FACULTY

The administration of Bethesda College of Health Sciences recognizes that a quality education is important for an individual’s professional and career success and that a highly qualified faculty is essential in providing that education. The Nursing faculty of Bethesda College is comprised of an experienced team of professionals. The program director and at least half of the program’s faculty are registered nurses with either master’s degrees or higher in nursing or with bachelor’s degrees in nursing and a master’s or higher degree in a related field.

The Radiography program director, its faculty and clinical instructors meet or exceed the academic and professional qualifications prescribed by the Joint Review Committee for Education in Radiologic Technology Standards for Radiography, which accredits the Radiography program.

ADMISSIONS

Bethesda College of Health Sciences is an equal opportunity/equal access institution and admits students without consideration to age, religion, creed, ethnic origin, marital status, race, sex, or disability. Students who meet the Americans with Disabilities Act (ADA) criteria must be able to meet the program objectives in order to graduate. Specific information for students meeting ADA criteria is provided in the “Student Services” section of this catalog, on page 14.

Application availability and deadline for submission are published on the College website.

General Admission to the College

For each of its academic programs, Bethesda College requires that an applicant for admission have completed certain science or “prerequisite” courses before being admitted into the College or into the particular program. These prerequisite courses must have been taken and successfully passed at a postsecondary school, college, or university that is nationally or regionally accredited by an accrediting agency recognized by the U.S. Department of Education or by the Council on Higher Education Accreditation.

The College also requires that applicants for admission must have also successfully completed a minimum number of credits in general education courses at a postsecondary institution that is nationally or regionally accredited as described above.

Both the prerequisite courses and the general education courses required for each program are listed in the “Academic Programs” section of this catalog: for Nursing, on page 33, and, for Radiography, on page 36.

Both the prerequisite and general education courses must be successfully transferred into Bethesda College as an admissions requirement for each of the academic programs. Specific information on transferring in these required courses is contained in the “Acceptance of Transfer Credits” section of this catalog, page 9.

The following additional General Admission criteria must be met for admission into the college:

1. Submit an official high school transcript or an official GED verification as evidence of high school completion.* This documentation must be submitted with the Bethesda College admissions application.
2. Have a cumulative grade point average (CGPA) of at least 2.5 at the institution where the prerequisite and general education courses were completed. If the applicant attended more than one institution to earn those courses, Bethesda College will calculate the average of all the CGPAs. The CGPA of each institution must be at least 2.5.

3. Have an official sealed transcript sent from each institution attended.*

4. Complete and submit an admissions application along with the official high school transcript or official GED verification. If the applicant is under the age of 18, a parent’s or legal guardian’s signature is required on the admissions application.

5. Undergo and pass a criminal background check and a drug screening test.

6. Provide evidence that all required immunizations for the academic program being requested have been completed.

7. Type a 250-word essay regarding your interest in becoming a professional Nurse or Radiographer and include it with the application submission.

8. Pay the application fee of $100 using PayPal online services.

9. Satisfy the specific admissions criteria of the academic program for which admission is being sought.

*Transcripts from high schools, colleges, and universities outside of the United States must be evaluated by an approved evaluating agency such as National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). The agency evaluation and the official transcript(s) must be sent directly to Bethesda College of Health Sciences.

Once the application and all required documents have been submitted and the application fee paid, the College will send an email confirmation of their receipt. Final acceptance into the College is dependent upon medical clearances and background checks.

Admission to the Radiography Program  (Refer to page 36.)

Admission to the Nursing Program  (Refer to page 33.)

Acceptance of Transfer Credits
Bethesda College of Health Sciences accepts a limited number of transfer credits from nationally or regionally accredited institutions as part of its admissions requirement that prerequisite and general education courses must have been successfully completed before a potential student will be considered for admission.

Only those courses identified for each academic program in the “Academic Programs” section of the catalog will be considered for acceptance on transfer. Each course to be transferred must have been completed with a grade of “C” or higher (2.0 on a 4.0 scale).

Any science courses completed more than 10 years earlier than the date of application for admission into Bethesda College will not be accepted.

Courses identified by the State of Florida Common Course Number System will transfer automatically into the College. Courses without this designation will be evaluated individually by the program faculty.
Courses accepted on transfer will appear on students’ official Bethesda College transcripts and will be designated as transfer courses (“TR”). The credits for these courses will be included in total credits earned for an academic program but will have no impact on students’ grade point averages.

The prerequisite and general studies courses that must be transferred are listed on the “Required Transfer Courses” charts on the following two pages.

### REQUIRED TRANSFER COURSES

#### NURSING PROGRAM – GENERAL EDUCATION TRANSFER COURSES - 15 Credits

<table>
<thead>
<tr>
<th>FL College/University System - Course Code and Course Number</th>
<th>FL College/University System – Name/Subject</th>
<th>Semester Credits or Equivalent Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### NURSING PROGRAM – PREREQUISITE TRANSFER COURSES – 15 Credits

<table>
<thead>
<tr>
<th>FL College/University System - Course Code and Course Number</th>
<th>FL College/University System – Name/Subject</th>
<th>Semester Credits or Equivalent Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care*</td>
<td>3*</td>
</tr>
<tr>
<td>MCB 2010</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010L</td>
<td>Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2086</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>HUN 1201</td>
<td>Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

*This course may be taken in high school.
### RADIOGRAPHY PROGRAM – GENERAL EDUCATION TRANSFER COURSES

<table>
<thead>
<tr>
<th>FL College/University System – Course Code and Course Number</th>
<th>FL College/University System – Name/Subject</th>
<th>Semester Credits or Equivalent Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective(s)</td>
<td>Elective in Art, Literature, or Music</td>
<td>6</td>
</tr>
</tbody>
</table>

### RADIOGRAPHY PROGRAM – PREREQUISITE TRANSFER COURSES – 11 Credits

<table>
<thead>
<tr>
<th>FL College/University System – Course Code and Course Number</th>
<th>FL College/University System – Subject</th>
<th>Semester Credits or Equivalent Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care*</td>
<td>3*</td>
</tr>
<tr>
<td>BSC 2085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2086</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Micro-Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

*This course may be taken in high school.

**Transferability of Bethesda College Credits**

The decision to accept credits earned at another institution is entirely within the discretion of the postsecondary institution to which a student wants to transfer the credits. Generally, credits earned at Bethesda College might not be accepted for transfer to another institution and might not be recognized by employers. However, as discussed in the “Articulation Agreement” section below, the College does have an agreement with another institution to accept its credits on transfer.

**Articulation Agreement**

Bethesda College has established an articulation agreement with Grand Canyon University (GCU) in Phoenix, Arizona so that its Nursing graduates may pursue the Bachelor of Science (BS) in Nursing Degree (RN-BSN) and its Radiography graduates may pursue the BS in Human Sciences: Professional Development and Advanced Patient Care. The agreement contains a course by course transfer guide. All transferred and specific program courses are transferred to GCU and to the chosen Bachelor’s degree program, which consists of 46 additional credits. This information is shared with students during Bethesda’s new-student orientation sessions and a GCU representative is available upon request to speak to a Bethesda student.
FINANCIAL INFORMATION

Payment of Tuition and Fees

All tuition and fees are due and payable by 12:00 P.M. (Noon) on the day of registration.

How to Make Payment

The College accepts PayPal payments only. A PayPal account must be set up at no cost to the student. American Express, Discover, VISA, MasterCard, and automatic (ACH) checking are accepted. E-Check will not be accepted.

Delinquent Accounts

A student who has a delinquent account at the College for any fee or fine may not complete registration until their account has been satisfied, and may not attend classes. The Attendance Policy will apply (see page 20). The College may withhold transcripts and diplomas until all indebtedness is paid.

Drop/Withdrawal Policy

Students must see their faculty advisor to drop a class or withdraw. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Dropping or withdrawing from courses in which the student is under review for policy violations is not permitted.

Cancellation/Refund Policy

Should a student cancel the enrollment agreement for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2. All monies will be refunded if the student cancels within three (3) business days after signing the enrollment agreement.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. Refunds will be made within 30 days of termination of students’ enrollment.
REFUND POLICY

To request a refund, a Change/Withdrawal Refund Request Form must be submitted to the Dean’s Office.

1. Partial Withdrawal (course) – A student who officially drops a course during the drop/add period of the semester (first 5 days) will be refunded 100% of the tuition paid. After the drop/add period of the semester, no refunds are issued for partial withdrawals.

2. Withdrawal from the College (Full semester) – A student who officially withdraws before the first day of class from all courses will be refunded the total tuition, plus refundable fees. Students who officially withdraw from all courses during the drop/add period (first 5 days) of the semester will receive a 100% refund of tuition. Students who officially withdraw after the first 5 days of the semester and on or before the 10th day after the beginning of the semester will receive a 75% refund of tuition paid. Students who officially withdraw from the College after the 10th day of the semester and on or before the 15th day of the semester will receive a 50% refund of tuition paid. Thereafter, no refunds will be provided.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.

Financial Aid

At this time the college does not participate in Federal Student Loan programs. Students who are also employees of Bethesda Hospital, Inc. and who are in an eligible benefit-earning status can request to participate in the corporation’s tuition reimbursement program. These students should contact the Human Resources Department for more information regarding this program.

All students are encouraged to seek outside sources, such as private scholarships and loans, to supplement the cost of tuition. Students eligible for private loans are required to complete a private loan application with a lender of their choice. The application should be requested directly from the lender.

Listed below are possible sources of institutional or corporate sources of funding for prospective students. Please see pages 59-68 for complete information regarding criteria, application procedures, deadlines and amounts awarded.

- **Bethesda Auxiliary Scholarship Awards** – Available to individuals who reside within the primary service area of Bethesda Hospital, Inc. and who are pursuing a degree in healthcare from an approved program. Applications are accepted at any time.

- **Tuition Reimbursement** – Up to $2,000 for full-time and $1,000 for part-time Bethesda Hospital, Inc. employees, for tuition and other related expenses.

- **Bethesda College of Health Sciences Nursing Scholarship** – available to nursing students after their second semester in the program. It is both a merit and needs-based scholarship.
STUDENT SERVICES

Bethesda College of Health Sciences is committed to a well-rounded student. Therefore, academic advisement, personal advisement, specialty services and career development, are among the different services that are offered to all students. Contact information for those providing student services can be found on page 53 of the Catalog.

Health Services:

Health services which are available to all students include the following: pre-enrollment screening where candidates are screened for infectious diseases, fitness for the rigors of the program, drug/alcohol usage and background checks; immunization program (Tdap, flu and hepatitis vaccines are offered free of charge); healthcare workers’ exposure control program; health maintenance and improvement through orientation and education on constructive health measures; provision of a substance abuse/drug free work place; and, availability of the student assistance program.

Influenza Vaccine Policy:

The Bethesda Hospital, Inc. policy requiring all medical staff members, hospital employees, active volunteers, contract staff, and independent licensed personnel to be vaccinated against seasonal influenza or to complete a declination form by a given deadline applies to Bethesda College students as well. Consequently, all students must either (1) be vaccinated, free of charge at the Bethesda Hospital Health Office, (2) opt to receive flu vaccine elsewhere but provide written documentation of receipt to the Health Office, or, (3) complete the required Bethesda Hospital form declining the vaccination.

Students who choose to be vaccinated elsewhere must submit documentation of the immunizations. This documentation must be on the provider’s letter head with date of receipt, lot number and signature of health care provider. Students will be given one week after the Bethesda Health designated date of compliance to comply. After that time, students will not be permitted to attend class/lab or clinical and will be marked as absent for those times.

Students who decline influenza vaccine will be required to wear a surgical mask within 6 feet of patients to protect patients from possible exposure to a health care worker who may be incubating influenza, when working. If a student does not wear the mask as required, he or she will receive a verbal warning for the first offense. After that, the student will receive up to 2 written warnings, which must be documented on a Performance Improvement Plan (PIP). On the 3rd offense, the student will be sent home and will be given an absence for that day.
Students with Disabilities

The 1990 Americans with Disabilities Act (ADA) protects Americans with disabling conditions from discriminatory practices in public accommodations, employment, transportation and telecommunication. It provides that no qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that received or benefits from federal financial assistance. According to the ADA, disabled person means any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

The College welcomes, supports, values and enhances the education of all students and will:

1. Ensure that courses, programs, services, activities, and facilities are offered in the most appropriate and integrated settings.
2. Upon request, provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats.
3. Evaluate students on their abilities not their disabilities.
4. Provide reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids for students with disabilities in response to timely requests by applicants and students.
5. Maintain appropriate confidentiality of records and communications concerning applicants or students with disabilities. The exception will be where disclosure is required by law or authorized by the applicant or student.

In order for the College to abide by the above, a student with a disability must:

1. Identify himself or herself in a timely manner when seeking accommodation.
2. Provide the medical and/or psychological documentation from an authorized professional that verifies the nature of the disability, the functional limitations, and the needed accommodations.
3. Follow up with the appropriate College service such as Employee/Student Health to determine that the appropriate accommodations, academic adjustments and/or auxiliary aids will be provided.

