



Lancaster General
College of Nursing
& Health Sciences

Division of Health Sciences

*Bachelor of Science in Health
Sciences (BSHS) Program
Handbook*

This document is an addendum to the College Student Handbook. Policies included in this addendum are specific to the Bachelor of Science in Health Sciences (BSHS) Program. The handbook is reviewed annually and revised as necessary. Students will be notified via email of any additions or revisions.

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LANCASTER GENERAL COLLEGE OF NURSING AND HEALTH SCIENCES

College Mission Statement

The Lancaster General College of Nursing and Health Sciences creates a dynamic learning environment that ensures an effective healthcare community by designing, developing and deploying curriculum; educating competent, caring and socially responsible individuals who contribute to the health of the community; and providing lifelong learning opportunities for healthcare professionals.

Program Description

The Bachelor of Science in Health Sciences (BSHS) program is designed to advance the learner's critical thinking, communication skills, theoretical knowledge, and professional development. A Bachelor of Science in Health Sciences degree prepares the graduate for advanced clinical practice and/or leadership and management roles within the professional discipline. This program offers practicing health professionals the opportunity to pursue a clinical management track or clinical practice track. The program is designed to provide graduates of an accredited associate or certificate program an opportunity to earn the BSHS degree in approximately two years.

Bachelor of Science in Health Sciences Educational Outcomes

Upon completion of the Bachelor of Science in Health Sciences (BSHS) program, the graduate will:

1. Use a systematic approach and critical thinking to respond to healthcare issues and societal needs.
2. Utilize evidence-based practice decision making in professional practice.
3. Implement communication strategies to establish collaborative relationships with customers and function effectively as part of a multi-disciplinary team.
4. Assess the legal ethical, political and policy issues that shape and change healthcare.
5. Demonstrate an understanding of human, fiscal, and materials management in the delivery of healthcare.
6. Demonstrate leadership, professionalism, and cultural sensitivity in the practice of healthcare.
7. Demonstrate a commitment to lifelong learning in the pursuit of excellence in healthcare.

Faculty

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BSHS Program Features

Accelerated Program

This program is offered in an accelerated format and is specifically designed to meet the needs of adult learners with work, family, and other commitments. Prior and newly acquired knowledge, skills, and experiences are incorporated into course activities. Classes meet one day a week for four hours, with completion of the curriculum in approximately two years. This program allows students to achieve educational outcomes, become efficient learners, and utilize learned skills and knowledge in their current practice environments. All courses in the required BSHS curriculum are offered in an accelerated format. Additional general education courses will be offered in either accelerated or traditional formats. Students may complete general education course requirements at their own pace.

Cohort Model

After all admission requirements are met, students become part of a small cohort group taking courses together throughout the curriculum. By learning in a cohort environment, students experience collaboration and cooperation with peers, are exposed to diverse perspectives, and develop a support system. The courses in the BSHS curriculum are designed in such a way that students may take them without remaining in the cohort if necessary due to personal or family reasons.

Capstone Project

Students must complete a Capstone project as part of the curriculum. Students will be introduced to the capstone project in *HSC 302 Introduction to Capstone*. This course prepares the student to explore the meaning, benefits, and elements of the capstone project. Students will explore potential ideas for development of a capstone project which will be completed prior to completion of the curriculum. Upon completion of this course, students will be assigned a faculty advisor who will approve and guide the development and implementation of the final capstone project. Throughout the curriculum, students perform a minimum of 30 hours of service learning or internship. In addition, students integrate principles, theories, and methods learned in previous courses as they analyze, synthesize, and evaluate the knowledge gained through the capstone project. In the final course of the curriculum, *HSC 450 Capstone*, students complete a synthesis paper and presentation.

A learning contract is required between the student and the agency or project site. The contract shall include contact information, learning objectives, expected hours of the project, expected areas of responsibility and any outcomes to be delivered by the student to the project site. The contract shall be signed by the student, the site supervisor, and the Program Chair. A copy of the signed contract shall be given to the Program Chair prior to the initiation of the 30 hours of the service learning or internship experience.

During the service learning or internship experience, students are expected to dress in a professional manner appropriate to the role and responsibilities he or she will be performing at the site.

