

Excelsior College

# School of Nursing



catalog

[www.excelsior.edu](http://www.excelsior.edu)



EXCELSIOR  
COLLEGE®

*Start to Finish<sup>SM</sup>*

## The Philosophy of Excelsior College

What you know is more important than where or how you learned it.®

### About Excelsior College

Excelsior College was founded in 1971 as the external degree program of the New York State Board of Regents. In 1998, the Board of Regents granted the College (then known as Regents College) an absolute charter to operate as a private, nonprofit, independent college. As are all accredited colleges in the state, Excelsior College is a member of The University of the State of New York. Today, the College is governed by a board of trustees comprised of individuals from across the United States who are prominent in the fields of business, education, government, and the professions.

A leader in online and distance learning, Excelsior College awards degrees at the associate and baccalaureate levels in liberal arts, nursing, business, technology, and health sciences, and at the master's level in liberal studies, nursing, and business. Certificate programs are also offered by the Schools of Business & Technology, Health Sciences, Liberal Arts, and Nursing. More than 126,000 persons have earned degrees from Excelsior College.

Excelsior's student body represents a diverse group of adult learners.

- The average age of an Excelsior student is 40; about 60 percent are female, 40 percent are male.
- Nearly one-third of our enrolled students are from groups historically underrepresented in higher education.
- Approximately one-quarter of our students are active-duty or reserve military personnel.
- Less than 10 percent of our students come from New York State; the remaining are from the rest of the United States and other nations.

The faculty of Excelsior College, both full-time and adjunct, are drawn from many colleges and universities as well as from industry and the professions. They teach our courses, establish and monitor academic policies and standards, determine degree requirements and the means by which credit may be earned, develop the content for all examinations, and recommend degree conferral to the Excelsior College Board of Trustees.

### The Mission of Excelsior College

Excelsior College provides educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education. The College meets students where they are—academically and geographically, offering quality instruction and the assessment of prior learning.

### The Vision for Higher Education

Higher education will become an instrument through which all people can attain economic advancement, social justice, and a world at peace. Education is a good thing for all peoples and we should have more of it. Education breaks down barriers between neighbors and nations; it enhances the social fabric by creating understanding and self-sufficiency; it particularly ben-

efits those in less favored positions in society; and, allied with an advancing technology, it can spread enlightenment and enlightened self-interest across the globe.

### The Vision for Excelsior College

Ever cognizant of the great lessons learned throughout history, Excelsior College contributes to the greater world good through its programs for adult learners. The vision of Excelsior College is to become a model for ease of access to academic degree completion, through student-centered services and the validation of learning. Through this vision, the College will be recognized as the institution most responsive to the needs of career-oriented adult learners at a distance.

### Accreditation

Excelsior College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The associate, baccalaureate, and master's degree programs in nursing at Excelsior College are accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, 800-669-1656. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The baccalaureate degree programs in electronics engineering technology and nuclear engineering technology are accredited by the Technology Accreditation Commission (TAC) of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700. TAC of ABET is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

The baccalaureate degree programs in business are recognized by the International Assembly for Collegiate Business Education (IACBE), 11257 Strang Line Rd., Lenexa, KS 66215, 913-631-3009.

The Master of Arts in Liberal Studies program has been accepted into full membership by the Association of Graduate Liberal Studies Programs (AGLSP).

All the College's academic programs are registered (i.e., approved) by the New York State Education Department. Excelsior College Examinations are recognized by the American Council on Education (ACE), Center for Adult Learning and Educational Credentials, for the award of college-level credit. Excelsior College Examinations in nursing are the only nursing exams approved by ACE.

This school is a nonprofit corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Oregon Office of Educational Policy and Planning at 255 Capital Street NE, Suite 126, Salem, Oregon 97310-1338.

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# General Information

**Important:** It is important for you to keep us informed of your current contact information, so we can reach you. You can update your address, phone numbers, fax number and email preference on our Web site, by clicking on "MyEC" and then "My Profile," or you can call us with this information.

## LIMITATIONS

Information in this catalog is current as of June 2009, and is subject to change without advance notice.

## CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

The College reserves the right to modify or revise the admission requirements of any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

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Excelsior College maintains a drug-free workplace and is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request. Inquiries should be directed to the Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Campus Crime Statistics can be found at the following Web site: <http://ope.ed.gov/security>.



## The American Assembly for Men in Nursing

The American Assembly for Men in Nursing presented their 2006 and 2007 Best School of Nursing award to the Excelsior College School of Nursing.



## Tau Kappa Chapter, Sigma Theta Tau International, Honor Society of Nursing

Tau Kappa, the Excelsior College chapter of Sigma Theta Tau International, Honor Society of Nursing, was originally chartered in July of 2004. It shares the vision of Sigma Theta Tau International—to create a global community of nurses who lead using scholarship, knowledge, and technology to improve the health of the world's people. Eligible baccalaureate or master's degree students are invited for induction. Specific information about the chapter and its activities is available on a link from the Excelsior College Web site.

NLN

Center of Excellence  
in Nursing Education™

Excelsior College School of Nursing has been designated a **Center of Excellence** by the **National League for Nursing for 2005–**

**2008 and 2008–2011.** There are more than 1700 schools of nursing in the U.S. and this highly coveted designation distinguishes our school as one of only seven such centers in the nation. Awarded on the basis of a national peer-review process, recognition by the National League for Nursing as a Center of Excellence indicates that the Excelsior College School of Nursing has demonstrated sustained, evidence-based and substantive innovation in creating environments that enhance student learning and professional development, that it conducts ongoing research to document the effectiveness of such innovation, that the School sets high standards for itself, and that we are committed to continuous quality improvement.

# Excelsior College Degree Programs

## Business

Associate in Applied Science,  
Administrative/Management  
Studies\*

Associate in Science, Business

Bachelor of Science, Business

Bachelor of Science, Accounting  
(NYS CPA Track)

Master of Business Administration

Certificate in Entrepreneurship

## Health Sciences

Bachelor of Science in  
Health Sciences

Certificate in End of Life Care

Certificate in Health Care  
Informatics

Certificate in Health Care  
Management

## Liberal Arts

Associate in Arts

Associate in Science

Bachelor of Arts

Bachelor of Science

Master of Arts in Liberal Studies

Certificate in Homeland Security

## Nursing

Associate in Applied Science

Associate in Science

Bachelor of Science

Master of Science

Post-Master's Certificate  
in Nursing Education

## Technology

Associate in Applied Science,  
Technical Studies (with specialty)\*

Associate in Science,  
Computer Software

Associate in Science,  
Electronics Technology

Associate in Science,  
Nuclear Technology

Associate in Science,  
Technology (with specialty)

Bachelor of Science,  
Technology (with specialty)

Bachelor of Science,  
Electronics Engineering  
Technology

Bachelor of Science,  
Information Technology  
(with concentration)

Bachelor of Science,  
Nuclear Engineering Technology

\*Designed specifically  
to meet the needs of members  
of the armed services.

# Sources of Undergraduate Credit

Excelsior College accepts undergraduate credits from a wide variety of sources. In general, Excelsior College accepts credits from those colleges and universities that are regionally accredited, those recognized by the New York State Education Department, and those that have been evaluated by the Excelsior College faculty and found to follow acceptable educational practices and apply toward our degree programs.