Student Services staff, the program director, and program faculty will work together to provide the accommodations that a student with a declared disability will need to undertake and complete his or her studies at Bethesda College. All information and records related to the student and his or her disability will be maintained in a confidential manner.
Religious Accommodation

To comply with regulations of the Florida Department of Education and Florida law, students have the right to reasonable accommodations from the College in order to observe religious practices and beliefs. This includes, but is not limited to, class attendance and the scheduling of examinations and assignments.

Academic Advisement

The administration and faculty of the college are committed to student success, which involves knowledge acquisition as well as its application to their field of study. Therefore, all faculties are actively involved on a continuous basis in academic advisement. All students are assigned to an advisor with whom they will meet at least once per semester. Students meet with their faculty advisor regarding academic progress, retention and graduation issues prior to each semester. Advisors are available at any time to discuss student course concerns. All faculty advisors hold a minimum of a bachelor’s degree and credentials relative to their discipline.

Annually in May, students meet with a student advisor to specifically review their program curriculum plan through a degree audit, and to acknowledge their understanding of their progression towards graduation.

Personal Advisement/Personal Counseling

In recognition of the fact that personal matters may be affecting the student’s academic success, the Coordinator of Clinical Education/Workforce Development and the Employee/Student Health Nurse are available to provide personal counseling and advisement to students on an individual basis.

The Coordinator and Human Resources career counselors work with students to improve their communication skills, to teach them interviewing skills, and to help them with resume preparation.

Performance Improvement Plan Form

The Performance Improvement Plan (PIP) form is used to document a student's violation of any of the Standards of Conduct, for violation of attendance and punctuality policies, or for failure to maintain satisfactory academic progress. The form will completed in full by faculty or staff and will specify an action plan for improvement; they and the student must sign the PIP. Follow-up by faculty or staff will be conducted as necessary to ensure the student’s adherence to the action plan or to take any required additional action. A copy of the PIP will be kept in the student’s file. A copy of the PIP Form is on page 57 of the Catalog.
Student Advisory Committee

Bethesda College encourages and supports the participation of students on the Student Advisory Committee, which allows students to have an important voice in the operations of the College. The Committee consists of one student representative each from the first and second year classes for each program for a total of 8 students: 4 from Nursing and 4 from Radiography.

The Committee meets at least once a semester and has the following major responsibilities:

1. Serve as a liaison between faculty and students;
2. Review student policies related to conduct and behavior;
3. Recommend changes in student policies to the Dean; and,
4. Review student services annually for completeness and effectiveness, as perceived by students.

Qualifications for and duties of a student advisory committee representative are included in the Student Handbook.

Career Development

The administration is charged with assisting its students and alumni in becoming global leaders. This will be done by:

• Providing career counseling individually or in groups to students and alumni;
• Supporting the academic endeavors of the college by integrating career development services into the total program of the institution by facilitating communication between academic programs, the career development unit, and the healthcare industry;
• Coordinating career-oriented internships, cooperative education, and volunteer Programs; and,
• Providing assistance with resume development, job interviewing skills, and social media policies.

Career Counseling

The College’s Administrative Assistant coordinates services with the corporate Nurse Recruiter and Employee Relations/Recruitment Manager to advise students on employment opportunities, starting with the availability of nurse intern positions, certified nursing assistant, health unit coordinator, and guest service attendant positions within the organization. They meet with the student body during the College Information Session, periodically thereafter, and prior to graduation to provide career counseling.
Health Insurance/Services

The College does require that all students have health insurance. If students do not have health insurance, the College can provide a listing of insurers of student health. It is the student’s responsibility to purchase their own health insurance policy. For admission to the College, an entrance medical examination with proof of immunizations is required and provided by the Employee/Student Health Services.

While enrolled in the College, students can be referred to the Emergency Department for health services; however, they will have to meet the financial costs associated with the visit.

Ripley Early Learning Center (Ripley ELC)

Ripley ELC at Bethesda Hospital East was developed to provide childcare services for the employees and affiliates of Bethesda Hospital, Inc. The center offers a progressive educational and developmental program in a warm nurturing environment for children ages 6 weeks through 5 years old. Students who are not employees of Bethesda Hospital, Inc. are allowed to enroll their children; however, they will be placed on a priority list and awarded a spot only after all employees’ childcare needs have been satisfied.

Food Services

Food services at the Bethesda College (BCHS) campus are provided by Gulfstream Good Will Academy Food Service. Lunch menus are posted Monday through Friday and can be ordered through the Coffee Cart Service or by calling 561-259-1000. The Coffee Cart Service which supplies beverages and snacks keeps the following schedule:

Monday through Friday, from 8:00 – 10:00 AM and 1:15 – 2:00 PM

A thirty (30%) discount is afforded to students who show their student ID badge at the Bethesda Hospital East and West cafeterias.

Student Handbook

A program specific student Handbook is provided for all students. This handbook includes all applicable program policies and procedures relating to student services and expected behaviors. The program student handbook correlates with the policies and procedures found in the Catalog. Each student will sign a form attesting to the fact that they are familiar with the content of the Bethesda College’s program handbook. This form will be placed and kept in the student’s file.
Academic Support Services

Library and Learning Resource Center
The Robert E. Raborn Medical Library is located on the campus of Bethesda Hospital East, five (5) minutes from the College. The collection contains medical, radiography, nursing and allied health literature consisting of 950 texts, 70 journals, and online access to over 10,000 eJournals through a major university database. This university association provides availability to the following: librarian reference services; online catalog; a reference collection; more than 200 databases including PubMed, MEDLINE and CINHAL; full text journals and textbooks, consumer health files and the resources of the library of the Florida Atlantic University.

The Raborn Medical Library is open Monday – Friday, 8:30 AM to 12:30 PM, for librarian mediated searches and assistance. It can be accessed at any time (24/7) with a student identification badge. The Learning Resource Center in the College provides study space, computers and Internet access during the College hours of operation.

In addition, students have remote Internet access to UpToDate, Lexicomp, and Ovid Medline, which are on-line knowledge-based information databases for clinical searches, evidence-based guidelines, national standards, drug information, patient handouts and the Lippincott Nursing Advisor.

Writing Lab
The BCHS Writing Lab consultants are informed, sensitive and competent writers and instructors who help students at any point in the writing process (i.e. brainstorming, drafting, and revising, etc.) as it pertains to assignments, course papers, and other documents. The goal of the Writing Lab is to assist students in becoming more self-sufficient crafters of writing. Thus, writing aid is provided rather than an editing service. Consultants may not get to all of a paper’s issues, but will provide a solid basis from which the student has the opportunity to produce an improved final document.

Consultants can help students do the following:
• understand assignments;
• generate and clarify ideas;
• understand documentation and citation practices;
• follow task-appropriate format; and,
• develop strategies for identifying patterns of error that can be tracked and proofread for conformity to American academic English.

To make an appointment with a Writing Lab Consultant, students should contact the College’s Administrative Assistant. Participation in this free service is strongly encouraged in order to further develop strategies in writing. In some cases, faculty may advise or require students to attend the Writing Lab based on the student’s need for improvement in writing and/or verbal skills.

Math Lab:
The BCHS Math Lab consultants are informed, sensitive, and competent scholars and instructors who are available to help students at any point in the program with their dosage calculation requirements. The goal of this Math Lab is to assist students in becoming more confident and competent with their dosage calculation skills.
Consultants will assist the students with as many problems as possible in the allotted time, providing a strong basis from which the student can continue to work on dosage calculations.

Consultants can help students do the following:
- understand assignments
- generate and clarify dosage calculations
- develop strategies for identifying patterns of error with calculations that can be tracked, creating a study plan for solutions

To make an appointment with a Math Lab consultant, students should contact the College’s Administrative Assistant. Participation in this free service is strongly encouraged in order to further develop confidence and competence in dosage calculation. In some cases, faculty may advise or require students to attend the Math Lab based on the student’s Dosage Calculation Assessment scores or the need to improve dosage calculation applications.

**Tutoring**
Faculty maintains office hours and schedules appointments at other times to assist students with course materials. If a student feels that he or she needs even more tutoring, a list of tutors and their fees is available from the Dean’s office.

**Academic Policies**

**Classification of Students**
Bethesda College of Health Sciences admits only college transfer students. Students who have earned less than 31 hours are classified as *juniors*. Those who have earned 32 hours or more are classified as *seniors*.

Students are classified as full time students or part time students according to the number of credit hours attempted. A *full time student* is enrolled for a minimum of 8 credit hours per semester. Students are considered *part time* if enrolled for less than 8 credit hours per semester.

**Attendance Policy**
Students are required to attend all classes for which they are registered and may not attend classes for which they are not registered. Students are responsible for any and all coursework and may not use college-sponsored activities as pleas for extension of time to complete assignments or for permission to take makeup examinations or quizzes. A calculation of absences begins from the first class meeting for students whose names appear on the initial class roster.

Attendance is expected in all classroom, lab and clinical activities. In the event of an absence due to extenuating circumstances, the student is expected to notify the College Administrative Assistant *by phone (561-364-3064), or email (V Lopez-Adkins@BHinc.org)*, no later than 9:00 AM.
Absences
- Maximum of two (2) absences per course/semester in didactic or lab courses.
- Maximum of one (1) absence in clinical courses per semester.
- Those who exceed the maximum number of absences must meet with the program director for counseling and/or dismissal from the program.
- Unexcused absences are not permitted and may be grounds for course dismissal.
- An unexcused absence is defined as non-notification by the student of the absence according to the policy.
- If students are found sleeping during classroom, clinical or lab, they will be asked to leave the classroom or clinical and the entire instructional time will be posted as an absence.

Illness/Accident
- For students who are unable to attend classes, labs, or clinical because of illness, injury, or hospitalization, course faculty will attempt to develop a plan for course/clinical completion for the student. In some situations, the options may include a grade of incomplete (“I”), or withdrawal from the course.
- In all cases, a physician’s documentation will be required for the student’s return to class, lab, or clinical and it must be presented to the Dean or her designee who will have it reviewed by the Employee/Student Health Nurse at Bethesda Health, Inc. for verification and approval prior to the student’s admission to class, lab or clinical.

Tardiness
- Tardiness is not acceptable. Students are considered tardy when they arrive to class, lab or clinical after the scheduled start time.
- For didactic or lab courses, 2 instances of tardiness per course/semester will be treated as 1 absence.
- If you are going to be late, you must notify the College’s Administrative Assistant (by phone or email as above) ahead of time to report your tardiness.
- Tardiness is not permitted on clinical days. On-time attendance is expected at all clinical activities. **Tardiness will count as an ABSENCE and the student will not be allowed in the clinical area.**

The Student Handbook for each program has further information on attendance.

**NOTE:** Students must also refer to the syllabus for each of their courses because additional attendance and tardiness restrictions may apply.
Course Cancellation
It is the policy of Bethesda College to offer courses within its academic inventory that meet the needs of students in each academic program. The College reserves the right to cancel a scheduled course in a particular semester but any such cancellation and rescheduling will not affect students’ ability to complete their studies within the normal time frame for their academic program, provided that the student is already on track with his or her studies.

Should a class be cancelled, students enrolled in that class will be notified and rescheduled for another course or will have their tuition and fees for the semester adjusted as appropriate.

Definition of Credit
Credits are assigned to courses based on how many contact hours are spent each week in lecture, lab, or clinical sessions during an academic term. A contact hour equals 50 minutes. Bethesda College uses a semester as its academic term. A semester is 15 weeks in length.

Bethesda College uses the following minimum ratios to assign semester credits to its lecture, lab, and clinical courses:

Lecture (didactic) class: 1 contact hour per week for 15 weeks equals 1 semester credit;

Lab session: 3 contact hours per week for 15 weeks equal 1 semester credit; and,

Clinical session: 3 contact hours per week for 15 weeks equal 1 semester credit. (Nursing)

Clinical session: 7 contact hours per week for 15 weeks equal 1 semester credit. (Radiography)

Grade Point Average (GPA) Computation
Bethesda College of Health Sciences utilizes the 4.0 grading system when calculating students’ semester GPA and cumulative grade point average (CGPA). The grade point average is calculated by dividing the total quality points earned by the total credit hours attempted. The grading system appears in the Satisfactory Academic Progress Policy section of this catalog, on page 25.

Final Examinations Schedule
For the Nursing Program, final exam dates are published in the Academic Calendar given to students at the beginning of each semester. The time of the final exam is published in the course syllabus.

Radiography Program final exams are held the last week of each semester.

Estimated Study Hours
In lecture (didactic) courses, for each hour of instruction, students are expected to spend a minimum of two hours on homework or projects outside of the classroom. Out-of-class work will be graded and will be included as a part of the final grade for the course.
Grade Changes/Appeals of Course Grade
Students are responsible for the review of their grade report at the end of each semester. If the student feels that a grade is incorrect, the instructor should be contacted. If the incorrect grade has been submitted by the instructor to the Registrar, the instructor will initiate a “Change of Grade” form. If the instructor does not agree to the change in grade, the student may appeal the decision, in writing, to the Dean. The grievance procedure will be followed.

Grade Reporting
All assignments and exams are graded as soon as possible after submission in order to afford the student timely feedback. Grade reports are processed and recorded to each student’s academic record in Orbund™ by the week prior to the midterm and/or final exam. Final grades are posted in Orbund™ by the fifth business day after the final exam and/or evaluation for the course.