BACHELOR OF SCIENCE IN HEALTH SCIENCES CURRICULUM REQUIREMENTS

Accelerated Courses – all BSHS students

BIO 380	Principles of Epidemiology	3
ECO 150	Survey of Economics	3
ECO 310	American Healthcare System	3
ENG 300	Advanced Composition for Healthcare Professionals	3
MAT 260	Statistics	3
PHI 310	Ethical Issues in Health Sciences	3
HSC 300	Organizational Behavior	3
HSC 302	Introduction to Capstone	1
HSC 320	Leadership and Management	3
HSC 322	Teaching and Learning	3
HSC 401	Research for the Health Sciences	3
HSC 450	Capstone Project	3
SOC 300	Social Problems	3

Accelerated Optional Courses – Advanced Clinical Practice Track
Radiology Example (*other clinical courses available per discipline*)

DMS 340	Vascular Procedures Theory	3
RAD 301	Principles of Computed Tomography	3
RAD 311	Magnetic Resonance Imaging	3
RAD 360	Mammography	3
BIO 230	Immunology	3
BIO 376	Pathophysiology (required for track)	3
BIO	Another appropriate Biology Course	3

Accelerated Optional Courses – Management Track

HCA 200	Principles of Healthcare Administration	3
HCA 201	Introduction to Accounting	3
HCA 315	Healthcare Finance	3
HCA 335	Human Resources in Healthcare	3
HCA 410	Quality Assessment in Healthcare	3

Additional General Education Requirements
All of the following must be completed prior to graduation.

		Credits
Sciences		17 credits
BIO 175	Anatomy & Physiology I	3-4
BIO 176	Anatomy & Physiology II	3-4
BIO 185 or BIO 230	Microbiology or Immunology	3-4
Elective	Nutrition or another Science	3-5
Social Sciences		6 credits
PSY	Psychology	3
SOC	Sociology	3
Math		3 credits
MAT 150 or	Clinical Math	3
Math 160	College Algebra	
Humanities		6 credits
ENG 100	English Composition	3
Elective	Any humanities course	3
General Electives		6 credits
Electives	Nine credits from any discipline; three credits must be a 300-400 level course	6

Students may complete general education requirements through course transfer or completion at their own pace.

LANCASTER GENERAL COLLEGE OF NURSING AND HEALTH SCIENCES
Bachelor of Science in Health Sciences
Program Policies and Guidelines

The policies listed below are unique to the BSHS Program.
For additional policies, see LGCNHS Student Handbook.

Academic Progression Policy

All BSHS students (regardless of track) must complete the following courses with a grade of “C” or above: HSC 300; HSC 302; HSC 320; HSC 322; HSC 401; HSC 450. Students who receive a grade of less than “C” may repeat the course one time. Students may continue with the prescribed curriculum unless the course is a prerequisite for another course. The course must be repeated prior to graduation.

In addition, clinical practice students must pass their clinical concentration courses with a C or above. This includes DMS 340; RAD 301; RAD 311; RAD 360, and any other clinical courses taken as part of the BSHS program.

Completion of 120 credits is required for graduation. A minimum overall GPA of 2.0 is needed to meet the requirements for graduation.

Students who have taken courses at LGCNHS and earned a grade below the required level must repeat the course at LGCNHS. In addition, students must achieve a grade at or above the required level in order to earn course credit toward graduation. The newly earned grade will become the grade of record for the purposes of transcripts, GPA computations, determination of academic progression, etc. No course with a grade below the required level may be repeated more than once. CLEP or course challenges are not acceptable replacements for repeating courses completed without a required passing grade.

Advisement

Each student will be assigned an academic advisor who will assist the student with course selection, academic concerns, and/or career planning. The advisor also approves and guides the student through the development and implementation of the capstone project including the service learning activity.

Attendance Policy

Students are expected to attend all classes and participate in classroom and on-line discussions. Attendance will be taken at every class. Students may not miss more than 4 hours during any accelerated course. After an absence, student must contact the course faculty member to discuss make-up of missed material. More than one absence will result in a grade of Failure (“F”) for the course and no opportunity for makeup will be permitted. Students are requested to notify the course faculty member of any planned absences.

Computer Requirements

Accelerated courses require the use of a computer and therefore the student must be able to utilize a computer to create, save, attach, retrieve, download, and print documents. Students should be able to navigate the Internet and use search engines such as Google, EBSCOhost, and others. Even though students have access to three computer labs at LGCNHS and technical support from the college IS department, it is strongly recommended that they own a personal computer with a reliable high speed Internet connection (not dial-up), sound card, and printer. Necessary software include Microsoft Office (Word, Excel and Power Point – version 2003 or later) and Adobe Acrobat Reader (available free from <http://get.adobe.com/reader/>).