1. Excelsior College courses
2. Excelsior College® Examinations
3. Transfer of degree-level credit from regionally accredited and NYS Education Department-approved colleges and universities
4. College-level proficiency examination programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning
5. Examinations evaluated and approved by Excelsior College (refer to the *Student Guide to Credit by Examination at Excelsior College: The Assessment Catalog* for a complete list)
6. Programs reviewed by
  - the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning, including military training and experience
  - the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI)
  - the Excelsior College Criminal Justice Training Assessment Program
  - Excelsior College faculty
7. International credentials: Degree-level credit completed at approved universities or university-parallel institutions beyond the United States. Transcripts are evaluated by Educational Credential Evaluators, Inc. (ECE); Commission on Graduates of Foreign Nursing Schools (CGFNS); Josef Silny & Associates, Inc. (for Israel only); and other faculty-approved international institutions.
8. In accordance with Excelsior College policies and procedures, students may appeal for an evaluation of extra-institutional learning (Excelsior College endorses the Council for Higher Education and Accreditation statement on the validation of extra-institutional and experiential learning for transfer purposes)
9. Excelsior College portfolio-based assessment
10. In accordance with Excelsior College policies and procedures, students may appeal for consideration of degree-level credit from non-regionally accredited schools by Excelsior College faculty.
11. Association of Advanced Rabbinical and Talmudic Schools (limited)

## Examples of Graduate Schools Accepting Our Graduates

American University  
 Arizona State University  
 Boston University  
 Brigham Young University  
 Catholic University  
 Columbia Law School  
 Cornell University  
 Fordham University  
 Harvard University  
 Indiana University  
 The Johns Hopkins University  
 Michigan State University  
 The New School for Social Research  
 Northwestern University  
 The Ohio State University  
 The Pennsylvania State University  
 Rutgers University  
 Syracuse University  
 Temple University  
 University of Arizona  
 University of California, Berkeley  
 University of Colorado  
 University of Kentucky  
 University of Massachusetts  
 University of Miami  
 University of Michigan  
 University of North Carolina, Chapel Hill  
 University of Notre Dame  
 University of Texas  
 Vanderbilt University  
 Villanova University  
 Yale University

## Excelsior College: Suiting Your Lifestyle, Meeting Your Needs

No matter where you live, no matter how busy you are, Excelsior College offers the flexibility you need to finish your college degree.

Excelsior College may be the program to help you complete your undergraduate degree if you

- have taken some college-level courses.
- have acquired college-level learning through other means and want to apply it toward a degree.
- need flexibility in the place and time frame in which you earn your degree.
- have a schedule that would make it difficult to attend a traditional college.

We believe that “what you know is more important than where or how you learned it.”® We recognize that you can demonstrate your college-level knowledge and competencies through a variety of means including the submission of transcripts from regionally accredited colleges and universities and other approved sources, theory or performance examination results, and other assessment procedures.

We also believe that your need for further learning can be met in a variety of ways, both traditional and nontraditional, from passing proficiency examinations to taking college courses to pursuing independent study.

Independent learners are take-charge people. If you are one of them, Excelsior College can help you organize your efforts to meet your educational goals. As a leader in innovative education, we work in partnership with other colleges and universities and with employers and other organizations to remove barriers to educational opportunity.

Most of our graduates are working adults who once thought they could never attain a college degree. Yet thousands of students around the world have fulfilled their dreams by earning associate and bachelor's degrees through our unique program.

And, with our Certificate Program in Health Care Informatics, Master of Arts degree in Liberal Studies (MA/LS), Master of Science in nursing, Master of Business Administration (MBA), and Post-Master's Certificate in Nursing Education programs, graduate students can also take advantage of the flexibility and unique program offerings at Excelsior College.

Unless otherwise specified, information in the general sections of this catalog pertains to undergraduate

degree programs. Specific graduate program information is presented in program materials and catalog sections pertaining to the particular graduate programs. We welcome your requests for further information and encourage you to contact the College and speak with an admissions counselor regarding any questions you may have about our graduate program offerings. You can also find information about all our programs on the College's Web site at <https://www.excelsior.edu>.

## Is Excelsior College Right for Me?

If you want to earn a college degree and have the motivation to work toward that goal, we can help. It is up to you to decide whether or not Excelsior College is the program for you. You have a good chance of succeeding as an Excelsior College student if you

- are a motivated self-directed learner.
- have already acquired some college-level learning through college courses, the military, corporate training, independent study, work experience, or extensive reading.
- are comfortable working at a distance via phone, mail, or Internet, rather than in person.
- have the ability to plan ahead, be detailed in your work, and meet deadlines.
- are able to assimilate information from written materials and to locate and use a variety of learning resources.

As you are making your decision about enrolling in Excelsior College, you should study the degree requirements listed in a current catalog for the degree you wish to earn. Please be aware that you will be subject to the program requirements and College policies in effect when you enroll and are encouraged to review the *Student Policy Handbook* for complete information. Some requirements and policies change periodically and, as an enrolled student, you will be notified accordingly. You can access the *Student Policy Handbook* and all our catalogs on the Excelsior College Web site at [www.excelsior.edu/publications](http://www.excelsior.edu/publications), and we will be happy to send you printed copies of current materials at any time.

As a distance learning institution, Excelsior College provides access and support for many of the unique needs of adult learners. Misconceptions about distance learning may cause confusion, and some students may have unrealistic expectations regarding the services and programs we offer. Therefore, as you con-



sider enrolling in Excelsior College, it may be helpful to learn about some of the services we do *not* provide. Excelsior College *does not*

- automatically award credit for all educational experiences.
- grant credit for life experience rather than for learning gained from that experience.
- guarantee that all previously earned credit will fulfill degree requirements.
- provide on-the-spot evaluation and/or advisement services.
- provide clinical learning experience for nursing students.
- send a diploma until all the degree requirements listed in our catalogs have been fulfilled and the degree has been conferred.

### How Will an Excelsior College Degree Help Me?

An Excelsior College degree will help you

- get ahead in your career.
- increase your salary.
- boost your self-confidence.
- prepare for success in graduate school.
- achieve personal satisfaction in completing what you started.

You could be one of the approximately 5,000 adults who graduate from our College each year, motivated individuals who achieve their goals and move forward in their lives.

Surveys of the College's baccalaureate degree graduates have shown that a large percentage continue on to graduate and professional schools. Over 250 graduate institutions have admitted our graduates. These have included many of the most competitive and prestigious in the country, schools such as Columbia University, Harvard University, the Ohio State University, UCLA, and Yale University. Most graduate programs in nursing in the United States accept our graduates. Many of our graduates say that the independence and motivation required for success in their degree programs proved to be equally valuable assets for success in graduate school.

Our graduates report their degrees have enhanced their lives in other ways as well. A large number of

graduates report that through their independent college studies they have enjoyed significant intellectual growth, enhanced their critical thinking abilities, improved their oral and written communication skills, and experienced personal growth and fulfillment. Workers and employers alike believe that this unique type of college experience provides excellent preparation for jobs and career growth.

