

# **Bryan College of Health Sciences Focus Program Student Handbook 2024-2025**

## **2024**

**August 1** – ACE scholarship application open for Fall semester and Full-year courses.

**August 12** - First day of classes

**August 30** - Last day to drop/add BCHS classes

**Week of September 6** - Tuition statements available on Student Portal

**September 27** - Tuition Due (Applications for ACE scholarships should be complete!)

**October 14-18** - BCHS Midterm

**November 15** - Last day to withdraw with a “W” grade

**November 15** – ACE scholarship application open for Spring semester courses

**December 15** - Deadline for ACE scholarship applications for Fall semester and Full-year courses

**December 19-20** - Final Exams

**December 20** - Final day of semester

## **2025**

**January 6** - First day of second semester

**January 17** - Last day to drop/add BCHS classes

**Week of January 24** - Tuition statements available on Student Portal

**February 14** - Tuition Due (Applications for ACE scholarships should be complete!)

**March 3-7** - BCHS Midterm

**April 4** - Last day to withdraw with a “W” grade

**April 1** - ACE scholarship application open for Summer semester

**April 7** - Open registration begins for Summer semester

**May 12** - First day of summer session

**May 15** - Deadline for ACE scholarship application for Spring semester courses

**May 21-22** - Final Exams

**May 24** - LNW Graduation at Pinnacle Bank Arena

**May 30** - Tuition Due (Applications for ACE scholarships must be complete)

**May 26** - No Classes

**July 4** - No classes

**August 9** - Last day of summer session

# Bryan College of Health Sciences Focus Program

## Student Handbook

The Focus Program student handbook is designed to serve as a quick reference for issues relating to your enrollment in dual-credit courses Bryan College of Health Sciences. It is not a contract, nor is it an invitation to contract. It is available on the college website for you to refer to as necessary throughout the program.

Bryan College of Health Sciences reserves the right at its discretion to change or amend the handbook at any time in the future. Revised policies, rules and procedures supersede previous policies, rules and procedures. Students are informed as new policies are created or when revisions of current policies occur. New policies and policies with editorial changes are emailed. If a policy revision requires small group discussion to ensure understanding, it is distributed in the classroom setting and explained by course instructors.

You will be asked to sign the Student Handbook Received Form acknowledging that you are aware of the Student Handbook upon enrollment. Failure to adhere to all Bryan Medical Center, Agency and College policies may be grounds for dismissal, regardless of clinical/classroom performance.

Students enrolled in the Focus Program and taking dual-credit courses through Bryan College of Health Sciences have the same access to student resources that any other current student at Bryan College of Health Sciences would have, including tutoring, library services, academic support services, writing center support, and professional development services. In addition, students in the focus program must adhere to all college policies and procedures as it relates to any dual credit courses they may be taking. These policies are found in the [Undergraduate Catalog](#) and [Student Handbook](#). The purpose of this handbook is to provide a concise and readily available source of the policies and procedures most relevant to dual-credit coursework. Full policy language is available in either the catalog and/or handbook.

# Bryan College of Health Sciences Focus Program

## Mission

The Mission of Bryan College of Health Sciences is to provide education in the health professions emphasizing clinical and academic excellence through collaboration with Bryan Health System and the health care community.

## Purpose

The purpose of Bryan College of Health Sciences is to educate healthcare professionals for service to the global community.

## Goals

The Goals of Bryan College of Health Sciences are:

To prepare graduates who:

1. Qualify for diverse careers in healthcare, academic, or scientific environments
2. Illustrate respect for their own and others' unique individualities
3. Demonstrate professionalism in their field of study
4. Practice life-long learning as a means of personal and professional growth
5. Exhibit service-oriented citizenship within their communities

## Values

**Integrity** - Be honest, trustworthy, accountable and ethical

**Caring** - Be compassionate, empathetic and respectful

**Equity** - Be adaptive and just

**Learning** - Be insightful, knowledgeable and open to change

## Diversity Statement

Bryan College of Health Sciences honors cultural differences and promotes equality of all individuals through creation of a campus climate of inclusion, tolerance, and respect. The College provides students with curricular and co-curricular opportunities to help them to grow personally and professionally and to prepare them to be culturally competent citizens in a diverse and ever-changing society. The College emphasizes the significance of providing faculty and staff with educational and collegial opportunities to maintain an environment which recognizes the importance of cultural competence.