Course Auditing
Students may elect to take College courses without earning credit under the course audit status. Students who audit courses must pay full tuition and fees for the course(s) audited and will be listed on the official class rolls, but are not required to take tests or final exams or complete other assigned work. A grade of “AU” will be assigned for audited courses. Students may change from credit to audit or audit to credit by completing an official status change form prior to the third-class meeting. This form must be signed by the instructor and presented by the student to the Registrar for processing.

Leaves of Absence
Students may request up to one year, through the Dean, a leave of absence for personal issues (example: family hardship, etc.), deployment to active military service and/or other extenuating circumstances. Extensions may occur based on the individual situation. Upon program re-entry, the student must verify all program pre-admission requirements.

Bereavement
Bereavement leave of three days is granted for the death of an immediate family member. An immediate family member is defined as spouse, child, sibling, parent, grandparent, grandchild, step-parent or parent-in-law.

Records Retention
- Admission data is kept for 5 years from the last date of attendance for all students and 5 years from initial application for candidates for admission.
- Detailed grading and evaluation sheets are kept by the faculty until the students graduate and successfully pass the NCLEX or ARRT Exam.
- A paper copy of the transcript, enrollment form, degree program audit report, attendance record and clinical evaluation competency sheets are maintained in the students’ files, within a fire rated file cabinet during their academic enrollment.
• After the student graduates or officially withdraws from the program, the student file will be archived for a period of 5 years and then shredded.
• The electronic academic management system, Orbund, which contains the students' transcripts, is backed up daily by the Information Systems Department of Bethesda Health, Inc. and transcripts are kept indefinitely.

Communication/Email/Phones
The College assigns all students a College email address at orientation. This email address will be used by the College faculty and staff for official communications with students. Students must check their College email frequently to ensure that they obtain critical information and assignments. Official communication by phone is conducted utilizing the College’s BCHS phone system. A directory of faculty and staff emails and phone numbers is included on pages 51-52 of this catalog.

• Cell phone use: Cell phone use by students is strictly prohibited at any of the Hospital campuses or at any educational-affiliated facility. Personal cell phone use is confined to break times and lunch while in the appropriate break areas. Discretion is advised in maintaining common courtesy and consideration of others during cell phone use.

• Personal cell phones, e-tablets, laptops and other electronic communication devices are for the sole use of educational activities while in the classroom or skills lab and are at the discretion of the instructor.

• Photos/video/audio recording of lectures, classroom, and skill’s lab activities are at the discretion of the respective instructor. If not posted on the syllabus, the instructor’s permission must be obtained before engaging in any form of recording. In order to preserve patient confidentiality, any form of recording is strictly prohibited in the clinical areas of Bethesda Hospitals or any educational-affiliated facility.

Course and Faculty Evaluations
All student course evaluations are conducted online. Online assessments offer students an easy and confidential way to provide instructors and the College with valuable feedback regarding their classes and how they have been taught. Students access the evaluation form through their Bethesda College e-mail upon receipt of an e-mail from the Administrative Assistant for the respective course/faculty.
SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program.

As described below, each student must achieve the required minimum CGPA of 2.0 within the maximum time frame established, achieving the required completion rate of 67% at each evaluation point. Failure to meet these satisfactory academic progress (SAP) standards may result in dismissal from the academic program and in ineligibility to earn the associate degree for that program.

MAXIMUM TIME FRAME (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and in any laboratory and clinical components will complete the Nursing program in 74 semester credit hours and the Radiography program in 80 semester credit hours.

For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the Nursing program is 111 semester credit hours and for the Radiography program is 115.5 semester credit hours.

The MTF, which is 1.5 times the normal completion time for each academic program, is computed from the very first credit hours in which the student enrolled and originally began his or her studies at Bethesda College. This means that a Nursing program student can take up to a maximum of 111 credits in order to successfully complete the 74 credits required for the program. A Radiography student can take up to 120 credits to successfully complete the 80 credits required for that program. Any student who does not successfully complete his or her academic program within the MTF for that program cannot earn the associate degree.
Satisfactory Academic Progress Evaluation

- Students' transcripts are evaluated at the end of each semester to determine whether each student has met the established minimum standards of satisfactory academic progress.

- Any student whose CGPA is below 2.0 and/or whose successful completion rate is less than 67% for the first time will be placed on Academic Warning status.

**Academic Warning**
All students on Academic Warning must meet with their assigned academic advisor. Students on Academic Warning are limited to taking a maximum of 12 credit hours. Students will not be allowed to complete their registration for the following semester without the academic advisor’s signature on a Performance Improvement Plan Form (PIP). The advisor may require adjustment of the student’s courses or course load.

- Any student on Academic Warning status who achieves the minimum required CGPA and/or successful credit completion rate by the end of the next semester will be removed from warning status and considered to be making satisfactory academic progress.

- Any student on Academic Warning status who does not achieve the required CGPA or credit completion rate by the end of the next semester will be placed on Academic Probation status.

**Academic Probation**
Students placed on Academic Probation must have their Performance Improvement Plans reviewed and, if appropriate, updated by their academic advisor before they can register for the next semester. Students will have a maximum of two semesters to regain satisfactory academic progress. Students who achieve the minimum SAP standards within that time will be reinstated to good academic standing.

A student on Academic Probation who fails to regain satisfactory academic progress by the end of the second semester will be academically dismissed from the College.

If the College determines that it is mathematically impossible for a student to achieve the minimum CGPA and/or required completion rate prior to reaching the maximum time frame, that student will be academically dismissed from the institution.

Except for that mathematical case or a case of Repeated Course Failure, any student who has been placed on Academic Probation has the right to appeal that action, as discussed below.

- **Repeated Course Failure**
  Any student who fails the same course twice will be permanently academically dismissed from the College and is not eligible for readmission.
• **Academic Appeal**

Any student who has been placed on academic probation for the first time but thinks that there were mitigating circumstances that caused him or her to fail the SAP standard(s), may submit a written appeal with supporting documentation to the Student Appeals Committee. That committee will make a recommendation to the Dean as to whether the appeal should be accepted. The Dean’s decision in the matter is final.

The appeal must include narrative explaining how the student’s mitigating circumstances have changed or what steps the student has taken to overcome those circumstances so that he or she is now capable of achieving and maintaining satisfactory academic progress.

If the appeal is granted, the student will be removed from academic probation but must meet the minimum SAP standards by the end of the following semester or he or she will be academically dismissed.

• **Academic Dismissal**

Any student who has been academically dismissed will not be considered for readmission to the College until one year has passed. The student must reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and meet with the Dean before registering for any courses.

**GRADING SYSTEM**

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student’s cumulative grade point average (CGPA) and the credit hours assigned for the course taken are included in the calculation of total credit hours attempted.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Point Value</th>
<th>Quality Points</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>88-92</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>80-87</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>75-79</td>
<td>1.0</td>
<td>Below Average (Radiography)</td>
</tr>
<tr>
<td>D</td>
<td>75-79</td>
<td>0.0</td>
<td>Failure (Nursing)</td>
</tr>
<tr>
<td>F</td>
<td>Below 75</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>-----</td>
<td>0.0</td>
<td>Incomplete</td>
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<td>IP</td>
<td>-----</td>
<td>-----</td>
<td>In Progress</td>
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<tr>
<td>P</td>
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<td>-----</td>
<td>Pass*</td>
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<tr>
<td>R</td>
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<td>-----</td>
<td>Repeated*</td>
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<td>TR</td>
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<td>Transferred*</td>
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<td>W</td>
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<td>-----</td>
<td>Withdraw*</td>
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<tr>
<td>AU</td>
<td>-----</td>
<td>-----</td>
<td>Audit**</td>
</tr>
</tbody>
</table>

* Grade not calculated into cumulative grade point average (CGPA) but course credits are included in total credit hours attempted.

** Grade not calculated into CGPA and course credits are not included in total credit hours attempted.
**AU Grade**
A grade of AU is assigned for anyone who audits a course. No credit is given and no SAP calculations are performed.

**Incompletes (Grades of I)**
A grade of “I” (Incomplete) is assigned when the quality of work has been passing but the student has been prevented, because of illness or other justifiable cause, from completing the required work or from taking the final examination. If the cause is personal illness, a physician’s signed statement must be provided. The grade is calculated into the semester and cumulative grade point averages the same as an “F” and is included in the calculation of total credit hours attempted and total credit hours successfully completed. The incomplete work must be completed within the time frame set by the Dean or a permanent grade of “F” will replace the “I.” If the work is timely completed, the “I” grade will be replaced with the earned grade and the GPA and CGPA will be recalculated.

**P Grade**
A grade of “P” is assigned for the student’s successful completion of a laboratory or clinical course. The “P” grade is not included in the calculation of the CGPA but it is included in the calculation of total credit hours attempted and total credit hours successfully completed.

If a student passes a laboratory or clinical course but fails any co-requisite course(s), all of the courses must be retaken, including any passed lab or clinical course. These co-requisite courses are identified in the "Course Descriptions" section of the catalog and on the course syllabi. All retaken courses will be included in the normal calculations of the semester grade point average (GPA) and the CGPA and in the calculation of total credits attempted and total credit hours successfully completed.

**W Grade**
A grade of “W” is assigned when a student formally withdraws from a course or from the College. The “W” grade is not included in the calculation of the CGPA but the credit hours for the course are included in the determination of total credit hours attempted and total credit hours successfully completed.

**R Grade**
A grade of “R” is used as a designation that a course has been retaken, either because of failure, because a co-requisite course was failed, or because, upon readmission into a program, a student is required to repeat some or all courses, even if they were previously passed.

Once the repeated course has been completed, the new grade earned will be included in a calculation of the GPA and the CGPA, and in a determination of total credit hours attempted and total hours successfully completed. The “R” grade will be added as a notation with the original grade and both the GPA and CGPA for that semester will be recalculated, excluding the original grade.

A failed course can only be repeated once. Any student who fails the same course twice will be academically dismissed from the College and is not eligible for readmission.
**TR Grade**
A grade of “TR” reflects courses that have been accepted as pre-requisite and general education courses which have been transferred from an accredited college or university. “TR” grades are not calculated into the CGPA but course credits are included in total credit hours attempted and earned.

**Repeated Courses: Effect on SAP**
The new grade for a course that has been repeated will replace the prior grade and the GPA and CGPA for the original semester will be recalculated, excluding the original grade. The new grade will be included in GPA and CGPA calculations for the current term and the credits earned will be included in total credits attempted and earned for that term.

**Change of Program: Effect on SAP**
The SAP status of a student who wishes to change from one academic program to another will remain with the student in the new program. However, because there are no common courses between the programs currently offered by the College, the semester and cumulative grade point averages will be based only on the student’s academic performance in the new program.

**Additional Credential: Effect on SAP**
There is no effect on the academic progress status of a student who has completed one academic program at the College and enrolled in another program.

**Remedial or Developmental Courses**
The College does not offer any remedial, review, or developmental courses.

**Withdrawal and Re-admission**
Individuals who withdraw from the college will be required to submit a letter to the Dean stating their intentions. They may also be required to take part in an exit interview with the Dean or a designee. A grade of “W” will be recorded on the individual's transcript.

Students in good academic standing (2.00 cumulative GPA or above), who separate from the College for one or more years, are required to apply for re-admission through the Admissions Office. Students must satisfy the degree requirements for graduation stated in the College catalog for the academic year in which they are readmitted.

A one-semester separation from the College does not require a student in good standing to file for readmission. The student must meet with the Dean prior to registering for courses.

Students not in good academic standing (suspended or dismissed) who separate from the College for one or more years are required to apply for readmission to the College.

Students on academic probation who withdraw must also apply for readmission to the College.

**NOTE:** In all cases of readmission, the College reserves the right to require the student to retake some or all courses, even if those courses were previously passed.
Graduation Requirements
Students must meet with their assigned advisor to verify that all the requirements for graduation have been met. Students have the ultimate responsibility of fulfilling requirements for graduation.

Graduation fees, listed in the catalog’s Appendix, must be paid before or when applying for graduation. In order to graduate, students must have done the following:

- Satisfied the curriculum requirements for graduation specified by their degree program;
- Earned a minimum cumulative grade point average of 2.0; and,
- Fulfilled all financial obligations and procedural requirements.

Academic Honors
The President’s List is compiled at the end of each semester. To qualify for this honor, a student must have taken a minimum of 8 credit hours in the program of study during the semester and must have earned a 4.0 GPA for that semester. This achievement will be noted on the student’s transcript.

The Dean’s List is compiled at the end of each semester. To qualify for this honor, a student must have taken a minimum of 8 credit hours in his or her program of study and must have earned a GPA between 3.5 and 3.99 for the semester. This honor will be noted on the student’s transcript.

The Academic Excellence designation is awarded to students whose semester GPA is between 3.0 and 3.49 for a minimum of 8 credit hours in a program of study. This designation is noted on the student’s transcript.

Transcripts
At the end of each semester, students will receive a written record of their grades which includes course grades for the current semester, the semester grade point average (GPA) and the cumulative grade point average (CGPA).

Academic transcripts for all work completed can be sent to other institutions and prospective employers only after a written or email request is made by the student to the Administrative Assistant and after applicable fees have been received. Official transcripts will not be released for students who have outstanding financial obligations to the College.