Course Offerings and Dates

We reserve the right to change the sequencing of course offerings in the accelerated program. The cohort dates will not change.

Health and Safety Policies

Prior to enrollment in the program, students must complete the following:

- **Criminal History Information Report (CHRI), Pennsylvania child abuse clearance and Public Welfare Clearance.** Information concerning these checks is posted on the College website. From the College homepage, select Academic; Health Sciences - Baccalaureate degree; Acceptance Process. Information related to Child Abuse History Clearance and Criminal Background Check can be located in this section. It may take up to six weeks to complete this process. Forward the report to the Office of Admission **before the start of HSC 302**; in the fall HSC 302 begins on September 29, 2010. The College will keep a copy of the original report for our files and return the original to the student. If the student had a clearance completed in the **last six months**, submit the original report as copies are not acceptable. **Students enrolled in baccalaureate courses through a letter of intent do not need to repeat this background check prior to the start of HSC 302. They may however need to complete another background check as a result of the requirements of HSC 450.**
- **Certification in cardiopulmonary resuscitation (CPR) basic life support (BLS)** course offered by the American Heart Association if enrolling in clinical practice options and/or prior to beginning the service learning or internship requirement (HSC 450).
- **Physical examination** Information concerning physical exam and drug screening is posted on the College website. From the College homepage, select Academics; Health Sciences - Baccalaureate degree; Acceptance Process. The Physical Exam and Immunization Record Form must be submitted **by the start of HSC 302**. Urine drug screening will be done by the College Coordinator, Health and Counseling. **Check the College webpage under Events for information on scheduling the drug test. Scheduling begins in June.**
- The form is to be completed by a physician, nurse practitioner, or physician's assistant and submitted to Student Health Services. This must include history, examination and documentation of:

- Varicella, mumps, rubeola, and rubella antibody screening by lab testing within the last five years.
- Date of last diphtheria/tetanus (dT). Date must be within the last ten (10) years.
- Hepatitis B vaccine. The first of the three hepatitis inoculations must be administered prior to the start of the semester. Students should arrange for the 2 subsequent inoculations with their physician and proof of completion of the series should be forwarded to the Coordinator, Counseling and Health Services. Any student who does not choose to receive the series must sign a waiver accepting responsibility for potential exposure to hepatitis B. Students who cannot provide dates of hepatitis B vaccination must have a hepatitis B surface antigen test as proof of immunity.
- Results of PPD (TB) testing. Date must be within the last year. A chest x-ray is required if there is a past history of a positive PPD.
- **Urine drug screening** will be done by the Coordinator, Health and Counseling. **Students will be advised of the drug screening schedule during orientation.** Further information can be found in the LGCNHS Student Handbook, Drug Screening Policy
- **Students enrolled in baccalaureate courses through a letter of intent do not need to repeat a physical examination and drug screening prior to the start of HSC 302. They may however need to complete another examination and/or drug screening as a result of the requirements of HSC 450.**
- All physical forms, blood tests, immunizations, etc. should be sent directly to Elaine Neidert, Coordinator, Health and Counseling at Employee & Student Health Services, Lancaster General Health, 555 North Duke Street, Lancaster, PA, 17604.

Students must meet the essential Core Performance Standards as identified in the LGCNHS Student Handbook. Healthcare is a practice discipline, requiring abilities and skills in critical thinking, and communication, as well as tasks involving the psychomotor, affective, sensory and behavioral domains. Reasonable accommodations may be made for some disabilities. Any student requiring accommodation for a physical or learning disability is encouraged to disclose this to the ADA/504 Coordinator of the College following enrollment.

ID badges. Students are expected to display their ID badges at all times. ID badges should be worn above the waist and be visible. If a student forgets his/her ID badge, a temporary badge should be obtained from the Security Office.

Incident Weather Policy

Due to the accelerated nature of the BSHS program, students must make up class time missed due to inclement weather. Students will be notified of accommodations for make-up by the course faculty.

Liability/Malpractice Insurance

Depending upon the capstone project chosen by the student and the role the student will play during that service learning or internship project, liability/malpractice insurance may

be needed. The need for such insurance will be evaluated during *HSC 302 Introduction to Capstone*. If deemed appropriate, the need for and specifics relating to such insurance will be spelled out in the learning contract established between the student and the project site. If determined necessary a copy of the insurance information needs to be provided to the Program Chair by the end of HSC 302.