## Philosophy of Diversity

Bryan College of Health Sciences recognizes through its mission statements that:

- The individual is a unique and multidimensional being with inherent worth and dignity who deserves to be treated with consideration, empathy, humaneness, kindness, respect, trust and a non-judgmental attitude.
- All individuals deserve the same rights, privileges or status as others including acceptance, assertiveness, fairness, self esteem and tolerance.
- The individual has the freedom to exercise choice.
- The education process must enable the graduate to participate as a contributing member of a culturally diverse society.
- Faculty are responsible as role models, mentors and teachers for providing a caring environment in which students are free to explore and develop.

Bryan College of Health Sciences recognizes that diversity presents itself in many different ways. It is not just the ethnic and sociocultural differences among individuals, but also the physiological, psychological, developmental and spiritual differences. The College strives to provide equality to all individuals through nondiscriminatory policies on admission/enrollment, religious or cultural observances, services for students with disabilities, financial aid, student rights and responsibilities, student code and harassment.

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Bryan College of Health Sciences recognizes that while the community in which it exists is rapidly becoming more culturally diverse, this growth in cultural diversity is not presently realized proportionately within the College faculty or student body. The College recognizes the importance of striving to recruit a more culturally diverse student body and providing the necessary resources to increase the likelihood of success in the College.

Bryan College of Health Sciences recognizes the rich learning opportunities within the community for interaction with individuals and groups of diverse backgrounds. Both curricular and co-curricular opportunities must be systematically provided to students to help them to grow personally and professionally and to prepare them to be culturally sensitive citizens in a diverse and ever-changing society.

## Non-Discrimination Policy

Bryan College of Health Sciences is committed to providing equal opportunities for all persons and an environment free from discrimination, harassment, or related retaliation. Bryan College of Health Sciences does not discriminate on the basis of race, ethnicity, color, national origin or ancestry, religion, sex, genetic information, gender identity or expression, age, marital or family status, pregnancy, sexual orientation, disability, veteran status, source of income, or any other protected class recognized by state or federal law in its programs, activities, employment and admissions.

The College complies with all applicable federal, state, and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as applicable.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Alethea Stovall, Dean of Students/Title IX Coordinator, 1535 S. 52nd St., office #233, Lincoln, NE 68506, 402-481-3804, [alethea.stovall@bryanhealth.org](mailto:alethea.stovall@bryanhealth.org). Contact information for the Bryan College of Health Sciences Deputy Title IX Coordinator, who can receive inquiries about Title IX-related issues if the Title IX Coordinator is not available, and the ADA Coordinator, who can address ADA-related issues, is also provided below.

For additional information on discrimination and harassment-related issues, you may visit <http://wdcrobcopl01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the United States Department of Education Office for Civil Rights office that serves your area, or call 1-800-421-3481.

**Title IX Compliance Coordinator:** Dr. Alethea Stovall, Dean of Students  
1535 S 52nd St., Lincoln, NE 68506, Office #233  
402-481-3804 or [alethea.stovall@bryanhealth.org](mailto:alethea.stovall@bryanhealth.org)

**Deputy Title IX Compliance Coordinator:** Angela McCown, EdD,RN, Associate Professor Graduate Nursing  
1535 S 52nd St, Lincoln, NE 68506, Office #318  
402-481-3663 or [angela.mccown@bryanhealthcollege.edu](mailto:angela.mccown@bryanhealthcollege.edu)

**ADA Coordinator:** Ana Anderson, Academic Support Services Director/ADA Coordinator  
1535 S 52nd St, Lincoln, NE 68506, Office #219  
402-481-8782 or [ana.anderson@bryanhealthcollege.edu](mailto:ana.anderson@bryanhealthcollege.edu)

# Bryan College of Health Sciences Focus Program

## Accreditation/Licensure

The College is authorized by the Nebraska Coordinating Commission for Postsecondary Education and holds regional accreditation by the Higher Learning Commission.

## Enrollment

To enroll for Bryan College of Health Sciences credit, a student must complete an online registration that is sent to them by the Focus Program Director. Students will be enrolled in all classes that are part of the program unless they have previously taken the courses for college credit and have shared their transcripts with the college and Focus Program Director.

The Bryan College of Health Sciences Financial Aid office will publish tuition statements in the Bryan Student Portal on the dates listed on page one. Dates that students can apply for ACE scholarships are also found there. Please visit <https://ccpe.nebraska.gov/ACE> or ask the Focus Program Director if you have any questions about ACE scholarships. To apply for an ACE scholarship, visit the link above, then click on Student Application Information Sheet. Follow the instructions on that sheet.