A student may obtain an unofficial transcript of their academic record through Roll Call™. The unofficial transcript does not bear the official seal of the College but is otherwise a true copy of the record.

All academic records of students are permanently retained.

Family Educational Rights and Privacy Act (FERPA)
Student records are available for inspection only by the student and, based on federal FERPA guidelines, are available to or may be disclosed to those individuals or entities listed below:

- School officials, as determined by the College to have legitimate educational interest;
- State educational authorities;
• Federal and State officials representing state or federal programs;

• Persons having written authorization for release; and,

• Officials in compliance with judicial orders.

Upon request and without a student’s prior consent, the College will disclose education records to officials of another institution in which a student seeks admission or where the student is already enrolled, as long as the disclosure request is for purposes related to the student’s enrollment or transfer.

Any other disclosures or release of a student’s records require the student’s prior, written consent.

Students may make an appointment to view their records at any time during the College’s normal operating hours.

**Student Grievance Policy**
All students have the right to expect to be treated fairly and equitably. In the event that a grievance needs to be filed, the student should follow the procedure below:

1. First discuss the issue with the course instructor.

2. If resolution does not occur, submit a written grievance to the Program Director who has seven (7) school days to respond.

3. If resolution does not occur, appeal the ruling to the Dean of the College who has seven (7) school days to respond.

4. If resolution does not occur, appeal to the College Student Appeals Committee. The student may bring persons to the meeting for support but none will be permitted to speak. The decision regarding the grievance at this level is final.

5. Students who feel that their grievance remains unresolved or has not been decided fairly, may refer the grievance to the following Florida agency and/or accrediting body:

   **Commission for Independent Education**
   325 West Gaines Street, Ste. 1414
   Tallahassee, FL 32399-0400
   Telephone: (850) 245-3200
   Toll free: (888) 224 6684
   Web site: [www.fldoe.org/cie](http://www.fldoe.org/cie)

   **Accrediting Council for Independent Colleges and Schools**
   750 First Street, NE
   Suite 980
   Washington, D.C. 20002-4223
   202-336-6780
   Web site: [www.acics.org](http://www.acics.org)
Complaint Policy
A complaint is defined as any constraint, behavior, action or environment that can reasonably be interpreted as interfering with a student’s ability to learn or participate in their academic program. Some examples are classroom temperatures, noisy environment during class or testing, and lack of secure locker or storage space during clinical rotations.

If resolution of the complaint cannot be achieved through informal efforts at the College level, the complaint can be formally lodged with the Customer Complaint Management System of Bethesda Hospital, Inc., which is accessible via the Bethesda Health intranet: http://bhshome/default.htm.

Academic Honor Code
Bethesda College of Health Sciences recognizes that honesty and integrity is an essential factor relating to the academic purpose and function of the institution. Therefore, it is expected that all students maintain a high standard of individual honor in all academic endeavors.

Academic dishonesty includes (but is not limited to):
- Cheating;
- Plagiarism;
- Forgery;
- Collusion;
- Credential misrepresentation;
- Submission for credit of any work or material that is attributable in whole or in part to another person; or,
- Taking an exam for another person or any act or attempted act designed to give unfair advantage to a student.

Students who are found guilty of any form of academic dishonesty will be subjected to disciplinary action, including loss of credit, suspension, or immediate dismissal from the College.

Cheating - The use or attempt to use unauthorized materials, information, study aids, or computer-related information. This includes giving or receiving, offering or soliciting information on tests or written assignments, and/or using notes or books other than those explicitly permitted by the instructor during an examination.

Plagiarism - Representation of words, data, works, ideas, computer programs, or anything not generated in an authorized fashion properly cited as one’s own. In order to prevent plagiarizing, student can utilize American Psychological Association (APA) formatting for general guidelines for papers. When referring to an idea from another work or directly quoting from that work, follow the guidelines for APA formatting for in-text citations and reference list. A resource for APA formatting can be found at: http://owl.english.purdue.edu/owl/resource/560/08/.

Forgery – the willful misrepresentation or altering of documents with intent to defraud. It is a crime punishable by law. Its most common occurrence among students includes, but is not limited to, the misrepresentation of signatures (especially that of an academic advisor) on official documents of the College or the attempt to cash checks that are not lawfully their own.
Collusion - Cooperation of student(s) with staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by student(s) or staff personnel to change examination grades and or grade point average(s); cooperative efforts by students and student assistant(s) in gaining access to examinations or answers to examinations for distribution; resubmission of term papers and/or reports that have been submitted previously and graded, but have been secured and re-circulated among students; and falsification of clinical records (eg., clinical competencies, time cards, etc.).

Credential Misrepresentation - Use of untrue written statements regarding matters of fact in order to gain admission to the institution. This also includes misstatements of fact, distribution of false printed material, and conduct manifestly intended to deceive or mislead.

Academic Programs

Academic Programs at Bethesda College of Health Sciences are designed according to the Florida Department of Education Curriculum Frameworks, [www.fldoe.org/workforce/dwdframe](http://www.fldoe.org/workforce/dwdframe), Commission for Independent Education Standards and Procedures for Licensure (Rule 6E-2.004 F.A.C).

Associate of Science in Nursing
74 Credits

The Nursing Program is a 5-semester program that focuses on the general education and beginning technical skills necessary for providing and managing patient care and participating in the profession of nursing. Upon graduation, with the Associate of Science degree in Nursing, the student is eligible to take the National Council Licensing Exam (NCLEX-RN), passage of which is required to apply for State licensure as a registered nurse.

The Program is committed to providing educational and clinical experiences leading to employment in beginning positions as registered nurses in hospitals or other health care facilities and settings.

PROGRAM OBJECTIVES

Upon completion of the nursing program, the graduate will be able to do the following, which mirror the competencies promoted by the National League of Nursing:

1. Advocate for patients and their families, promoting self-determination, integrity, and continuous growth as human beings;
2. Exercise informed judgments in providing quality nursing care and promoting patient health;
3. and evaluate processes for maintenance of good health and risk reduction for self and others;
4. Use critical thinking and the nursing process to provide holistic and caring strategies for all patients to regain wellness, taking into account each patient’s individuality and cultural diversity;
5. Practice professional nursing, legally and ethically, in a variety of health care settings; and,
6. Communicate effectively, whether verbally, non-verbally, in writing or electronically, with the patient and their family and with the interdisciplinary health team to achieve intended, managed care outcomes for the patient.

Program Admission Criteria

Admission to the Nursing program will be considered once the following criteria, in addition to the general admissions criteria, have been successfully met.

- Take and pass the pre-admission composite test, TEAS-V, with a minimum score of 48; and,
- Undergo a successful pre-admission interview with Bethesda College’s Admissions Committee.

Any person who has been convicted of a felony may not be eligible to take the NCLEX-RN. Information regarding eligibility can be obtained by contacting the Florida Board of Nursing (www.doh.state.fl.us/mqa/nursing).

Because of limited class sizes, after all admission criteria have been met, a point system that considers the following factors is utilized to determine which applicants will be admitted into the Nursing program: college CGPA; extent of prior college education; Palm Beach County residency status; employee status with Bethesda Health, Inc.; health care-related work experience; the admissions interview; and the admissions essay. In case of a tie, the following data will be utilized to determine priority: the applicants’ composite scores on the TEAS-V pre-admission exam and their GPAs on the transferred courses Anatomy and Physiology, and Microbiology.

Program Fees (Non-refundable):

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Competency Testing and NCLEX-RN Review</td>
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<tr>
<td>Pre-Admission TEAS-V Applicant Fee</td>
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<tr>
<td>Pre-Admission TEAS-V Non-Applicant Fee</td>
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<tr>
<td>Skills Lab Kit</td>
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<tr>
<td>Skills Lab Fee (Initial fee $600 and $375 per semester x 4 semesters)</td>
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Students are responsible for the purchase of uniforms, books, and supplies independently of the College fee structure.

Program Credit Ratios:

For the Nursing Program:
- Lecture (didactic) class: 1 contact hour per week for 15 weeks equals 1 semester credit;
- Lab session: 3 contact hours per week for 15 weeks equal 1 semester credit; and,
- Clinical session: 3 contact hours per week for 15 weeks equal 1 semester credit.

Program Grading Scale:

The Nursing Program uses the grading scale located in the “Satisfactory Academic Progress Policy” section, page 25 of this catalog. Bethesda College of Health Sciences grading scale (see page 27). Only grades of “C” or above and grades of “P” are considered passing grades and a minimum CGPA of 2.0 is required for graduation.
BETHESDA COLLEGE OF HEALTH SCIENCES

Nursing Program
Curriculum

TOTAL PRE-REQUISITE/GENERAL EDUCATION TRANSFERRED CREDITS………………..30

Nursing Core Courses:

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Credit Hours</th>
<th>Theory Contact Hours</th>
<th>Lab Contact Hours</th>
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<td>NU 1000</td>
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<td>Nursing Informatics</td>
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<td>NU 1215</td>
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<td>NU 2520</td>
<td>Psychiatric/Mental Health Nursing</td>
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<td>NU 2520L</td>
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<td>NU 2940L</td>
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**TOTAL CURRICULUM CREDITS**……………………………………………………………………..74
Associate of Science in Radiography
80 Credits

The Radiography Program is a 6-semester program that provides a well-rounded professional curriculum that develops compassionate, ethical health care professionals who can serve the radiography health needs of the community. The program offers real world experiences in the hospital setting as well as course didactics that are taught by qualified instructors and practicing clinical leaders in the field of radiography. The Program is accredited by the Joint Committee for Education in Radiologic Technology (JRCERT) and, upon graduation, with the Associate of Science degree in Radiography, the students qualify for the American Registry of Radiologic Technologists (ARRT) certification examination, passage of which is required by the State of Florida and the majority of states to apply for licensure to work as a radiologic technologist, radiography technician, or radiologist assistant.

Program Admission Criteria

Admission to the Radiography Program will be considered once the following criteria, in addition to the general admissions criteria, have been successfully met.

- Submit three professional letters of recommendation from teachers, employers or clergy; and,
- Undergo a successful pre-admission interview with Bethesda College’s Admissions Committee.

Any person who has been convicted of a felony or a misdemeanor, or had actions or limitations placed on a professional license or certificate should contact the following certification boards to verify eligibility for certification.

https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf

Class sizes are very limited and admission is very competitive. After all general and program admission criteria have been met, a point system that considers the following factors will be used to select the applicants for admission: college CGPA; extent of prior college education; Palm Beach County residency status; employee status with Bethesda Health, Inc.; health care-related work experience; the admissions interview; and the admissions essay.

Program Fees

Students are responsible for the purchase of uniforms, books and supplies independently of the College fee structure.
Program Credit Ratios:

The Radiography Program uses the following ratio of class time to credits, which reflect professional accrediting standards:

- Lecture (didactic) class: 1 contact hour per week for 15 weeks equals 1 semester credit;
- Lab session: 3 contact hours per week for 15 weeks equal 1 semester credit; and,
- Clinical session: 7 contact hours per week for 15 weeks equal 1 semester credit.

Program Grading Scale:

The program follows the College grading scale (see page 27). Note: A minimum of 2.0 CGPA and 154 quality points are necessary for graduation.

Program Goals:

Goal One:
- Students will competently perform radiological procedures

Goal Two:
- Students will use critical thinking skills

Goal Three:
- Students will use appropriate communication for the healthcare profession

Goal Four:
- Students will demonstrate professionalism

Learning Site:

Classes, labs and clinical sessions are conducted at the College’s learning site located at Bethesda Hospital, East, 2815 S. Seacrest Boulevard, Boynton Beach, Florida 33435, which is located 3 miles from the College campus.
## Radiography Core Courses:

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Credit Hours</th>
<th>Theory Contact Hours</th>
<th>Lab Contact Hours</th>
<th>Clinical Contact Hours</th>
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<td>RT 1614 Radiologic Physics</td>
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<td><strong>YEAR ONE: Summer Semester</strong></td>
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<td>RT 2473 Radiographic Quality Management</td>
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**Total Radiography Credit Hours**: 54

**TOTAL CURRICULUM CREDITS**: 80
Course Descriptions

Abbreviations

The following abbreviations are used to identify courses in this catalog.

- **BSC** Anatomy and Physiology
- **CGS** Computers – general studies
- **DEP** Developmental Psychology
- **ENC** English Composition
- **HSC** Health Sciences
- **HUN** Nutrition
- **MAC** Mathematics
- **MCB** Microbiology
- **NU** Nursing
- **PSY** Psychology
- **RT** Radiography
- **SYG** Sociology

Courses with a three-letter designation reflect the classifications of the Florida Statewide Course Numbering System. This system provides for ease of transfer among colleges and universities that ascribe to it.

Courses with a two-letter designation reflect the Bethesda College of Health Sciences numbering system. Until such time as these are converted to the Florida Statewide Course Numbering System, their transferability is subject to acceptance of the receiving College.

Course descriptions include a course prefix, course number, course title, and an indication of the number of lecture hours, lab hours, clinical hours and total semester hours of credit e.g. RT 2533 Radiographic Procedures IV (3-0-0-3). These numbers indicate that the course meets for the equivalent of 3 hours lecture, no hours of lab, no hours of clinical, and carries 3 semester hours of credit.