Postponement of Admission Policy

Students accepted into a cohort who request postponement of their studies must give written notification of postponement and request for reassignment into a new cohort to the Registrar.

Request for Change of Cohort

Students must submit a written request for change of cohort to the Chair, BSHS program. Changes will be granted based on seat availability.

Transfer Credits Policy

Students entering the BSHS program will have their transcripts reviewed in total to determine credits to be awarded for previous learning regardless of the time since completion. Transfer credits will not be accepted where a grade of less than “C-” was earned for a course. College credits earned at Lancaster General College of Nursing & Health Sciences will be applied toward the program of study. Upon acceptance to the BSHS program, students must complete a minimum of 34 college credits at Lancaster General College. After admission, a maximum of nine credits may be transferred in from other colleges. HSC 302 and HSC 450 must be taken at LGCNHS. Students who are anticipating taking courses elsewhere to transfer into the program MUST meet with their advisor prior to registering for those classes to receive approval for those classes.

Selected Policies from the College Student Handbook

In addition to the policies listed below, there are additional policies in the College Student Handbook. Please review the College Student Handbook and submit the signature page by the date specified during your orientation.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights & Privacy Act (FERPA) is a federal regulation that is in place to protect student rights. These rights allow student review of educational files as well as give written permission to others (parents, spouse, etc.) to review those files. Another regulation within FERPA allows the College to provide others (prospective employers, etc.) information such as when College was attended, when graduation occurred, the degree earned, etc. The student has the right, in this situation, to provide written notification that the College is not to provide this information.

Refund Policy

The Refund Policy will be applied to each student as appropriate and will be compliant with federal and state guidelines under which financial aid is offered.

Course Withdrawal, Changes in Registration and Refund Policy

The Changes in Registration (Course Withdrawal and Refund) Policy will be applied to each student as appropriate and will be compliant with federal and state guidelines under which financial aid is offered.

I. Adding a Course

A student requesting to add a course after the semester has begun may do so by contacting the Registrar and completing the appropriate form. Admission into the requested course will be granted on a first come basis if a seat is available, and if no more than 2 class sessions have been conducted for courses meeting 9-15 weeks or one class session for courses meeting 8 weeks or less.

II. Dropping/Withdrawing from a Course

Once registered for a course, a student assumes academic and financial responsibility. Drops/withdrawals are subject to the refund policy as well as the grading policy. A refund schedule will be available in the student handbook, in the catalog, and on the website. If a registered student wishes to be removed from the list of registered students, a request to drop or withdraw from a course should be made to the registrar's office.

III. Recording Drops and Withdrawals

A grade of Withdraw (W) does not carry any quality points and will not calculate into the student's GPA. Withdrawal from a course will be considered a course attempt as per academic progression (Policy 2.2.1).

Courses 13 weeks or longer	
Drop/Withdrawal Notice received by Office of the Registrar	Transcribed as:
Before first day of semester	Not recorded
1 st and 2 nd weeks of semester	Not recorded
3 rd - 10 th weeks of semester	W
After the 10 th week of the semester	Grade earned based on total course requirements
Courses 5-12 weeks in length	
Drop/Withdrawal Notice received by Office of the Registrar	Transcribed as:
Before first day of class	Not recorded
1 st week of semester or term	Not recorded
2 nd - 4 th week for a 5 to 6-week course 2 nd - 5 th week for 7 to 8-week course 2 nd - 7 th week for a 9 to 11-week course 2 nd - 8 th week for a 12-week course	W

After the 4 th week for a 5 to 6-week course After the 5 th week for 7 to 8-week course After the 7 th week for a 9 to 11-week course After the 8 th week for a 12-week course	Grade earned based on total course requirements
Courses with 4 or fewer meetings	
Notice received by Office of the Registrar	Transcribed as:
Drop before 1st class	Not recorded
After 1st class but before 2 nd or last class	W
After 2 nd class.	Grade earned based on total course requirements

BSHS Student Handbook Signature Page

Student Name (Please print) _____

Receipt of BSHS Student Handbook

I have received the Lancaster General College of Nursing and Health Sciences BSHS Student Handbook. My signature on this document indicates that I have read, understand, and agree to abide by the policies outlined therein.

Student Signature _____ Date _____

The above signature is in effect while the student is affiliated with the Lancaster General College of Nursing and Health Science.

Note: Student must submit the *Signature Page* for the BSHS Student Handbook and the *Signature Page* from the College Student Handbook to the BSHS Program Chair prior to HSC 302.