If the student drops the high school course and has registered for the college course, he/she must also DROP the Bryan College of Health Sciences course by the drop deadline stated on page one for a full refund of tuition. If a student withdraws from the Bryan course *after* the drop deadline, tuition will be refunded based on the tuition refund schedule for the college's current semester registration guide. Failure to follow withdrawal procedures will result in a grade of "F" on the college transcript.

Enrollment in the Bryan College of Health Sciences Focus Program does not translate into application and admission to Bryan College of Health Sciences as a full-time student after high school. Focus Program students who are interested in attending Bryan College of Health Sciences after high school graduation should contact the Bryan College of Health Sciences Admissions Office.

## Registration

Students that have successfully applied and been accepted into the Bryan College of Health Sciences Focus Program will be registered for classes by the Focus Program Director. Students will be registered for all classes in the program unless they can provide official transcripts or certifications stating that they have completed the course previously.

## Tuition Payment

Tuition in the Focus Program is currently \$150.00 per credit hour and a bill will be posted in the Bryan Student Portal on the dates on page one. There are no additional fees or charges for textbooks or labs. Students may buy the textbook if they choose. Questions regarding tuition collection and payment for Student Accounts may be directed to the Bursar's Office at (402) 481- 8752.

## Student Email Usage Policy

While participating in the Focus Program, students will be provided with a bryanhealthcollege.edu gmail account.

The following guidelines have been developed for the utilization of student email accounts.

1. Students enrolled in a program of study will receive email accounts provided by the College. It is expected that students will check and read email regularly.
2. Email accounts for new students will be activated before classes begin.
3. If an email account is used for illegal activities, it will be terminated immediately. Such activities will be investigated and reported to the appropriate authorities.
4. Inappropriate use of email accounts may result in disciplinary action up to dismissal from the College.
5. Examples of illegal and/or inappropriate activities include, but are not limited to:
  - Emailing of pornographic, sexually explicit, offensive, abusive, slanderous, vulgar, or defamatory messages, text, graphics, or images. This includes harassment and intimidation of individuals on the basis race, ethnicity, color, national origin or ancestry, religion, sex, genetic information, gender identity or expression, age, marital or family status, pregnancy, sexual orientation,

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disability, veteran status, source of income, or any other protected class recognized by state or federal law.

- Emailing threats to students, faculty or staff.
- Harassment and intimidation of other students, faculty, or staff.
- Emailing hate literature.
- Sending of chain letters inside or outside the College.
- Soliciting others for commercial ventures, religious or political causes, outside organizations, or other non-College matters.
- Any actions that violate the Student Code of Conduct and are contrary to the mission and values of the College.
- Libel or slander
- Fraud or misrepresentation
- Academic dishonesty
- Academic integrity violations
- Intentional or negligent distribution of computer viruses.

**The College expressly reserves the right to access, retrieve, read and delete any communication that is created on, received through or sent in the E-Mail system to assure compliance with this or any other College policy, for system maintenance or repair, and for any other lawful purpose. Users of these systems should have no expectation of privacy with respect to any such communication.**

6. If a student withdraws and does not intend to return, or is dismissed, their email account will be disabled after five school days.

7. If a student is on a leave of absence, their account will remain active.

8. When students graduate, their email accounts will remain active for life.

## Pass/No Pass Policy

A student may request from the Registrar a change to or from Pass/No Pass until midterm. No courses in the major may be taken Pass/No Pass. Effective Fall 2019, a course grade of C or better is required to earn a grade of Pass for those courses graded as Pass/No Pass. For students entering prior to Fall 2019, a course grade of C+ or better is required to earn a grade of Pass for those courses graded as Pass/No Pass. Each student may use no more than a total of six semester credit hours with grades of "P" toward prerequisite/general education requirements. Effective Fall 2019, only courses for which pass is designated as a "70%" or above will be considered for transfer credit. For students entering prior to Fall 2019, only courses for which pass is designated as a "75%" or above will be considered for transfer credit.

## Withdrawal from Course/College

A student may voluntarily withdraw from Bryan College of Health Sciences at any time.

Reasonable efforts are made to assist the student in completing the program. However, the faculty have the authority to request the withdrawal from the College of any student at any time when such action is deemed to be in the best interest of the College or of the student.

Withdrawal Policy: A student who wishes to drop a course after the first week of the semester must withdraw from the course. The student must complete a "Request to Drop/Add a Course" and submit it to Records and Registration. If a student withdraws from a course before the end of the twelfth week of the semester, a grade of "W" (withdrawal) is recorded on the transcript. A withdrawal is not computed in the grade point average.