The course prefix is a two-letter grouping that stands for a major division of an academic discipline, subject area, or sub-category of knowledge. (Ex: NU stands for Nursing and RT stands for Radiography).

The 4 digit course numbering indicates the level of the course. The numbers from 1000 to 1999 stands for first level courses; and the numbers from 2000 - 2999 stands for second level courses. The level numbering does not affect transferability.

Some courses will have a “C” or “L” after the course number. The “C” stands for a clinical course that meets in a clinical area. The “L” stands for a lab course or the lab part of a course with the same number, which meets at a different time or place.

Prerequisites

In addition to those prerequisites that students are required to transfer into the College as part of the admissions process, there are additional prerequisites that must be satisfied for various courses in the curriculum of each academic program. Any such prerequisite(s) for a course must be met prior to registering for that course unless the Dean or her designee grants specific written permission to waive or delay the prerequisite(s) or to take the prerequisite(s) concurrently with the course.
NOTE: For courses with co-requisites, failure of one co-requisite will require the student to repeat all of the co-requisites, even if the remaining co-requisites courses were passed.

NU 1000 Nursing Concepts (15-0-0-1)

Studying the historical nursing perspectives, Nightingale through modern holistic, Nursing Concepts are explored. Major nursing theorists will be investigated with an emphasis placed on the thinking of Jean Watson as a method for organizing nursing practice. Concepts that shape a profession like ethical considerations, professional behaviors, values and communications are also considered. And, the human functioning concepts necessary to provide nursing care within the programs’ conceptual framework are analyzed. Throughout the course, students have the opportunity to identify their own learning styles and begin to create strategies for positive learning and personal wellness.

NU 1022L Fundamentals of Nursing Skills Lab (0-45-0-1)

Co-requisites: NU 1023, NU 1023L

Nursing Skills Laboratory presents an introduction to basic technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing basic patient care skills. Integrated throughout are wellness and alternative/comparative therapies for personal wellness.

NU 1023 Fundamentals of Nursing (45-0-0-3)

Co-requisites: NU 1022L, NU 1023L

The emphasis in Fundamentals of Nursing is on the normal foundations necessary for a nurse to apply critical thinking processes during both health and illness. The theory of Jean Watson and the conceptual framework of the program are integrated with the foundational concepts as a means of exploring (adults and elderly) normal human functioning. Areas discussed include: assessment (MORC^2), diagnostic and pharmacological resources, accountability through documentation, and, foundational concepts for normal human functioning and wellness.

NU 1023L Fundamentals Clinical (0-0-135-3)

Co-requisites: NU 1022L, NU 1023

Fundamentals Clinical laboratory provides, in a variety of settings, selected patient experiences that assist the student to integrate classroom and skills laboratory learning. The clinical patient care experiences focus on nursing assessment, use of basic nursing skill sets and teaching for wellness. The clinical environments include experiences in acute care and long term care facilities with a defined well elder home/community experience.
NU 1026L Medical/Surgical Nursing Skills Lab 1 (0-45-0-1)

**Prerequisites:** NU 1022, NU 1023, NU 1023L

**Co-requisites:** NU 1215, NU 1215L

Nursing Skills Lab 1 provides the knowledge and practice for beginning medical/surgical nursing skill sets that are used by the nurse to implement the nursing process and manage care. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing medical/surgical patient care skills. Integrated throughout are wellness and alternative/comparative therapies for personal wellness.

NU 1144 Pharmacology (30-0-0-2)

**Prerequisites:** NU 1022L, NU 1023, NU 1023L

*Pharmacology* assists the professional nursing student to understand pharmacotherapeutic concepts that are necessary for safe nursing practice across the life span. The major drug classifications are introduced in the context of human functioning and holistic concepts. For each classification the student considers: data collection, dosage/administration, evaluation and maximum therapeutic effects, minimizing adverse reactions/interactions, managing toxicity and patient education.

NU 1879 Nursing Informatics (15-0-0-1)

Using the disciplines of nursing, technology and information sciences, the improvement of communications, documentation and its efficiency within the healthcare field will be explored. The focus is on the impact this expanding field has on nursing both within the profession (data collection, storage, retrieval, etc.) and for the improvement of learning (education, research, evidence-based-practice, etc.).

NU 1215 Medical/Surgical Nursing 1 (60-0-0-4)

**Prerequisites:** NU 1023; NU 1023L; NU 1022L

**Co-requisites:** NU 1026L, NU 1215L

This course builds on the foundations of nursing by considering interactions/relationships that affect an individual’s ability to adjust, maintain and restore personal balance and, thus threaten an individual’s wellness. Critical thinking models for human functioning and independent nursing interventions will be further explored and expanded to include detailed nursing processes, care management, healthcare team approaches and holistic considerations for selected personal unbalance. Mind, body, spirit adjustments explored will include, but are not limited to, commonly occurring health limitations that endanger an individual’s ability for maintenance and restoration of balance and healing.
NU 1215L Medical/Surgical Clinical 1 (0-0-225-5)
Prerequisites: NU 1023; NU 1023L; NU 1022L
Co-requisites: NU 1026L, NU 1215

Medical/Surgical Clinical provides selected patient experiences in a variety of settings and assists the student to incorporate both theory and college lab skills. The clinical focus is on the practice of beginning medical/surgical technical nursing skill sets that are utilized or delegated by the nurse for patients with commonly occurring health limitations that potentially alter and/or restore wellness. Clinical experiences include activities in acute care, rehabilitation and home environments.

NU 2028L Medical/Surgical Nursing Skills Lab 2 (0-45-0-1)
Prerequisites: NU 1144; NU 1215; NU 1215L; NU 1026L
Co-requisites: NU 2216, NU 2216L

Nursing Skills Lab 2 builds on and supplements the knowledge and practice of beginning medical/surgical technical nursing skill sets. Introduced are complex technical skills used by the nurse to meet alterations that lead to the adjustment and re-balance of wellness in complex and multi-system patients. The lab is a supportive and supervised environment for students to gain confidence and competence while practicing medical/surgical skills for clients who are facing altered states of health and integrity adjustment(s). Integrated throughout are wellness and alternative/comparative therapies for personal wellness.

NU 2216 Medical/Surgical Nursing 2 (Includes HIV/AIDS) (45-0-0-3)
Prerequisites: NU 1144; NU 1215; NU 1215L; NU 1026L
Co-requisites: NU 2028L, NU 2216L

This course considers the interactions and relationships that affect an individuals’ level of wellness by imposing threats to an individual’s mind, body and/or spirit. The critical thinking models for human functioning (MORC) and initial nursing interventions (ADN) will be used and practiced in conjunction with the nursing process. Selected alterations include, but are not limited to those causing a modified state of wholeness that require adjustment(s) to one’s mind, body and/or spirit to re-balance healing and wellness.

NU 2216L Medical/Surgical Clinical 2 (Includes HIV/AIDS) (0-0-90-2)
Prerequisites: NU 1144; NU 1215; NU 1215L; NU 1026L
Co-requisites: NU 2028L, NU 2216

Medical/Surgical Clinical 2 provides selected patient experiences in a variety of settings that assist the student to integrate content from the classroom and college skills lab. Although the critical thinking models for human functioning (MORC) and initial nursing assessment (ADN) are encouraged, the focus is on planning nursing care and implementing complex medical/surgical technical skill sets for multi-system failure patients. The patient is experiencing alterations to wholeness that requires assistance to make permanent adjustments to one’s daily activities and perception of wellness. Clinical environments include acute care and community settings.
NU 2310 Pediatric Nursing (30-0-0-2)  
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2310L, NU 2350L  

Pediatric Nursing considers the alterations that affect an individual child’s ability to adjust, maintain, and/or restore wellness. The critical thinking models for human functioning (MORC^2); initial nursing interventions (ADN), the detailed nursing process and developmental assessments are used to comprehensively explore nursing care for children and their families. Selected, commonly occurring health alterations that endanger a child and family’s ability for maintaining health are explored within the confines of caring and holistic nursing care and the interdisciplinary team.

NU 2310L Pediatric Clinical (0-0-67.5-1.5)  
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2310, NU 2350L  

Pediatric Clinical laboratory provides selected experiences in pediatric settings that assist the student to integrate classroom with skills lab and the care of children. The focus is implementing the holistic nursing process, with accompanying technical skill sets, for children with common occurring health alterations. These alterations lead to an adjustment, maintenance and/or restoration for the mind, body and/or spirit that may lead to an amended state of health. The critical thinking models for human functioning (MORC^2), initial nursing interventions (ADN), a detailed nursing process and developmental assessments will be used to provide comprehensive nursing care to children and their families. Clinical experiences occur in acute care, community settings and wellness centers.

NU 2350L Pediatric Nursing Skills Lab (0-22.5-0-0.5)  
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2310, NU 2310L  

Pediatric Nursing Skills Lab provides the knowledge and practice for beginning pediatric nursing skill sets that are used by the nurse to implement the nursing process and manage care. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing pediatric patient care skills.

NU 2420 Maternity Nursing (30-0-0-2)  
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2420L, NU 2423L  

Maternity Nursing considers the child-bearing family’s level of wellness when health adjustments imposed by pregnancy and childbirth engage individuals in re-balancing health. The critical thinking models for human functioning (MORC^2), initial nursing interventions (ADN), the detailed nursing process and developmental assessments will be used to provide comprehensive, holistic nursing care to the woman and her developing family. During pregnancy, childbirth and post-partum, common normal adjustments and selected high risk challenges to health are explored as the family maintains and/or restores health.
NU 2420L Maternity Clinical (0-0-67.5-1.5)
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2420, NU 2423L

The Maternity Nursing Clinical provides selected experiences in obstetric settings that assist the student to integrate content from the classroom and skills lab with the nursing care of child-bearing women and their families. The focus of nursing care and accompanying technical skill sets are utilized by the student to implement the nursing process for women with normal and selected health issues that lead to adjustment, maintenance and/or restoration of health. The critical thinking models for human functioning (MORC^2), initial nursing interventions (ADN), a detailed nursing process and developmental assessments will be used to provide comprehensive nursing care to women and their families. Clinical experiences will occur in outpatient clinics, physician’s offices and hospitals.

NU 2423L Maternity Nursing Skills Lab (0-22.5-0-0.5)
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2420, NU 2420L

Maternity Nursing Skills Lab provides the knowledge and practice for beginning obstetrics nursing skill sets that are used by the nurse to implement the nursing process and manage care. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing maternal/newborn patient care skills.

NU 2520 Psychiatric/Mental Health Nursing (30-0-0-2)
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2520L, NU 2521L

This course considers psychiatric/mental health alterations that affect an individuals’ level of health by imposing threats to individual wellness. The critical thinking models for human functioning (MORC^2) and initial nursing interventions (ADN) will be explored with the use of the detailed nursing process. Selected alterations include, but are not limited to commonly occurring mental health modifications that lead to restoration, maintenance and/or adjustment to wellness for re-balancing.

NU 2520L Psychiatric/Mental Health Clinical (0-0-67.5-1.5)
**Prerequisites:** NU 1144; NU 1215; NU 1215L; NU 1026L  
**Co-requisites:** NU 2520, NU 2521L

Psychiatric/Mental Health Clinical provides selected patient experiences in mental health settings that assist the student to integrate content from the classroom and skills lab with patient care. The patient care focus and accompanying technical skill sets are utilized by the student to implement the nursing process for patients with commonly occurring psychiatric/mental health modifications that lead to adjustment, maintenance and/or restoration of wellness. Clinical experiences occur in hospitals, the home and community settings.
NU 2521L Psychiatric/Mental Health Nursing Skills Lab (0-22.5-0-0.5)
Prerequisites: NU 1144; NU 1215; NU 1215L; NU 1026L
Co-requisites: NU 2520, NU 2520L

Psychiatric/Mental Health Nursing Skills Lab provides the student with skill sets which enhance connecting with individuals. The areas of concentration are communication and interviewing skills and crisis prevention interventions.

NU 2939 Seminar (15-0-0-1)
Prerequisites: NU 2216; NU 2216L; NU 2028L

Seminar builds on the knowledge and a skill obtained in the nursing curriculum and integrates the theory of organizational development and culture, management styles and beginning leadership skills into the practice of nursing. The course provides the foundations for independent practice by assisting the student to prepare for employment as a registered nurse.

NU 2940L Nursing Internship (0-0-180-4)
Prerequisites: NU 2216; NU 2216L; NU 2028L

The Nursing Internship builds on the knowledge and skills, obtained in the nursing curriculum and integrates the theory of organizational development and culture, management styles and beginning leadership skills into the clinical practice of nursing. The course provides the foundations for independent clinical practice by assisting the student to prepare for employment as a registered nurse. Students work with an assigned registered nurse clinical preceptor. Preceptors directly mentor the student throughout the course. At completion, the student is expected to be confident and competent in handling all aspects of the average patient load for a typical, mid-sized hospital.
RT 1000 Introduction to Radiologic Technology (45-0-0-3)
Prerequisites: All admission pre-requisites and general education courses
Co-requisites: RT 1503, RT 1503L, RT 1614, RT 1804

This course introduces the student to the health care system in general and diagnostic imaging in particular and presents an introduction to the profession of radiologic technology. Institutional and Program structure, policies and procedures are explained. Basic radiation protection principles and radiologic imaging principles are introduced. Professional ethics, patient consent and confidentiality, and medico legal concepts are introduced. The course introduces infection control techniques and basic radiation protection principles.