### How Do I Get My Degree?

The flexibility of an Excelsior College undergraduate degree program means you can demonstrate your previous college-level learning and earn degree-level credit in a variety of ways. We will help you identify and evaluate the college-level learning you have already acquired, and our academic advisors will help you develop a realistic plan for completing your degree requirements as effectively and efficiently as possible.

You may want to take advantage of Excelsior College's course offerings or study independently and then take proficiency examinations such as Excelsior College® Examinations (ECEs) to earn required credits (minimum grade of C required). You may choose to take courses from other approved colleges or universities and apply credits from those courses to your degree requirements as well. Distance learning is attractive to many students because distance courses are more flexible and self-paced than classroom courses, yet more structured and directed than independent study. Excelsior College and many other colleges and universities offer distance courses. These courses are generally available in formats such as online, CD-ROM, print, correspondence, and audio or video. You may even decide to use a combination of these sources of credit. We encourage you to use the course search feature on our Web site to locate courses that will fulfill your degree requirements.

If you enroll in an Excelsior College graduate or certificate program, you will also have a degree of flexibility in planning your requirement completion within a specific framework of options.

### Degree Programs

Excelsior College offers degree programs at the associate and baccalaureate levels in business, liberal arts, nursing, health sciences, and technology—and master's-level degree programs in business, liberal studies, and

nursing. The College also offers a number of certificate programs. Information about these programs is available upon request and on the College's Web site.

If you are a New York State resident and do not have a high school diploma, Excelsior College can help you obtain a high school equivalency diploma after you have accumulated 24 college credits. This diploma is issued by the New York State Education Department. For further information, contact the New York State Education High School Equivalency Department at 518-474-5906.

## Degree Requirements

The Excelsior College curricula are rigorous yet flexible. All undergraduate Excelsior College degree programs require college-level learning in (1) general education, (2) a specific field of study, and (3) elective subjects.

**Note:** The certificate and graduate programs have more focused yet still flexible requirement categories. Please refer to program-specific information for details if you plan to enroll in a certificate or graduate program.

The general education requirements of our undergraduate degree programs ensure that you have a good foundation in the natural sciences, the humanities, and the social sciences. You are expected to master quantitative skills and to be able to communicate effectively both orally and in writing. In addition, we strongly recommend that you cultivate an understanding of the history and cultural values of many different ethnic and cultural groups. A sensitivity to the perspectives of all groups provides valuable insight into the continuing development of the global community.

Completion of the requirements in a specific field of study prepares you professionally in business, nursing, or technology, or facilitates mastery of a discipline in arts or sciences in preparation for continued education or career growth. Elective/applied professional subjects allow you to pursue personal learning interests and satisfy your intellectual curiosity.

Finally, the College encourages you to recognize that true learning is lifelong and that the deepest satisfactions come when you attain your highest level of accomplishment.

## How Do I Get Started?

Excelsior College is open to all who wish to pursue a college degree. Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the education programs and activities it operates. The College encourages students to seek admission if its programs and services will meet their educational needs. Some degree programs have special admission criteria.

### MyEC

Register at [www.excelsior.edu](http://www.excelsior.edu) to create your own "MyEC" page, which will include information tailored to your specific academic program information needs as well as announcements from the College. Visit the Web site often for important updates. Remember to always keep the College informed of your current email address.

### First Apply

Like everything else at Excelsior College, our admissions process is geared toward busy, working adults.

- You can start on your degree anytime.
- The first step toward completing your degree is to submit the Undergraduate Application for Admission.

**Note:** If you have graduated from an Excelsior College degree program or have been enrolled in an Excelsior College degree program within the last five years, please contact your academic advisor. To apply online, go to [www.excelsior.edu/apply](http://www.excelsior.edu/apply).

If you prefer to use a paper application, you can download a pdf of the application instead.

If you have any questions before completing your application, please contact the Admissions Office in one of the following ways:

- Call toll free: 888-647-2388, ext. 27
- Email: [admissions@excelsior.edu](mailto:admissions@excelsior.edu)
- With your application, you will also submit official copies of your academic records from all the sources you wish to present for credit toward a degree. These include official transcripts from accredited colleges and universities, score reports from testing agencies, international credentials evaluations, and documentation from military or corporate education programs. Photocopies

or unofficial copies of these documents cannot be accepted. Carefully review the instructions accompanying the Undergraduate Application for Admission for specific information relating to the proper submission of your academic records. (Military candidates can refer to pages 8 and 9 for more specific information.)

- Your application will enable us to prepare an **unofficial review** of your prior learning that indicates which of your previously earned credits are likely to transfer. You will then receive an enrollment packet enabling you to matriculate into the College. You may be closer than you think!
- Our knowledgeable admissions counselors (available by phone or email) can explain our programs to you and help you take the steps you need to get started.

### Then Enroll

Once your application to Excelsior College is accepted, the next step toward meeting your educational goal is to enroll. If you have not gone through the application process, you must do so before enrolling. If you decide to enroll in Excelsior College as an undergraduate, you may do so at any time during the year.

To enroll, simply go to [www.excelsior.edu/enroll](http://www.excelsior.edu/enroll) where you can enroll online. You will be prompted to create a MyEC user account if you have not already done so.

Complete the online enrollment form and pay your fee with secure-access credit card payment or apply for our payment plan online.

If you enroll online, you must pay your enrollment fee with a credit card. We accept

- Visa,
- MasterCard,
- Discover Card, and
- American Express.

If you prefer to use a paper enrollment process, you can download a pdf of the enrollment form from [www.excelsior.edu/enroll](http://www.excelsior.edu/enroll). Simply fill out the enrollment form and submit it with the required enclosures as specified on our fee schedule to the address indicated. Your enrollment will be official when we receive and process your enrollment form. You will then receive an acknowledgment letter and information packet from the Office of Registration and Records.

The cost to enroll in Excelsior College varies according to the program in which you enroll and the method you choose for paying your tuition fees.

For detailed information about enrollment fees and associated costs, go to [www.excelsior.edu/fees](http://www.excelsior.edu/fees), where you can access, view, and print out the fee schedule relevant to your student status and chosen area of study.

If you have any questions before completing your enrollment form, please contact the Admissions Office in either of the following ways:

- Call toll free: 888-647-2388, ext. 27
- Email: [admissions@excelsior.edu](mailto:admissions@excelsior.edu).

When we receive your completed enrollment form along with any additional academic records earned since your admissions application, we will compare your educational experience to the requirements of your selected degree program. This initial evaluation usually takes four to six weeks to complete once all documents are received by Excelsior College. After your advising team has completed your evaluation, your status report and evaluation summary will be available on our Web site. Your status report indicates how we applied credit represented on the documents; the evaluation summary tells you what you still need to complete for your degree requirements. You will receive email notification when the evaluation is ready for you to view at your MyEC page. If you are not an e-delivery student, your evaluation will be mailed to you.

**Note:** If within three weeks of your enrollment we have not received all the official documents listed on your enrollment form, we will conduct the initial evaluation based upon the information received to date. As new official documents are received, your status report will be updated accordingly. Updates are usually completed in four to six weeks. Once you have your status report in hand, we will then work with you to help plan the ways in which you can earn the additional credit you need to fulfill your goal of earning a college degree.