Students who find it necessary to withdraw from a course after the twelfth week of the semester or after the completion of blocked clinical requirement for a course must petition the Dean of the student's program for permission to withdraw. If approved to withdraw, the student will receive a WP (withdraw passing) or a WF (withdraw failing) on the transcript, dependent upon the student's grade in the course (class or clinical) at the time of withdrawal. A WP or WF is not computed in the grade point average.

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If a student withdraws after the twelfth week or after completion of blocked clinical requirements for a course and does *not* petition for a WP or WF, the course grade will be assigned based on work completed to date with a grade of zero assigned for work not completed. This may result in a failing grade. The failing grade will be included in the grade point average. A WF in a course will count as a failure and may impact progression.

Withdrawal deadlines for summer terms or sessions less than a full semester follow a prorated tuition refund and withdrawal schedule. Prorated schedules are available in Records and Registration.

## **Withdrawal from all Courses**

A student who withdraws from all courses prior to the end of the twelfth week of the semester must complete the "Request to Withdraw" form to avoid receiving an automatic F in all courses. All College property must be returned prior to withdrawal, and arrangements must be made for meeting financial obligations. A student seeking to withdraw after the twelfth week of the semester must petition the Dean of the appropriate school for permission to withdraw; the student will not be allowed to withdraw unless permission is granted.

Withdrawal deadlines for summer terms or sessions less than a full semester follow a prorated tuition refund and withdrawal schedule. Prorated schedules are available in Records and Registration.

## **Withdrawal from College Procedure**

Students who voluntarily withdraw from Bryan College of Health Sciences must carry out the following procedure in order to clear their student record:

1. Present to the Registrar a written statement of intent to withdraw from the College of Health Sciences using the Withdrawal From College Form. Forms may be obtained from the Registrar.
2. Return all resource materials to the library and any skills lab equipment to the library or skills lab.
3. Check to make certain that all financial obligations have been met.
4. Arrange to schedule repayment of student loans through the Financial Aid Office.
5. Students interested in readmission, see readmission policy.

## **Withdrawal from Course Procedure**

Students withdrawing from a course should follow Steps 1, 2, and 3 above.

## **Administrative Withdrawal**

Students may be withdrawn from Bryan College of Health Sciences by the administration for reasons such as failure to return from an approved Leave of Absence, dropping all classes after the beginning of the term, inability to progress in program due to academic performance, failure to register for subsequent semesters, failure to meet attendance requirements, or failure to meet course requirements. In addition, the College may require withdrawal of a student for medical reasons. Students will be sent a letter informing them of the withdrawal and the reason for the action. Administrative withdrawal is a neutral action and should not be considered as negative or of a disciplinary nature. The official date of withdrawal will be determined by the last date of attendance for an enrolled student, or the first date of the term for students that failed to start classes as scheduled.

Tuition due will be based upon the official date of withdrawal, and any tuition refunds will be determined according to the tuition refund policy. The student will be placed on a transcript hold if there are unmet obligations to the College. Students who are administratively withdrawn from the Basic Nursing Assistant course during the summer semester due to background and/or abuse registry check findings will receive an 80% refund.

Students who are listed on a class roster but who have not attended class or clinical by the end of the first week of a term may be administratively withdrawn from the course. Students who are administratively withdrawn from a course will receive a tuition refund according to the tuition refund policy.

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## Course Refund Policy

The refund of tuition and fees upon withdrawal from a course or courses will be prorated for the spring or fall semesters as follows:

### *Tuition Refund Schedule*

<i>Percent of semester rate to be refunded:</i>
100% refund the first week
80% refund the second week
60% refund the third week
40% refund the fourth week
20% refund the fifth week

Refunds for courses less than a full term will be prorated. The following fees are not refundable: enrollment fee, course materials and laboratory fees, and books purchased through the bookstore.

No refunds will be made if a student is suspended or dismissed for disciplinary reasons.