RT 1418 Radiographic Techniques I (45-0-0-3)
Prerequisites: RT 1000, RT 1503, RT 1503L, RT 1614, RT 1804
Co-requisites: RT 1513, RT 1513L, RT 1814, RT 1418

This course teaches the principles of x-ray and image production and the operation of radiographic and fluoroscopic equipment. Areas of focus include: latent image formation, image receptors, and image processing.

RT 1418L Radiographic Techniques I Lab (0-45-0-1)
Prerequisites: RT 1000, RT 1503, RT 1503L, RT 1614, RT 1804
Co-requisites: RT 1513, RT 1513L, RT 1814, RT 1418

This course supports RT 1418. The student conducts experiments with energized x-ray machines to demonstrate the principles of x-ray production and image formation. Both radiographic and fluoroscopic equipment are used.

RT 1503 Radiographic Procedures I (45-0-0-3)
Prerequisites: All admission pre-requisites and general education courses
Co-requisites: RT 1000, RT 1503L, RT 1614, RT 1804

This course introduces the student to the basic principles of radiographic imaging and the basic principles of patient care that are common to most radiographic procedures. The focus is on radiographic positioning for chest and abdominal radiography and upper extremity and lower extremity radiographic positioning. This includes both positioning for quality imaging and identifying factors within the image that indicates quality (including visual anatomy). Patient care principles involve identifying appropriate assessments and standards of care.

RT 1503L Radiographic Procedures I Lab (0-45-0-1)
Prerequisites: All admission pre-requisites and general education courses
Co-requisites: RT 1000, RT 1503, RT 1614, RT 1804

This course supports RT 1503 and allows the student to practice in a controlled setting the radiographic procedures and patient care techniques for chest, abdomen, upper and lower extremities.
RT 1513 Radiographic Procedures II (60-0-0-4)
**Prerequisites:** RT 1000, RT 1503, RT 1503L, RT 1614, RT 1804
**Co-requisites:** RT 1418, RT 1418L, RT 1513L, RT 1814

This course continues building on the positioning skills introduced in RT 1503. Positioning of the spine and skull, and positioning and procedures of the GI system are taught. Also, introduced are special positioning techniques and considerations for mobile imaging. These include both positioning for quality imaging and identifying factors within the image that indicates quality (including visual anatomy). Patient care principles involve identifying appropriate assessments and standards of care for patients with spine, skull, GI and mobile imaging.

RT 1513L Radiographic Procedures II Lab (0-45-0-1)
**Prerequisites:** RT 1000, RT 1503, RT 1503L, RT 1614, RT 1804
**Co-requisites:** RT 1418, RT 1418L, RT 1513, RT 1814

This course supports RT 1513 and allows the student to practice in a controlled setting the radiographic procedures. Specifically, the students practice spine, skull, GI, and mobile radiography.

RT 1614 Radiologic Physics (30-0-0-2)
**Prerequisites:** All admission pre-requisites and general education courses
**Co-requisites:** RT 1000, RT 1503, RT 1503L, RT 1804

This course introduces fundamental concepts of physics that form a foundation for diagnostic imaging. Concepts covered include atomic structure, energy and matter, electromagnetic radiation, radioactivity, electrostatics and electricity, magnetism and electromagnetism. Mathematical reasoning is used to explain and demonstrate some concepts.

RT 1804 Radiography Clinical Education I (0-0-315-3)
**Prerequisites:** All admission pre-requisites and general education courses
**Co-requisites:** RT 1000, RT 1503, RT 1503L, RT 1614

Clinical Education I provides the opportunity for students to begin observing and participating in the performance of radiological exams. Students are under direct supervision for the majority of this course with some indirect supervision toward conclusion. This course focuses on simple abdominal, chest, and extremity radiography.

RT 1814 Radiography Clinical Education II (0-0-315-3)
**Prerequisites:** RT 1000, RT 1614, RT 1804, RT, 1503, RT 1503L
**Co-requisites:** RT 1418, RT 1418L, RT 1513, RT 1513L

Clinical Education II allows students to continue practicing extremity, chest and abdominal radiography and achieving competencies in these areas. Additionally, students begin practicing and achieving competencies in skull, spine and mobile radiography. Students are under both direct and indirect supervision for this course even though they are assigned clinical rotations under the direction of clinical instructors.
RT 1824 Radiography Clinical Education III (0-0-210-2)
Prerequisites: RT 1513, RT 1513L, RT 1418, RT 1418L, RT 1814
Co-requisites: RT 2130

Clinical Education III allows students to continue practicing extremity, chest, abdominal radiography, skull, spine and mobile radiography while achieving competencies in these areas. Although students are under both direct and indirect supervision for this course, there is a greater proportion of indirect supervision than in Clinic II. Students are assigned clinical rotations under the direction of clinical instructors.

RT 2130 Pharmacology in Radiography ((15-0-0-1)
Prerequisites: RT 1513, RT 1513L, RT 1418, RT 1418L, RT 1814
Co-requisites: RT 1824

This course teaches the basic principles of pharmacology as they apply to the imaging sciences. An emphasis is placed on contrast media used in diagnostic imaging.

RT 2385 Radiobiology and Radiation Safety ((45-0-0-3)
Prerequisites: RT 2523, RT 2523L, RT 2473, RT 2473L, RT 2834
Co-requisites: RT 2533, RT 2533L, RT 2580, RT 2844

This course teaches the principles and concepts of radiobiology and radiation safety. Biological responses to radiation at the cellular, tissue, organ and systemic levels are explained. Radiation protection practices and radiation safety are taught.

RT 2473 Radiographic Quality Management (45-0-0-3)
Prerequisites: RT 1824, RT 2130
Co-requisites: RT 2473L, RT 2523, RT 2523L, RT 2834

This course considers concepts and principles of image quality and image evaluation. Radiographic exposure factors for both manual and automatic exposure systems are analyzed. Quality assurance and quality control tools are deliberated and the recognition and correction of image artifacts are explained.

RT 2473L Radiographic Quality Management Lab (0-45-0-1)
Prerequisites: RT 1824, RT 2130
Co-requisites: RT 2473, RT 2523, RT 2523L, RT 2834

This course supports RT 2473. The student conducts experiments with energized x-ray machines to demonstrate the principles of image quality. Image quality is evaluated and quality control tools are used. Both radiographic and fluoroscopic equipment are used.
RT 2523 Radiographic Procedures III (60-0-0-4)
**Prerequisites:** RT 1824, RT 2130
**Co-requisites:** RT 2523L, RT 2473, RT 2473L, RT 2834

This course continues building on the positioning skills introduced in RT 1503 and RT 1513. Radiographic procedures for the genitourinary system, pediatric alterations, trauma, skull, and operative procedures are taught. In addition, special positioning techniques and considerations for imaging of the reproductive system are included.

RT 2523L Radiographic Procedures III Lab (0-45-0-1)
**Prerequisites:** RT 2130, RT 1824
**Co-requisites:** RT 2523, RT 2473, RT 2473L, RT 2834

This course supports RT 2523 and allows the student to practice, in a controlled setting, the radiographic procedures. This course continues building on the positioning skills introduced in RT 1503 and RT 1513. New skill competencies in radiographic procedures for the genitourinary and reproductive systems are taught. Also, radiography procedure alterations for the pediatric, trauma, skull, and operative patient are included.

RT 2533 Radiographic Procedures IV ((45-0-0-3)
**Prerequisites:** RT 2523, RT 2523L, RT 2473, RT 2473L, RT 2834
**Co-requisites:** RT 2533L, RT 2385, RT 2580, RT 2844

This course continues building on the positioning skills introduced in RT 1503, RT 1513 and RT 1523. Interventional radiological procedures are taught. Some sectional anatomy is referenced. Computed tomography (CT) and Magnetic Resonance Imaging (MRI) are introduced. Students present a case study at the end of the class.

RT 2533L Radiographic Procedures IV Lab (0-45-0-1)
**Prerequisites:** RT 2523, RT 2523L, RT 2473, RT 2473L, RT 2834
**Co-requisites:** RT 2533, RT 2385, RT 2580, RT 2844

This course supports RT 2533 and allows the student to practice in a controlled setting the radiographic procedures taught there. Specifically, the students practice procedures associated with interventional Radiography, MRI and CT. Students also spend time performing research for a case study presentation.

RT 2580 Digital Imaging (30-0-0-2)
**Prerequisites:** RT 2523, RT 2523L, RT 2473, RT 2473L, RT 2834
**Co-requisites:** RT 2533, RT 2533L, RT 2385, RT 2844

This course teaches the principles and concepts of digital imaging. Different types of digital image receptors are examined, including both radiographic and fluoroscopic equipment. Digital image quality factors are explained. Quality control of the digital environment is discussed.
RT2834 Radiography Clinical Education IV (0-0-315-3)  
**Prerequisites:** RT 2130, RT 1824  
**Co-requisites:** RT 2533, RT 2533L, RT 2473, RT 2473L

Clinical Education IV allows students to continue practicing extremity, chest, abdominal radiography; skull, spine and mobile radiography while achieving competencies in these areas. Additionally, students begin practicing and achieving competencies in genitourinary, reproductive, pediatric, operative, and trauma radiography procedures. Students are under both direct and indirect supervision for this course. There is an emphasis on achieving the specific competencies required for the ARRT certification examination. Students are assigned clinical rotations under the direction of clinical instructors.

RT 2844 Radiography Clinical Education V (0-0-315-3)  
**Prerequisites:** RT 2523, RT 2523L, RT 2473, RT 2473L, RT 2834  
**Co-requisites:** RT 2533, RT 2533L, RT 2385, RT 2580

Clinical Education V allows students to continue achieving the specific competencies required for the ARRT certification examination. Additionally, students observe and practice in interventional Radiography, MRI and computed tomography. An emphasis is placed on recognizing cross-sectional anatomy. Students are assigned clinical rotations under the direction of clinical instructors.

RT 2854 Radiography Clinical Education VI (0-0-315-3)  
**Prerequisites:** RT 2533, RT 2533L, RT 2385, RT 2580, RT 2844

Clinical Education VI allows students to continue achieving the specific competencies required for the ARRT certification examination. Additionally, students observe and practice in interventional Radiography, MRI and computed tomography. An emphasis is placed on recognizing cross-sectional anatomy. Students are assigned clinical rotations under the direction of clinical instructors.
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M.S., Counselor Education, Western Connecticut State University
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Maps & Directions:

College of Health Sciences -
Bethesda College of Health Sciences
3800 South Congress Avenue, Suite 9
Boynton Beach, FL 33426

Directions from the North
- I-95 South toward Miami
- Exit #56 – Woolbright Rd.
- Go west (right) on Woolbright Rd. to Congress Avenue
- Turn south (left) on Congress Avenue
- Go approximately 2 miles to 3800 Congress Avenue
- The destination will be on the left

Directions from the South
- I-95 North toward West Palm Beach
- Exit #52 – Atlantic Avenue
- Go west (left) on Atlantic Avenue
- Turn North (right) on Congress Avenue
- Go approximately 3 miles to 3800 Congress Avenue
- The destination will be on the right
Bethesda Hospital East

2815 South Seacrest Boulevard
Boynton Beach, Florida 33435

Directions from the North
- I-95 South toward Miami
- Exit #56 – Woolbright Rd.
- Go east (left) on Woolbright Rd. to Seacrest Boulevard
- Turn south (right) on Seacrest Boulevard
- Go approximately 1 mile to 2815 South Seacrest Boulevard
- The destination will be on the right

Directions from the South
- I-95 North toward West Palm Beach
- Exit #56 – Woolbright Rd.
- Go east (right) on Woolbright Rd. to Seacrest Boulevard
- Turn south (right) on Seacrest Boulevard
- Go approximately 1 mile to 2815 South Seacrest Boulevard
- The destination will be on the right
Bethesda Hospital West

Bethesda Hospital West
9655 West Boynton Beach Boulevard
Boynton Beach, FL 33472

Directions from the North
- I-95 South toward Miami
- Exit #57 – Boynton Beach Boulevard
- Go west (right) on Boynton Beach Boulevard past Lyons Rd.
- The destination will be on the right

Directions from the South
- I-95 North toward West Palm Beach
- Exit #57 – Boynton Beach Boulevard
- Go west (left) on Boynton Beach Boulevard past Lyons Rd.
- The destination will be on the right
NURSING PROGRAM

PERFORMANCE IMPROVEMENT PLAN

Print Student Name: ____________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>OBJECTIVE #</th>
<th>INCIDENT</th>
<th>PLAN FOR IMPROVEMENT</th>
<th>FOLLOW-UP</th>
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Initial Signature:  Student:_____________________  Faculty:____________________
Follow-up Sign:  Student:_____________________  Faculty:____________________
CHANGE/WITHDRAWAL REFUND REQUEST FORM

Name: _______________________________________ Student #:___________

Address: _________________________________________________________

(Street)

(City) (State) (Zip Code)

Telephone Number: ( ) __________________________________________

E-Mail:___________________________________________________________

Semester: _______________ Year: __________________

I am requesting:

_____ Cancellation of Enrollment in the Program (within 3 business days, but before first class) …..Full refund tuition and fees.