### Begin the Process of Earning Your Excelsior College Degree

Excelsior College uses team advising to support you in your educational progress. After you enroll, we will assign you an advising team based on your degree program. Your academic advisors will help you plan your degree program and select appropriate methods for completing degree requirements. They can help you

## The Student Online Success Guide

This resource, located at [www.excelsior.edu/successguide](http://www.excelsior.edu/successguide), is designed to help prepare students for online success. Included are self-assessment tools, study strategies, and assistance with identifying your learning style. Navigate the *Student Online Success Guide* by reading the Introduction and continuing through the topics listed in the menu. Access resources and a handy glossary of Excelsior College terms. Be sure to view a sample Excelsior College online course and take a look at the Information Literacy Tutorial.

locate distance learning and proficiency examination options to fulfill our degree requirements.

The *Student Policy Handbook*, available in pdf format at [www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook), includes useful guidelines and tips on making our advising system work for you, in addition to important policy information for all students. Use our online course search feature to search for specific courses to complete your degree requirements. If you choose to use traditional college courses, it is your responsibility to locate such courses. Regardless of the method used to earn credit, you must receive prior approval from your advisor to ensure that the credit earned will apply toward your Excelsior College degree.

Each time you complete additional examinations or courses that fulfill your degree requirements, you should request that an official transcript be sent to the Excelsior College Office of Registration and Records. Provided you remain actively enrolled, we will continue to update your status report until our records indicate you have satisfied all the requirements for your degree, at which time your records will automatically be submitted for the next eligible degree conferral.

### Undergraduate Enrollment Policies

You may be enrolled in only one degree program at a time. If you withdraw from the College and subsequently reenroll, you will have to satisfy the degree requirements in effect at the time of your reenrollment.

The *Student Policy Handbook* is your resource for understanding the academic and administrative policies that are important to your academic success. It includes a wide range of information from important federal policies, including your right to privacy, to grading policies, and policies and procedures concerning

refunds, withdrawals, and other administrative issues. It is your responsibility to be familiar with these policies.

Some of our degree programs have admissions criteria, and academic requirements may vary among them. You'll find information on any criteria or requirements specific to a degree program in the School catalog for your degree program. The College does have general policies and procedures that apply to all of our students. Detailed information may be found in the *Student Policy Handbook*. Store your handbook with your other important academic documents and your degree catalog for easy reference.

By enrolling in the College, you agree that your contractual relationship with the College will be governed by the laws of the state of New York; and that any litigation or assertion of rights in a judicial or quasi-judicial forum will be brought only in a court or other forum having jurisdiction within the state of New York.

### Submission of Military Documentation

The forms required for providing official documentation of military educational experiences can be requested from the following sources.

#### Active Duty Personnel, National Guard, Reservists

- **Air Force, Enlisted Air Force Personnel:** Community College of the Air Force transcript submitted directly from CCAF, 130 W. Maxwell Blvd., Simler Hall, Suite 104, Maxwell AFB, AL 36112. Commissioned Officers should request an official DD Form 295 be submitted directly from the military education center.
- **Army**

**Enlisted Army Personnel:** AARTS (Army/American Council on Education Registry Transcript System) sent directly from the AARTS Operations Center, 415 McPherson Ave., Fort Leavenworth, KS 66027-1373. Information on ordering an Official Institution Copy of your AARTS Transcript and eligibility requirements is available online at <https://arts.leavenworth.army.mil> or by phone at 866-297-4427.

**Officer/Warrant Officer Army Personnel:** Request an official DD Form 295 be submitted directly from the military education center.



**Army National Guard Personnel:** Contact the Army National Guard Education Support Center for assistance in degree program planning online at [www.virtualarmory.com](http://www.virtualarmory.com) or by phone at 877-632-7644.

- **Coast Guard:** Coast Guard Transcript submitted directly from the Coast Guard Institute, 5900 SW 64th St., Room 235, Oklahoma City, OK 73169-6990. Information on ordering an official Coast Guard Transcript is available through your Education Services Office or online at [www.uscg.mil/hq/cgi](http://www.uscg.mil/hq/cgi).
- **Marine Corps:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.
- **Navy:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.

### Servicemembers With Language Training

- **Defense Language Institute Courses**  
Transcript submitted directly from DLI.
- **Defense Language Proficiency Tests (DLPT)**  
DLPT Score Report submitted directly from DLI or DLPT Score Report/DA Form 330 submitted directly from the military education center with certifying officer's signature and date.

### Veterans of All Branches Except Enlisted Air Force Personnel

Official copy of the DD Form 214. The DD Form 214 must be signed, currently dated, and certified to be a true copy and submitted directly from one of the following sources:

- Veterans Affairs (VA) Office (state or county-level)
- County Clerk's Office
- General Services Administration—National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132

**Note:** Students may submit certified copies of military documentation from the originating source in a sealed envelope and forwarded to Excelsior College unopened.

## Military Partnerships

### Air Force Virtual Education Center

#### Air University Associate to Baccalaureate Program (AU–ABC)

The AU–ABC Program is an initiative between Air University and civilian higher education institutions to offer baccalaureate degree programs via distance learning that are relevant to an individual's Air Force career field. The program is designed to transfer CCAF credits so students can obtain a bachelor's degree with completion of no more than 60 additional semester credits. Air Force personnel can go to one centralized Web site, the Air Force Virtual Education Center, for their educational needs. This program is outlined in detail at [www.excelsior.edu/airforce](http://www.excelsior.edu/airforce).

### Army National Guard (ARNG) Distance Learning (DL) Partnership

Excelsior College and the ARNG Education Support Center (ESC) have partnered to meet the needs of soldiers, their family members, and civilian employees. The ESC will generate an automated degree plan for Excelsior College degree programs and submit official enrollment packets and ARNG transcripts. This program is outlined in detail at [www.excelsior.edu/armg](http://www.excelsior.edu/armg).

### Coast Guard (CG) DL Partnership

Excelsior College and the CG Institute (CGI) have partnered to meet the needs of Team Coast Guard. Under this agreement, the CGI will generate an automated plan for Excelsior College degree programs, assemble and submit official enrollment packets, and submit official CGI transcripts. This program is outlined in detail at [www.excelsior.edu/uscg](http://www.excelsior.edu/uscg).

### Defense Activity for Non-Traditional Education Support (DANTES)

Overseeing all military education programs for the armed forces, DANTES has contracted with Excelsior College so that DANTES can administer and fund Excelsior College® Examinations for military personnel. This program is outlined in detail at [www.excelsior.edu/exams](http://www.excelsior.edu/exams).

### eArmyU & GoArmyEd (CTAM)

Excelsior College offers several degree and certificate programs at both the undergraduate and graduate level, as well as a wide variety of courses (online or on CD-ROM) to Army soldiers through the [www](http://www).

GoArmyEd.com portal. Undergraduate course tuition is covered 100 percent by Army Tuition Assistance and there is an Excelsior College eArmyU enrollment option for soldiers with no out-of-pocket administrative fee expenses. Students can select their college, degree program, register for courses, and track degree progress through this centralized portal. This program is outlined in detail at [www.excelsior.edu/army](http://www.excelsior.edu/army).