## Grades

The student is issued a letter grade by the high school instructor at the conclusion of the course, based on Bryan College of Health Sciences' Grading system policy. Grades are available on the transcript at the end of the term. The current grading scale for Bryan College of Health Sciences is as follows:

Percentage grade	Letter grade
95.00-100	A+
90.00-94.99	A
85.00-89.99	B+
80.00-84.99	B
75.00-79.99	C+
70.00-74.99	C
65.00-69.99	D+
60.00-64.99	D
59.99 and below	F

A grade of C or higher is required in order to earn credit from Bryan College of Health Sciences in a dual-credit course. If a student's course grade is below a C at midterm (end of first quarter at LNW), they will be put on an academic contract for the remainder of the semester. Students will develop an academic contract in collaboration with the course faculty, Medical Focus Program Director, LNW Principal, and other relevant parties to promote their success moving forward. Students who earn less than a C in a course will have the option to retake the course through the BECAP program at Bryan College of Health Sciences in order to remain in the focus program. If a student does not earn a C or higher on their second attempt in the course, they will be removed from the focus program.



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## Course Schedule

Students in the Medical Sciences Focus program embedded within Lincoln Northwest High School are scheduled for more clock time per credit hour than our traditional undergraduate definition of a credit. This extra time allows for students to work outside of instruction time in order to prepare for learning experiences, study course materials, or complete educational projects. No extra work will be assigned to fill the additional time.

## Transfer of Credits

If a student elects to attend a college or university other than Bryan College of Health Sciences, he or she will need to request a transcript from the BCHS Registrar's Office.

Credit earned from Bryan College of Health Sciences as part of the Focus Program can be transferred to other institutions. Students should consult with their college(s) of interest to determine if the dual credit courses will transfer as elective credits or as a course equivalency. Many area colleges publish transfer guides which include the dual-credit courses from Bryan College of Health Sciences.

## Matriculation to Bryan College of Health Sciences

If the student enrolls in a program of study at Bryan College of Health Sciences, dual-credit courses taken as part of the Focus Program will be applied to their program of study based on the curriculum plan for the student's program. Science and math courses taken for dual-credit can only be applied to a program of study if taken within the past seven years. Dual-credit courses will be incorporated into the student's cumulative GPA calculation.

## Transcripts and Records Request Policy

[Requests for transcripts](#) must be received in writing or through the National Student Clearinghouse. The transcript release must include name, dates of attendance, date of birth, Social Security number, current daytime phone number, and the signature of the student or former student. The Transcript Release Form is available from Records and Registration or on the College's website.

Official transcripts will be released to specific individuals, institutions, or organizations as specified on the transcript release. Unofficial transcripts may be released directly to students or former students and will be stamped, "Issued to the student at his/her request." Official copies bear the Registrar's signature, the College seal, and are printed on security paper.

The fee for transcripts, either official or unofficial, is \$5 each. The fee is waived for current students. Additional fees may apply when requesting transcripts through the National Student Clearinghouse. Transcripts will be processed within two business days upon receipt of request and payment. Students may also print unofficial transcripts from the Student Portal.

Transcripts will not be issued to students or former students who have a hold on their account. Holds are issued for reasons such as unmet financial or other obligations to the College.

## Drug and Alcohol Policy and Procedure

Bryan College of Health Sciences is committed to providing a drug and alcohol free educational environment which supports the mission of the College. The College's primary role in dealing with the use or potential use of drugs or alcohol is that of prevention, counseling, and education.

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. There are obvious risks, such as being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse: poor academic performance; poor job performance;

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unwanted sexual activity; sexually transmitted diseases, including HIV/AIDS; and jeopardizing future career prospects. In addition, alcohol and drug abuse put the user at considerable health risk, which can include: nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death.

It is the policy of the College that the unlawful manufacture, distribution, dispensation, possession, use of a controlled substance, or the purchase, sale, possession, use or consumption of alcohol is strictly prohibited on College premises, extension of the College campus, and at all College-sponsored events and activities on and off campus. A College sponsored student event is any gathering that is arranged or endorsed by the College, where students are in attendance. Attendance at any school activity, either curricular or extra-curricular, while under the influence of alcohol, shall constitute misconduct, unless prior permission from Bryan College administration has been obtained and the alcohol is sold off campus by a licensed independent vendor via a "cash bar" and only to persons of legal age. Any student or student organization that violates this policy will be subject to disciplinary action up to and including dismissal from the College. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program. Students may be placed on suspension until the required program is completed.

The College reserves the right to notify an appropriate law enforcement agency when violation of the alcohol and drug policy is also a violation of the law.

If there is a reasonable suspicion of alcohol or drug consumption prior to or while in class or at a College-sponsored activity, the student may be removed from the class or activity. If there is a suspicion of drug or alcohol consumption prior to or after reporting to clinical activities, the student will be removed from the clinical setting.

At the discretion of the faculty or College Administrator, the student may be taken to the Health Office for evaluation, which may include alcohol or drug screening test(s).