_____ Partial Withdrawal (dropping a course during the drop/add period of the semester (first 5 days)….Full refund of tuition, fees non-refundable.

_____ Withdrawal from College (after the drop/add period)…..partial refund of tuition based on day of withdrawal (See Enrollment Agreement); fees non-refundable.

Reason for cancellation or withdrawal:

________________________________________________________________

________________________________________________________________

________________________________________________________________

I am receiving tuition reimbursement from Bethesda Hospital, Inc.:

Yes__________   No____________

Signature: _______________________________ Date submitted: ____________

Submit form to:
Dean
Bethesda College of Health Sciences
3800 South Congress Avenue, Suite 9
Boynton Beach, Florida 33426           Date received: ____________
Criteria for Bethesda Auxiliary Scholarship Awards

1. For consideration as a candidate for scholarship, the student must:
   - Be pursuing a career in the health related fields of study; LPN, RN, Medical Technology, Physical Therapy, Pre-Med, Radiology, etc;
   - Reside within the Primary* Service Area of Bethesda Hospital, Inc. or be an Employee of Bethesda not covered by the hospital’s scholarship program;
   - Be attending an accredited college within the State of Florida;
   - Have completed the first semester of college; and
   - Have maintained a minimum 3.0 GPA.

Members of the Board of Directors of the Auxiliary and their immediate family members are not eligible for this scholarship.

2. The maximum award per semester is $500, and will be limited to 2 semesters in a one-year period, for a total of 3.5 years of Undergraduate study. Twelve (12) credit hours per semester is the minimum requirement for this award.

3. Returnees have priority over new applicants. However, if a recipient
   - does not reapply for assistance in the course of one calendar year, or
   - does not contact the Auxiliary Office to inform us that he/she does not require a scholarship award for that semester, then that individual will lose priority status, and will have to reapply as a new applicant.

4. Primary consideration will be given to the neediest, qualified students.

5. Applicants and continuing scholarship recipients must provide:
   - an Official Transcript to be considered for assistance; and
   - a letter of confirmation from a department head or student advisor regarding the applicant’s major course of study.

6. The ultimate decision of an applicant being accepted into the Scholarship Program will be at the discretion of the Board of Directors of the Auxiliary. All scholarship checks will be made payable to the College/University, and presented to the Scholarship recipient.

* The PRIMARY SERVICE AREA OF BETHESDA HOSPITAL, INC, is an area bounded on the North by Southern Boulevard, on the South by Broward County Line, on the East by the Atlantic Ocean, and on the West by State Road 7 (Route 441).

COMMITTEE:

Faye Flemister, Director/Health Services
Joyce Honig
Linda Condon
THE AUXILIARY OF BETHESDA HOSPITAL, INC.

STUDENT APPLICATION OF HEALTH CAREER SCHOLARSHIP PROGRAM

NAME: ___________________________ TELEPHONE: ___________________ 

ADDRESS: ______________________________________________________

DATE OF BIRTH __________________________ 

MARITAL STATUS: Single ☐ Married ☐ Separated ☐ Widow ☐ Divorced ☐
If single, give occupation of father and mother, and ages of dependent brothers and sisters. If a parent, give number and ages of dependent children:

________________________________________________________________

ANNUAL FAMILY INCOME:

☐ $10,000 - $20,000 ☐ $20,000 - $30,000
☐ $30,000 - $40,000 ☐ $40,000 - $50,000 ☐ Over $50,000

GIVE INFORMATION CONCERNING HIGH SCHOOL AND OTHER SCHOOLS ATTENDED:

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<th>School</th>
<th>Name and Location</th>
<th>Course of Study</th>
<th>Number of Years Completed</th>
<th>Did you Graduate</th>
<th>Degree or Diploma</th>
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LIST ORGANIZATIONS TO WHICH YOU BELONG:

________________________________________________________________

AN OFFICIAL TRANSCRIPT OF GRADES 3.0 AVERAGE OR HIGHER IS REQUIRED. PLEASE ATTACH. NO APPLICATION WILL BE CONSIDERED WITH THE OFFICIAL TRANSCRIPT.
SCHOOL WILL YOU BE ATTENDING: ____________________________________________

SCHOOL ADDRESS: ________________________________________________________

YOUR MAJOR: ____________________________________________________________

COST OF TUITION PER TERM: ______________________________________________

NUMBER OF TERMS PER YEAR: _____________________________________________

NUMBER OF TERMS TO GRADUATE: __________________________________________

DATE YOU BEGAN SCHOOL: ________________________________________________

AMOUNT OF SCHOLARSHIP NEEDED FROM THE AUXILIARY: ______________________________________________

OTHER SOURCES OF FINANCIAL AID (Parents, part-time work, additional grants, scholarships, etc.)

References: Give full names and addresses of two instructors who are well acquainted with you
Name: _________________________________________________________________
Address: ____________________________________________________________________

Name: _________________________________________________________________
Address: ____________________________________________________________________

IN THE SPACE BELOW EXPLAIN IN APPROXIMATELY 100 WORDS YOUR REASON FOR
PURSUITING A CAREER IN THE HEALTH FIELD. (If necessary, use additional paper.)

__________________ Signature of Applicant ___________________ Date ___________________

MAIL APPLICATION FORM, TRANSCRIPT, AND A LETTER FROM YOUR STUDENT ADVISOR OR
DEPARTMENT HEAD, CONFIRMING YOUR MAJOR AND YOUR INTENT TO PURSUE A CAREER IN
THE HEALTH FIELD TO:

Dr. Faye Flemister
HEALTH CAREER DIRECTOR
2815 SOUTH SEACREST BOULEVARD
BOYNTON BEACH, FLORIDA 33435

The Health Career Committee will hold confidential all information on this application form.

Rev/July 2014
BETHELDA HEALTH

Subject: EDUCATION BENEFIT – TUITION REIMBURSEMENT

Page 1 of 5

Human Resource Policy: 800

Department of Origin: Human Resources
Origin Date: August 25, 1992
Last Revision: April 4, 2014

DIVISIONS:
- Bethesda Health
- Hospitals
- Women’s Health Center
- Medical Associates
- Bethesda Health City
- Focus Financial

Approved by: Roger L. Kirk, President

I. General Information

Bethesda Health believes that education is a vital factor in the continuing growth of the individual employee and the development of a viable and flexible work force for the System. To assist employees with the cost of their education, Bethesda Health has developed a tuition benefit program available to full time and part time benefit-eligible employees. This program is administered on a first-come first-served basis up to the approved fiscal amount for the year.

II. Definition

Educational programs are divided into two categories; Special Education, and General Education.

A. Special Education - Special Education is defined as attendance at a related or special course of instruction for job-related/oriented training required for duties and responsibilities as defined in the job description within the System, determined by the hospital as having special value to the institution, i.e. ACLS.

B. General Education - General Education is defined as education which is of primary value to the employee but which will contribute indirectly to the efficient operation of the System through the educational growth of the employee.

General Education can be job-related short term courses or programs on campus offered by formal educational institutions leading to a Healthcare Certification, or an Associate, Bachelor degrees or Master degrees which are applicable to the work that the employee is now doing or to work he/she can reasonably anticipate doing in the future. This includes undergraduate and graduate degree programs conducted in a non-traditional setting i.e. online programs. (Note: A formal education institution is a regionally accredited college, university or vocational/technical school.)
III. Policy

A. An employee must be employed in a full-time or part-time benefit-eligible position for one year (Per diems are not eligible) in order to be eligible as defined by HR Policy 201 (Employee classifications). Eligible employees will be reimbursed in accordance with provisions of this policy for costs incurred for tuition, books, supplies and fees in the completion of approved courses that will aid the employees in improving their performance at Bethesda Health.

B. Reimbursement applies to formal education programs conducted by a recognized education institution at which a prescribed course of study is followed. It does not apply to professional meetings, seminars, workshops, or similar gatherings designed primarily for the exchange or updating of information.

C. All eligible System employees may request approval for tuition reimbursement provided one or more of the following criteria are met:

1. Courses are those which will enhance the employee's skills in his/her current job, or;

2. Courses will enable the employee to gain knowledge/skills required for advancement/promotion in his/her specialty, or;

3. Courses are necessary to obtain an undergraduate or graduate degree in a designated program of study, the core of which is applicable to the employee's present work or for advancement/promotion within the System.

4. Approval will be granted on a first come, first served basis according to the amount of funds budgeted for tuition reimbursement.

D. The maximum allowable amount of reimbursement within budget constraints will follow the schedule as outlined. Full time and part time benefit-eligible employees may receive educational reimbursement as follows:

   Full Time  $2,000 maximum allowable
   Part Time  $1,000 maximum allowable

E. Books, supplies, application fees, and registration fees can qualify for reimbursement but the maximum dollar amount reimbursed, including tuition, will not exceed the above prescribed amounts. Original receipts need to be turned in with your education agreement form.

F. The following is a list of authorized and unauthorized Fees

   Authorized Fees

   • Registration fees
H. R. P. 800
Page 3 of 5

- Laboratory fees
- Required texts
- Life experience portfolio application fees
- College Level Entrance Placement (CLEP) tests
- E-Learning fee for online coursework
- Other fees that are approved by Bethesda Health

Unauthorized Fees

- Non-required course material
- Lab fees not required for the course
- Licensing and exam fees
- Graduation fees
- Admission fees
- Transcript request

G. System employees receiving educational aid from the Government or similar assistance may be reimbursed by the System only for that portion of the cost not covered by other financial assistance programs (not including Pell Grants or student loans).

H. Proficiency Testing: Tuition reimbursement, under the above provisions applies only to approve courses of study. Reimbursement will not be made for tests conducted to determine educational levels of proficiency, nor for professional licensure. Certification tests will be reimbursed if certification is required by the Hospital.

I. All undergraduate and graduate degree seeking programs must be completed within a period of time agreed to between student and Human Resources for the System to continue reimbursement. Programs extending beyond five years will be subject to review.

J. All education costs previously described paid to an employee will be amortized over a period of one year from date of reimbursement check. If the employee assumes benefit-ineligible status or terminates for any reason, the employee will reimburse the System for any employment obligation not satisfied as stated in the Employee/Hospital Education Agreement. By accepting Tuition Reimbursement the employee agrees to have any money owed to the System paid through payroll deduction.

IV. Procedure

Before submitting the Education Agreement form, ensure that it is filled out completely. Incomplete forms will be returned to the employee, which will delay the payment process.

A. Special Education:

1. Schedule the required course.
2. Prepay the tuition fees to the educational institution. The system will not make direct payment to educational institutions.
3. Complete the form, do the CBL entitled – Tuition Reimbursement (one-time only), and have your department manager sign the form.
4. Upon successful completion, submit the education agreement form along with original receipts and original certificate of attendance to Human Resources.

If course is not required by job description it will not be reimbursed.

B. General Education:

Employees who are eligible to participate in the General Education program will:

1. Complete the CBL titled “tuition reimbursement.”
2. Schedule only those courses that can be attended during off-duty hours so that courses do not interfere with the employee’s normal work schedule.
3. Prepay the tuition fees to the educational institution. Bethesda Health will not make direct payment to educational institutions.
4. Sign an Education agreement form and have your department manager sign it, providing for repayment of costs if the employee assumes per diem status, resigns or is terminated prior to the full amortization of the amount reimbursed.

Attach original tuition/fee receipt and other applicable receipts to the System Agreement and send the original agreement with attachments to the Human Resources Department prior to, or within two weeks of the start of the course.
5. Upon successful completion of the course, submit an official transcript of the grade or unofficial grade report to Human Resources for verification of eligible costs. Submission must be within one month of the end of class.
6. Educational assistance money is reimbursed as follows:
   a. Reimbursement for a grade of "B" or better.
   b. If a pass-fail grading system is used, reimbursement may be made only if semester credit hours are awarded.
   c. Tuition reimbursement checks will be mailed directly to the employee’s home address. Allow 3 – 4 weeks from submission of documents.

7. Tuition reimbursement may be provided under the "General" education guidelines for reimbursement for the cost of "CLEP" examinations if semester credit hours are awarded. Reimbursement will be made upon presentation of documentation of attainment of credit. The amount reimbursed will be part of the maximum allowable amount as outlined previously.

C. Disposition of the Employee/ System Education Agreement After Reimbursement. All approved Employee/ System Education Agreement forms will be filed with Human Resources.
Responsibility and Authority

A. The President shall have overall responsibility and authority for the educational program.

B. The Vice President of Human Resources will oversee the administration of the Policy.

C. The Human Resources Department shall oversee the administration of the Tuition Reimbursement Program.

D. The employee will prepare an Employee/Hospital Education Agreement (Tuition Reimbursement Form) in accordance with the provisions of this policy.

E. The Department Manager will approve requests and make recommendations for attendance. Approval and recommendations will then be submitted to the Human Resources for final action in accordance with provisions of this policy.