### **Marine Corps Community Services' (MCCS) Lifelong Learning Program (LLP) Academic Explorer (Aex)**

Excelsior College is a participating college in this new Marine Corps program. This system provides Marines and MCCS-LLP staff with a powerful tool for identifying and exploring higher education options. Excelsior College degree programs, course offerings, and examination programs are included in this comprehensive online search tool. This program is outlined in detail at [www.excelsior.edu/marinecorps](http://www.excelsior.edu/marinecorps).

### **Military Spouse Program**

Excelsior College offers spouses of military personnel significantly reduced undergraduate degree program fees (Option #1) and the same reduced military course tuition rates. Our Military Spouse Scholarship Program can help spouses fund Excelsior College fees, course tuition, and examination fees. This program is outlined in detail at [www.excelsior.edu/militaryspouse](http://www.excelsior.edu/militaryspouse).

### **Navy College Program DL Partnership**

Working with the Department of the Navy, Excelsior College offers sailors “rating-relevant” associate and bachelor’s degrees, through the successful completion of distance learning courses (offered online or on CD-ROM). This program is outlined in detail at [www.excelsior.edu/navy](http://www.excelsior.edu/navy).

### **Servicemembers Opportunity Colleges (SOC) Networks**

As a member of SOCAD, SOCCOAST, SOCMAR, and SOCNAV, Excelsior College works closely with other colleges and universities to ensure “transferability of credits” among schools.

### **SOCCOAST/Afloat DL Partnership**

Excelsior College offers degree programs which can be met solely via distance learning courses on CD-ROM and examinations for Coast Guard members aboard

ships and cutters. This program is outlined in detail at [www.excelsior.edu/uscg](http://www.excelsior.edu/uscg).

### **US Army Sergeants Major Academy, Fort Bliss, TX**

During this 42-week program, senior enlisted soldiers work with our team of military academic advisors who conduct unofficial evaluations of credits and develop degree plans for completing associate and/or bachelor’s degree programs. Since 1998, this partnership has helped more than 1,100 Army leaders—about one-third of each class—complete their degrees with Excelsior College.

### **Veterans Success Program**

“Strategies for Veterans’ Success in College,” a 3-credit online course, is specifically designed to assist active duty servicemembers, military transitioners, those in the reserve components, and veterans with career planning and professional development. This program is outlined in detail at [www.excelsior.edu/veterans](http://www.excelsior.edu/veterans).

## **Credit Assignment**

Credit assignment for examinations is determined by faculty content experts who reference the learning outcomes assessed by each examination to corresponding courses taught at United States colleges and universities. These credit assignments are recognized by the American Council on Education through their College Credit Recommendation Service. Credit assignment for online courses is determined by faculty content experts who consider the depth and breadth of the content, required learning activities and student assignments, and learning outcomes.

## **General Education Outcomes Measurement**

There is currently a movement in higher education to provide hard evidence of student success, generally referred to as outcomes assessment. Periodically, Excelsior College students will be asked to take a test to measure their attainment of the general education outcomes. The assessment results are used to continuously improve our programs as well as to report on the effectiveness of our institution. Scores on general education outcomes assessments are kept completely confidential and do not appear on individual student transcripts, although favorable scores can be reported to employers and other educational

institutions at the request of participants. There is no fee for participating in the general education outcomes assessment.

### Costs of an Excelsior College Education

The cost of earning your Excelsior College degree will depend upon the requirements of your degree program, the pace at which you complete that program, and the ways through which you choose to earn credit. If you primarily take college courses, for example, you will have higher costs than if you primarily take examinations, because tuition fees are often higher than examination fees.

While the College's fees are intentionally kept reasonable in order to accommodate adults with other financial responsibilities, in most cases they will not be the only costs incurred. As you develop your budget, you should take into account the cost of college courses, examinations, books and other learning materials, transportation, postage, online resources, and miscellaneous charges and supplies.

Our fee structure and variety of payment plans allow you to pay designated fees as you go through the process of earning your degree. Bear in mind that if you have already earned a great deal of credit, your costs should be relatively low, whereas if you begin your degree program with little prior credit, your costs will be higher.

**Following are the major fees that students pay to Excelsior College.**

#### Required Fees

- An application fee is required for both undergraduate and graduate students. This fee covers the cost of processing and evaluating your application.
- The undergraduate enrollment fee covers the cost of processing your enrollment form and the official evaluation of your prior academic credits and allows access to all Excelsior College student services and online services including the Excelsior College Virtual Library and the Electronic Peer Network (EPN). This fee also covers the evaluation of additional official academic records you submit, academic advising, and program planning services for a period of one year from the date of your initial status report notification.
- If you are submitting credentials from universities located outside the United States, you may be required to pay an additional fee to an independent

credential evaluation service to have those documents reviewed for equivalency to U.S. degrees and courses.

- Master of Arts in Liberal Studies students pay a degree completion fee. This fee must be submitted with your degree completion plan and is used to cover the costs associated with the administrative and faculty review of your degree completion plan.
- Graduate students who reside outside the U.S. or Canada are required to pay an annual Graduate Student Fee Supplement to cover additional mailing and telephone costs.
- Every year that you elect to continue your enrollment at Excelsior College you are assessed an annual fee. Undergraduate students are assessed a Student Service Annual Fee (SSAF) while graduate students are assessed an annual Graduate Student Services Fee (GSSF). Payment of the annual fee when due allows uninterrupted access to advising services and student resources.

#### SSAF Payment Plan

We are pleased to offer our SSAF Payment Plan to help you stay on track toward earning your degree. The SSAF Payment Plan is an affordable way to budget and pay your Student Service Annual Fee.

You can budget your Student Service Annual Fee (SSAF), choosing from two to six monthly payments.

If you have questions about the SSAF Payment Plan, please call our Bursar's Office toll free at 888-647-2388, ext. 142.

**Please note** that there are distinct fee policies and structures that apply to military students and to students who are enrolled in our undergraduate and graduate degree programs. For more detailed information, refer to the relevant fee schedule ([www.excelsior.edu/fees](http://www.excelsior.edu/fees)), *Student Policy Handbook* ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)), or consult with your academic advisor or the Admissions Office.

## Graduation Fees

A graduation fee is required for both undergraduate and graduate students. This fee covers the cost of the final evaluation and verification of your total academic record, costs involved in processing your records for award of your degree, one student (unofficial) and one official copy of your final transcript, and preparation and mailing of your diploma and diploma cover.

## Additional Fees

In terms of additional fees, the exact expense you incur at Excelsior College will be largely influenced by the degree program you choose. For example, if you are a nursing student, you will be required to take theory and performance examinations for which additional charges are assessed. Likewise, if you enroll in the electronics engineering technology or nuclear engineering technology program, you will be required to complete an Integrated Technology Assessment (ITA) for which an additional charge is assessed.

- The transcript fee covers the cost of preparing and mailing an Excelsior College transcript.
- The program transfer fee is assessed if you decide to transfer from one degree area (division) to another (e.g., from the School of Business and Technology to the School of Liberal Arts). The fee covers the cost of reevaluating your records to determine how they apply to the requirements of the new program.
- A late fee is assessed if you do not pay fees by the date shown on the invoice. The late fee applies to past due payments of the Student Service Annual Fee (SSAF) or the graduation fee.
- A reactivation fee is assessed if you reenter your degree program within twelve weeks of our changing your status from “active” to “withdrawn” because of your failure to pay the SSAF within four weeks of its due date. If you reenter your degree program more than twelve weeks after this status change, you will be considered a new student and subject to the full enrollment fee and all policies in effect at that time.

## General Refund Policy

The fees described above are not refundable. The only exception allows two thirds of the enrollment fee to be refunded if you request a refund in writing within six months of enrollment and if the College has not yet conducted an evaluation of your academic records.

Detailed information about refund, payment, and cancellation policies related to specific programs and student populations is provided in relevant fee schedules, which are accessible on the College’s Web site and available free upon request from the Admissions Office.

# Policies and Procedures

Excelsior College has various academic and administrative policies that are important as you move forward with your studies. Information on these policies can be found in the *Student Policy Handbook* ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)). Those that apply only to a specific degree program may also be listed in the catalog for that program.

It is your responsibility to be familiar with all the policies related to your activity as a student at Excelsior College. The term “student” includes: individuals currently matriculated at Excelsior College taking examinations and/or courses, non-matriculated individuals taking examinations and/or courses, non-matriculated individuals in the application process, individuals using credit bank, formerly matriculated students currently in withdrawn status, and graduates.

Please be sure to review this important information.





# Degree Programs in Nursing



## Excelsior College offers four degree programs in nursing:

Associate in Science in nursing, Associate in Applied Science in nursing, Bachelor of Science in nursing, and Master of Science in nursing. *Our nursing degree programs are specifically designed to serve individuals with significant experience in clinically oriented health care disciplines.* At the associate degree level, we are an assessment program. Associate degree students without licensure are prohibited from performing many clinical activities in their usual work setting. This is in contrast to students in campus-based instructional programs who can engage in such learning activities under an exempt clause in the Nurse Practice Act. This clause enables them to perform patient care under faculty supervision. Students without a registered nursing license enrolled in Excelsior College are not eligible to practice under this clause, except during the actual administration of the Clinical Performance in Nursing Examination. All students who pursue bachelor's or master's degrees in nursing at Excelsior College have a current license to practice as a registered nurse, and may therefore work within the scope of their license while engaging in educational endeavors.

While it is possible for some students to learn the necessary nursing competencies in a learning laboratory and through observation, it is extremely difficult to do so. Students with a limited background in nursing or a related health care discipline are best advised to attend an instructional program. Excelsior College is not associated with, nor does it endorse, any external organization or group that provides theoretical and clinical learning opportunities for students. Such activities are provided by the College and are described in the Undergraduate Learning Resources section of this catalog.

## School of Nursing Mission Statement

The mission of the Excelsior College School of Nursing is to prepare nurses at the associate, baccalaureate, and master's levels, whose practice reflects humanistic, ethical, culturally sensitive, technically competent, safe, and scientifically-based care. The programs of study are designed to expand individual horizons, foster commitment to lifelong learning, and assist in the development of intellectual curiosity and respect for inquiry. The School of Nursing strives to increase access to quality nursing education for a diverse and underserved population of adult learners to meet a global society's need for nurses and educated citizens. The three distance education nursing programs employ teaching/learning and rigorous assessment strategies that are efficient, economical, and innovative. The curricula are designed to provide students with opportunities to achieve career goals through seamless transitions progressing along the educational continuum.

The nursing degree programs meet the standards for registration by the New York State Education Department. The programs' curricula are comparable to campus-based instructional programs. In the associate and baccalaureate degree programs, the student is able to demonstrate appropriate knowledge and competencies through a variety of evaluation methods including review of credit earned from regionally accredited colleges, use of proficiency examination programs, and criterion-referenced performance examinations and requirements. In the baccalaureate and master's degree programs, the student is able to demonstrate generalist or expert/specialty knowledge and skill through participation in online discussion, assessment of knowledge and experiential learning, and evaluation of credit earned from regionally accredited colleges.

## Philosophy

The School of Nursing community believes that nursing is a scientific discipline with a distinct body of knowledge. Nursing uses this knowledge along with knowledge from other disciplines to shape and inform practice. Nurses engage with clients in a dynamic partnership and come to know them as holistic beings. The nurse-client relationship reflects dignity, valuing, and respect for personhood. The focus of nursing is with individuals, families, aggregates, communities, and systems. Health is the actualization of human potential and is manifested uniquely in multidimensional and dynamic patterns and processes across the lifespan in response to changes in the environment. Environment,

## Goals of the Excelsior College® School of Nursing

1. To provide comprehensive, professionally accredited degree programs in nursing in which the requirements can be met by objective documentation of learning.
2. To provide a foundation for lifelong learning.
3. To ensure academically sound nursing programs through the incorporation of research findings into the development of academic programs.
4. To provide valid and reliable performance measures of clinical competency in nursing.
5. To provide direction and focus for learning through program objectives, specific degree requirements, and related study guides and other program materials.
6. To provide academic and career planning advisement to both enrolled and prospective students in nursing.
7. To provide access to education to qualified students from diverse backgrounds by removing barriers and providing opportunities for students with disabilities.
8. To create and implement innovative learning opportunities to assist students in earning Excelsior College nursing degrees.
9. To meet the needs of health care providers in an environment of changing opportunities for practice through the development of areas of specialization within degree programs.
10. To serve as a resource to other educational and health care institutions by assisting them in the development of competency-based evaluation models.
11. To disseminate research findings to appropriate audiences.
12. To engage in development activities designed to generate funding in support of the nursing programs.

both external and internal, provides the context within which nurse–person interaction and health occur. These paradigmatic beliefs guide nursing practice and underpin nursing knowledge development and discovery.

The faculty is committed to an educational philosophy that emphasizes competency assessment and learning at a distance. The faculty supports programs that are designed to meet the educational goals of a diverse population of adult learners who bring varied lifelong knowledge and experience to the learning encounter. The faculty views adult independent learning as a process of knowledge acquisition attained through exposure to varied planned educational strategies unconstrained by time and/or place. The faculty believes that curricula are best designed using consensus-building by a national faculty of content experts, master educators, and clinicians who make curricular decisions based on principles of adult learning, internally generated data, and evidence of best practice in nursing education. The faculty believes that knowledge related to adult learning and assessment of competence can be applied to support the concepts of both external and distance nursing education.

The faculty is responsible for determining what must be learned; how learning can be supported; and how learning is assessed. The faculty believes that adult learners have the capability to create their own learning experiences guided by each program's curricular framework. The ability to learn, readiness to learn, motivation to learn, and responsibility to learn are seen as characteristics of the adult learner rather than of the faculty or the educational institution providing the degree.

The faculty believes that society's health care needs can be served by nurses with different levels of education. Therefore, the Excelsior College School of Nursing offers associate, baccalaureate, and master's degree programs and learners have the opportunity to seek the educational level most suited to their needs and prior preparation.