Original Date: August 25, 1992
Revised: January 1994
Revised: October 1995
Revised: February 1997
Revised: August 1998
Revised: March 2001
Revised: November 2002
Revised: January 2004
Revised: April 2004
Revised: October 2006
Revised: November 2007
Revised: July 2010
Revised: August 2010
Revised: February 2012
Revised: April 2014
**BETHESDA COLLEGE OF HEALTH SCIENCES**

**BETHESDA HEALTH**

**Tuition Reimbursement-Education Agreement Form**

Checklist for tuition reimbursement:

Please review the checklist below and ensure that all the following have been completed before turning in this form to the Human Resources Department.

1. _____ Read HRP 800-Education Agreement policy and complete the CBL
2. _____ This form is signed by the employee and the employee’s Director
3. _____ Original copies of detailed payment receipt(s)
4. _____ Class schedule
5. _____ This form is completely filled out and submitted the Human Resources Department prior to or within two week of class start date
6. _____ Final Grades-official or unofficial transcript is submitted to the Human Resources Department within 30 days of class end date

How to complete the CBL:

Complete the instructional CBL in NetLearning titled “Tuition Reimbursement Tutorial.” In NetLearning click on “enroll in CBL” and search alphabetically for the CBL, then click on the “Enroll” button. By completing the CBL you acknowledge that you understand HR policy 800. You only need to complete the CBL once.

Full Name ___________________________ Employee ID ___________ Hire Date ___________

Department ___________________________ Department extension # ___________ Full-Time____ Part-Time____

Home/Cell Phone ___________________________ Email ___________________________

Address

Street ___________________________ City ___________________________ State ___________ Zip ___________

Name of School ___________________________ Degree Type ___________ Major ___________

Class Start Date ___________ Class End Date ___________

<table>
<thead>
<tr>
<th>Course Number &amp; Course Name</th>
<th>Class Start Date</th>
<th>Class End Date</th>
<th># of Credits/ Hour</th>
<th>Tuition Cost</th>
<th>Book Cost/ *Eligible Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENC1101/English Comp.</td>
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</table>

Less grants/ scholarship funds

Total Reimbursement Request
Authorized Fees

Registration fees  
Laboratory and Assessment test fees  
Experience portfolio application fees  
College Level Entrance Placement (CLEP) tests  
E-Learning fee for online coursework  
Other fees that are approved by Bethesda Health

Unauthorized Fees

Non-required course material  
Lab fees not required for the course  
Life experience portfolio application fees  
Licensing, exam, and graduation fees  
Admission fees  
Transcript request

EDUCATION AGREEMENT

This Education Agreement shall be used for applying for attendance at accredited educational programs per HR Policy 800. It does not apply to professional meetings, seminars or workshops used for the exchange or updating of information.

Benefit eligible employees, approved in advance by the Human Resources Department, are eligible to participate. The Education Benefit is available on a first come, first serve basis up to the maximum allowable for the fiscal year (October 1 through September 30).

REPAYMENT

Educational costs will be amortized over a period of one year from date of reimbursement check. If an employee changes to an ineligible status prior to the end of the amortization period, any remaining education costs will be reimbursed to the Hospital by the employee prior to the effective date of change of status. By signing the agreement on the reverse side of this form, the employee agrees to have the money taken from their last paycheck. If the last paycheck is not sufficient to cover the amount owed, payment will be made directly to the hospital and may be subject to collection.

By signing this form I am stating that I have completed and read the CBL Tuition Reimbursement and agree to follow the terms of this agreement as stated in HR Policy 800. If I do not complete the amortization period, I agree to have any money owed to Bethesda Health taken from my last paycheck. If my last paycheck is not sufficient to cover the amount owed, I will make direct payment to the hospital and realize that this amount may be subject to collection. I hereby request approval to attend the above courses. I affirm that all the information provided is true to the best of my knowledge.

EMPLOYEE SIGNATURE ___________________________ DATE__________

Initial Approval** DEPT. DIRECTOR ___________________________ DATE__________

Final Approval HUMAN RESOURCES ___________________________ DATE__________
Bethesda College of Health Sciences Nursing Scholarship

Jarden Consumer Solutions and Dr. Roland Roth in collaboration with Bethesda College of Health Sciences (BCHS) are providing $500 - $1000 scholarship awards to deserving students. This is a needs-based scholarship and is geared towards assisting students successfully complete their matriculation through BCHS. The award will be based on need as well as academic merit during a student’s matriculation. Students may re-apply regardless of their having been awarded a scholarship previously.

Eligibility
To be eligible to receive this award, the student must:

- Demonstrate a financial need
- Must have completed the first two semesters of their program
- Be in good academic standing
- Have a grade point average of at least 3.0
- Have no reprimands in his/her student file within the prior 12 months

Application Process
To apply students must:

- Complete an application with attached monthly expense form.
- Attach a copy of your personal 1040 income tax return for the most recently completed tax year. If you did not file a personal income tax with the IRS “Verification on Non-Filing form (4506-T)” must be submitted. No application will be considered without one form or the other.
- Submit an unofficial transcript showing GPA
- Provide a letter of reference from professors and/or community leaders
- Submit a one-page statement describing how you will use this financial award to assist you in completing your degree at BCHS. Include any pertinent information that might provide an insight into your personal situation. Be sure to express unusual hardships for you or your family that you would want the scholarship committee to consider.
- Complete a signed media waiver
- Scholarship must be spent on tuition

The complete application must be in the Dean’s office no later than the last Friday in January by 12 Noon. Applicants who re-apply must re-submit all required documents. No late materials or incomplete packets will be accepted and/or considered.

The Selection Process
The Bethesda College of Health Sciences Scholarship Committee will evaluate all applications based on the above criteria. Only applicants who meet the criteria will be contacted.

Scholarship Distribution
The scholarship award will be distributed by April 30th of the academic year.
Bethesda College of Health Sciences Nursing Scholarship Application

PERSONAL INFORMATION

Last Name: ___________________________________________ First: ___________________________ MI: ____________________

Address: ________________________________________________

City: ___________________________ State: _______ ZIP: ____________

Telephone: ___________________________ Social Security: ___________________________

E-mail address: ________________________________________
(Official method of communication. It is your responsibility to provide any current email address)

ACADEMIC INFORMATION

Enrolled Program: ________________________________________

Academic Year: ________________________________________

BCHS Cumulative GPA: ___________________________
FINANCIAL INFORMATION

1. All applicants must submit a copy of their personal income tax return for the most recent year. If no tax return was filed, then the applicant must complete the Internal Revenue Service (IRS) Form 4506-T, Request for Transcript of Tax Return, to provide documentation of that fact.

2. Submit a one-page statement describing how you will use this financial award to assist you in completing your degree at BCHS. Include any pertinent information that might provide insight into your personal situation. Be sure to express unusual hardships for you or your family that you would want the scholarship committee to consider.
(Maximum 250 word)

Are you currently employed?  Yes  No

Annual Income: N/A

Income from other sources: (For ex. Spouse’s income, child support, alimony, grants, stipends, etc.)

Place of Employment:

Number of hours working per week:

Total monthly expenses $:

Itemize Expenses: Please complete the detailed spreadsheet with your monthly expenses attached to this form.

List of dependents (include ages)

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
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Bethesda College of Health Sciences Nursing Scholarship Application

ITEMIZED MONTHLY EXPENSES

<table>
<thead>
<tr>
<th>INCOME:</th>
<th>Month:</th>
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<tr>
<td>Salary:</td>
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<tr>
<td>Partner’s</td>
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<td>Public:</td>
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<td>Food Stamps:</td>
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<td>Other:</td>
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<td>Total Income:</td>
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<th>EXPENSES:</th>
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<td>Living/Housing:</td>
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<td>Household:</td>
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<th>Regular Payments:</th>
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<td>Student Loan:</td>
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<th>Food Expenses:</th>
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<td>Groceries:</td>
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<td>Restaurant:</td>
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<th>Personal Expenses:</th>
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<td>Person:</td>
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<td>Hair/Na:</td>
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<tr>
<td>Clothing:</td>
<td></td>
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<tr>
<td>Medical (Doctors, Prescriptions, Laundry/Dry, Recreational)</td>
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<td>Other:</td>
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<th>Transportation:</th>
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<td>Gas/Auto:</td>
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<td>Bus/Taxi/Trai</td>
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<td>Parking:</td>
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<td>Other:</td>
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<tr>
<th>Miscellaneous:</th>
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<td>Religious:</td>
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<td>Gifts/Charity:</td>
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<td>Savings:</td>
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<td>Other:</td>
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</table>

TOTAL Expenses:

TOTAL INCOME MINUS TOTAL:
 Bethesda College of Health Sciences Nursing Scholarship Application

CERTIFICATION

By signing below, I am certifying that all of the above information I have provided is true and correct. Also, I authorize the release of any pertinent supporting information regarding grade point average, academic status and financial need/aid to the Scholarship Selection Committee.

[ ]

Student’s Signature

[ ]

Date Submitted
APPENDIX

COLLEGE CALENDAR
SCHEDULE OF TUITION AND FEES
College Closings

Due to inclement weather, the College may close. As a general rule, if the National Weather Service posts a weather warning for Palm Beach County, the College will be closed until such time as the warning is lifted. In addition, closings will be announced on WPTV, Channel 5, and on its website.

<table>
<thead>
<tr>
<th>COLLEGE CALENDAR</th>
<th>2017 - 2018</th>
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<tbody>
<tr>
<td><strong>2017 FALL SEMESTER</strong></td>
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<tr>
<td>August 30</td>
<td>REGISTRATION</td>
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<tr>
<td>August 31</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 4</td>
<td>LABOR DAY/SCHOOL CLOSED</td>
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<tr>
<td>November 23-24</td>
<td>THANKSGIVING/SCHOOL CLOSED</td>
</tr>
<tr>
<td>December 11</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 12-13</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>

| **2018 SPRING SEMESTER** |     |
| December 29 | REGISTRATION |
| January 2 | Classes Begin |
| January 15 | M. L. KING BIRTHDAY/SCHOOL CLOSED |
| April 17 | Classes End |
| April 18-19 | Final Exams |

| **2018 SUMMER SEMESTER** |     |
| April 27 | REGISTRATION |
| April 30 | Classes Begin |
| May 28 | MEMORIAL DAY/SCHOOL CLOSED |
| July 4 | INDEPENDENCE DAY/SCHOOL CLOSED |
| August 10 | Classes End |
| August 13-14 | Final Exam |
The schedule of tuition, fees and service charges is reviewed and published annually. The College reserves the right to change with reasonable notice its tuition, fees, service charges, rules, and regulations at the beginning of any semester and during the year should conditions so warrant. This right will be exercised judiciously.

Books, school supplies, travel expenses, medical expenses, and miscellaneous personal items are additional expenses that must be considered when a student is preparing a budget.

---

**TUITION** ........................................ ........................................ $110.00 per credit

**FEES & OTHER CHARGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Admission Application*</td>
<td>$100.00</td>
</tr>
<tr>
<td>Course Add or Drop Fee</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>$150.00</td>
</tr>
<tr>
<td>Late Registration*</td>
<td>$100.00</td>
</tr>
<tr>
<td>Library Late-Return Fine, per book, per day</td>
<td>$ 0.25</td>
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<tr>
<td>Library Lost-Book Charge</td>
<td>$100.00</td>
</tr>
<tr>
<td>Promissory Note</td>
<td>$ 50.00</td>
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<tr>
<td>Replacement Degree</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Replacement I.D. Card</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Replacement or Additional Parking Decal</td>
<td>$  5.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Transcript, via Regular U.S. Mail</td>
<td>$ 10.00</td>
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</tbody>
</table>

Testing Fees………………………………………………. See Academic Programs page 33

*NON-REFUNDABLE*
Description of Fees and Other Charges

Admission Application: A fee of $100 application fee is paid through Paypal at time of submission of application. This fee is non-refundable and is not credited to the student’s account upon admission.

Course Add/Drop Fee: A fee of $10 is charged for each course added or dropped from a student’s schedule after the close of registration.

Graduation Fee: A fee of $150 is charged to all graduating students regardless of whether or not they choose to participate in the graduation ceremony. For the Nursing Program this is due by the end of their NU2940L Nursing Internship course.

Late Registration Fee: A fee of $100 is charged to all students who register for classes after the registration deadline date.

Library Fines: A fee of $0.25 per day/book is charged for overdue library books.

Library Lost Book Charge: A fee of $100 is charged to replace a lost or stolen library book.

Replacement Degree: A fee of $25 is charged to replace a degree. Requests must be made through the Dean’s Office.

Replacement I.D. Card: A fee of $10 is charged to replace a lost or stolen student identification card.

Replacement or Additional Parking Decal: A fee of $5.00 is charged for additional or replacement parking decal which must be present in vehicle on all Bethesda Hospital campuses.

Returned Check: As allowed by Florida law, the College Pursuant to Florida law, any check issued to the College for which sufficient funds are not available to ensure payment upon presentation is subject to a returned check fee of $25. If two checks are returned because of insufficient funds, check privileges will be revoked and disciplinary action taken.

Transcript Fee: A fee of $10 is charged for each requested copy of a transcript. Transcripts will be sent by regular mail. BCHS sends transcripts by United States Postal Service Ground Mail. Please note that the US Postal Service may require an additional 3-5 business days for delivery.

Testing Fee: Specific academic programs (page 33) may require admission and/or competency testing during the program. These fees are based on the current vendor costs. See Dean’s Office for further information.