## Nursing Curricula

### Organizing Framework for the Nursing Curricula

The organizing framework consists of nine interrelated concepts that direct delivery of the curriculum at each level, AD, BS, or MS. They include the four metaparadigm concepts of nursing, client, health and environment supported by concepts of critical think-

ing, communication, research, role development, and caring/cultural competence. The faculty believes that the metaparadigm concepts underpinned by the supporting concepts represent concepts critical to the practice of nursing at each level of practice addressed in the Excelsior College nursing programs and that those concepts serve as a foundation to nursing education. Each is evident and operationalized throughout each of the curricula and is reflected in the educational program objectives.

### Metaparadigm Concepts: Definitions

**Health:** Defined at all levels as the actualization of human potential.

**Nursing:** Defined at the associate-degree level as engaging with clients in dynamic partnerships and coming to know them as holistic beings reflecting dignity, values, and respect for personhood in three roles: provider of care, manager of care, and member of profession. At the baccalaureate level, nursing is defined as coordinating and providing care for clients with multiple, complex, and variable health care problems to promote, protect, and restore health and support end of life care. At the master's level, nursing is defined as applying specialty knowledge to engage in clinical reasoning and decision making.

**Environment:** Environment, both internal and external, is defined at all levels as providing a context within which nurse-client interaction and health occur.

**Client:** Defined at the associate-degree level as the individual within the context of the family. At the baccalaureate level, client includes individuals, families, aggregates, and communities. At the master's level client is defined as individuals, families, aggregates, communities, and systems.

### Supporting Concepts: Definitions

**Critical Thinking:** The intellectually disciplined process of conceptualizing, applying, analyzing, synthesizing, and evaluating information gathered from varied sources including observation, experience, reflection, reasoning, communication, and other data sources to inform decision making.

**Communication:** A verbal, non-verbal, process of interactive exchange with others used to demonstrate caring and to receive, process, and send information, thoughts, ideas, and feelings.

**Research:** A process of scientific inquiry leading to state-of-the-discipline knowledge that can be used as evidence to inform nursing practice.

**Role Development:** Dynamic professional socialization into the three broad roles of nursing practice: *Provider of Care*, *Manager of Care*, and *Member of Profession*. In these roles, the professional nurse demonstrates knowledge, skills, values, and competencies necessary for nursing practice.

**Caring and Cultural Competence:** Patterns of nurse–client interactions that are characterized by sensitivity to and respect for human/person values, experiences, and cultures.

## Admission Requirements

All prospective nursing students must submit an application for admission to the School of Nursing. Each program has admission requirements. The associate degree programs are open to licensed practical/vocational nurses, paramedics, military service corpsmen, individuals who hold degrees in clinically oriented health care fields in which they have had the opportunity to provide direct patient care (e.g., physicians, respiratory therapists, and physician assistants). Also, individuals who have successfully completed at least 50 percent of the clinical nursing credits in an associate, baccalaureate, or RN diploma nursing program may be eligible for the program if they apply within five years of completing their last nursing course. The necessary documentation, such as copies of licenses, certificates, and official transcripts must be submitted with the admissions application. The Undergraduate Application for Admission ([www.excelsior.edu/apply](http://www.excelsior.edu/apply)) identifies required supporting documentation for admission by each category of applicant as well as additional admissions criteria. The Bachelor of Science in nursing or RN to MS in nursing degree programs are open to students who have successfully completed the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and have a current license to practice as a registered nurse in the United States. Admission to the MS in nursing program is open to anyone who has earned a baccalaureate degree in any field from a regionally accredited institution and who is licensed to practice as a registered nurse.

## Licensure

Excelsior College nursing programs are designed in accordance with the requirements for Registered Nurse programs in New York State. The associate degree programs prepare students for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) for practice in the United States. Excelsior College graduates who meet eligibility requirements are eligible to take the NCLEX-RN® in New York State.

Our graduates are eligible for licensure in most other states by examination or endorsement. However, states may have different requirements for pre-licensure education; students are responsible for determining the legal criteria for licensure in the state where they wish to practice. Some states have special licensure requirements for our graduates. Graduation from a registered and accredited program does not guarantee eligibility for licensure; students may also need to meet other requirements regarding age, high school graduation, type of education, and so forth.

If the state in which you wish to be licensed is part of the national compact for licensure, ask about those specific requirements.

**You must contact the state board of nursing in the state where you wish to practice for information about the specific licensure requirements for that state.**

Excelsior College graduates who are licensed as RNs in one state may be employed as RNs by Veterans Administration institutions or other federal facilities anywhere in the United States.

**Individuals convicted of felonies or certain misdemeanors or individuals with a history of substance abuse may not be eligible for licensure or eligible to take the required performance examinations for the Excelsior College nursing degree.**

**Note:** You are encouraged to obtain a copy of the NCLEX-RN® Test Plan for the National Council Licensure Examination for Registered Nurses from the National Council of State Boards of Nursing, Inc., 676 N. St. Clair St., Suite 550, Chicago, IL, 60611-2921, or from its Web site at <http://www.ncsbn.org>.



## Criminal Background Checks

All students enrolled in an associate degree in nursing program must complete a criminal background check prior to applying to take the Clinical Performance in Nursing Examination (CPNE®). See the *CPNE Study Guide* or the Excelsior College Web site for detailed information about the purpose of the background check, process for obtaining the check, and submission of records with your CPNE application.

## General Education Outcomes

Each undergraduate degree program has a strong arts and sciences component designed to help undergraduate students develop a broad-based understanding of multiple disciplines, provide a breadth of academic experience to enrich students' personal lives, and allow students to become more informed citizens of an increasingly complex world. This background enables students to communicate more effectively, think more creatively, and demonstrate increased compassion. An enhanced awareness of the ethical consequences of actions and a commitment to learning as a lifelong endeavor are also outcomes of this process.

Thus, at the end of the educational program, the graduate will

1. Read analytically and critically in a range of fields.
2. Write clear, grammatical, and effective prose.
3. Think critically in making judgments and identifying and posing solutions to problems.
4. Develop cohesive arguments using appropriate supporting evidence.
5. Interpret events using more than one perspective, such as historical, economic, biological, social, and global.
6. Explain the role of culture in shaping diverse societies.
7. Identify elements of artistic and creative expression.
8. Apply knowledge of mathematics/natural sciences in different contexts.
9. Demonstrate an awareness of the ethical implications of actions.
10. Demonstrate competency in information literacy.

## Written English Requirement

The Excelsior College degree programs in nursing, at both the associate and baccalaureate levels, include a requirement in written English. Students must demonstrate competency in expository writing in English in one of the following ways:

1. Successful completion of an approved college-level proficiency examination such as the Excelsior College® Examination in **[ENGx111 English Composition]**, **[ENGx101 College Writing]**, or the Advanced Placement (AP) English Examination. (**Note:** Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.)
2. Successful completion of college course work (courses must be minimum 3 semester hours or 4 quarter hours of credits; minimum grade of C) from one of the following options:
  - a. One-semester expository writing course
  - b. Two institutionally designated writing-intensive, writing emphasis courses
  - c. Two applied writing courses, which must focus on different applications of the writing process
3. Submission of an official statement of proficiency from a regionally accredited degree granting institution, from which transfer credit is being accepted, verifying satisfactory completion of its writing requirement.
4. Completion of a noncollegiate sponsored instruction course or program on writing that has been evaluated by either the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSi) or the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials; is recommended for at least 3 semester hours of credit; and contains an actual assessment of competence in expository writing in English.

**Note:** Students who have earned a bachelor's degree (or higher) from a regionally accredited U.S. institution are exempt from this requirement. In such cases, degree credit is not awarded and you will need to complete the required number of arts and sciences credits as outlined in the nursing degree program.

Examinations or courses used to fulfill the Written English Requirement may not be used to satisfy the humanities distribution requirement of an Excelsior College degree. All course work must be from an English-speaking institution. An English as a Second Language (ESL) course may not be used to satisfy the Written English Requirement. A maximum of 6 semester hours of credit in English Composition/Freshman English will apply toward degree requirements.

Following are examples of one-semester courses (3 semester hours) that will satisfy the Written English Requirement:

English Composition	Introduction to Writing
Thesis Writing	College Writing
Freshman Composition	Expository Writing I
Effective Writing	

### Information Literacy

Students are expected to demonstrate competency in information literacy. The standards, performance indicators, and outcomes for this requirement were selected from the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education. Competency will be assessed through a one-credit pass/fail course offered online by Excelsior College or through successful completion of a course taken at a regionally accredited college covering comparable content. Courses in information literacy will be considered for transfer, if they were completed since 1995. Students who have completed a master's degree since 1995, will have this requirement waived.

The information literate student will be able to

- determine the nature and extent of the information needed.
- access needed information effectively and efficiently.
- evaluate information and its sources critically.
- incorporate selected information into his or her knowledge base and value system.
- understand many of the economic, legal, and social issues surrounding the use of information.
- access and use information ethically and legally.

Students seeking additional information should check the Excelsior College Web site or consult with an academic advisor.

## For your benefit:

### A Word of Caution About Test Preparation and Tutorial Services

There are tutorial firms, test preparation services, and for-profit publishing companies that sell materials with the claim that their materials will help students prepare for and pass Excelsior College® Examinations. The College is not affiliated with any test preparation company and does not endorse the products or services of any test preparation organization.

However, because there are companies that sell test preparation products and services, we felt it in our students' best interest to develop operating standards, a set of Best Practices for Test Preparation Providers, which we believe these companies should voluntarily follow. We have done this to give our students a measure of confidence that the test preparation company with which they are dealing has a record of engaging in ethical business and financial practices with its clients. You can find these Best Practices at [www.excelsior.edu/bestpractices](http://www.excelsior.edu/bestpractices).

Before you spend hundreds, even thousands of dollars for the products and services of a test preparation provider, check to see if the company has voluntarily agreed in writing to follow our Best Practices for Test Preparation Providers.



The best way is to call the College and ask us. Another way is to see if the company displays on its Web site the graphic shown here.

Only test preparation providers that have agreed to follow our Best Practices are authorized to display this symbol. At our Web site you will find the names of companies that have agreed in writing to follow these Best Practices.

### Excelsior College Nursing Pin

Excelsior College has a nursing school pin available to all graduates of the nursing programs. The pin features a reproduction of the Excelsior College logo. The nursing pin is a symbol of accomplishment, knowledge, and competence in nursing. Students will be notified that they are eligible to purchase a pin when they complete their degree program.

# Associate Degree Programs in Nursing

## Associate in Science and Associate in Applied Science



Associate Degree  
Programs

AS  
|  
AAS

### Beliefs About the Practice of Associate Degree Nursing

The faculty believes that the practice of nursing at the associate degree level is well-defined through three complementary and interrelated nursing practice roles: provider of care, manager of patient care, and member of the profession. Nursing at the associate degree level is practiced in a variety of settings characterized by well-established policies, procedures, and protocols. Associate degree nursing practice requires a knowledge base that emphasizes facts, concepts, principles, theories, verified observations, critical thinking, and humanistic values. Associate degree nurses use the nursing process to meet the physiological, psychological, social, cultural, spiritual, and rehabilitative needs of clients. The focus/scope of practice for associate degree nurses is on the care of clients who are individuals or members of a family. Associate degree nurses care for clients whose adaptations and resources lead to an expected response to health problems. As providers of care, associate degree nurses deliver quality care, which assists in restoring and maintaining optimal health. As managers of patient care, associate degree nurses communicate and collaborate with other members of the health care team and with clients and their families to assure quality outcomes across the continuum of care. As members

of the profession, associate degree nurses function as patient advocates within ethical and legal parameters and are accountable to society and to the profession for their practice.

### Purpose of the Associate Degree Nursing Programs

The purpose of the Excelsior College associate degree nursing programs is to provide an alternative educational approach to earning an associate degree in nursing. The student's qualifications as a learned individual and a competent member of the nursing profession are documented through an objective assessment program in general education and nursing education designed to promote

- proficiency in the practice of associate degree nursing.
- a sense of social responsibility and personal fulfillment by emphasizing the need for students to evaluate their own learning and potential achievements in terms of professional relevance and personal goals.
- a foundation for lifelong learning.

## Educational Outcomes

1. Applies analytic reasoning and problem solving skills, using principles, concepts, and theories from the natural and social sciences to choose among alternative solutions to make clinical decisions.
2. Uses multiple strategies of communication to express self, convey caring, and establish collaborative partnerships with \*clients and health care providers.
3. Participates in problem identification, assists in data collection, and uses interpreted research findings to plan and implement care.
4. In the role of **provider of care:**

Uses knowledge and skills to apply the nursing process to care for \*clients in a variety of settings to restore and maintain health or provide end-of-life care.

Uses a holistic approach to prioritize and evaluate care delivered to \*clients across the continuum of the complex health care environment using established nursing standards and protocols.

In the role of **manager of care:**

Identifies scope of practice for members of the health care team. Appropriately delegates and manages individuals to deliver care in a variety of settings.

In the role of **member of profession:**

Practices within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.

Articulates the contributions of professional nursing to health care.

Advocates for the rights of clients and members of the profession of nursing.

5. Demonstrates a pattern of human-centered behaviors by maintaining an environment that signifies caring, sensitivity, and cultural competence with others.

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\*client: individual within the context of the family.





# CHART 1

## Associate in Science and Associate in Applied Science Degrees in Nursing

**Total Degree Credits Required: 67**

**AS | AAS**

### General Education Requirements

Credit Hours

Written English Requirement

3

Information Literacy

1

Humanities

3

Humanities Core

3

**Total Humanities**

**6**

**Social Sciences**

Life Span Developmental Psychology Core

3

Sociology Core

3

**Total Social Sciences**

**6**

**Natural Sciences**

Anatomy and Physiology<sup>①</sup>

4

Microbiology

3

Sciences Supportive of Nursing

1

**Total Natural Sciences**

**8**

**AS ONLY**

Arts & Sciences Electives<sup>②</sup>

7

**AAS ONLY**

Free Electives/Arts & Sciences<sup>③</sup>

7

**Total General Education**

**31**

### Nursing Component

Credit Hours

**NURx104** Essentials of Nursing Care: Health Safety

3

**NURx105** Essentials of Nursing Care: Health Differences<sup>⑥</sup>

3

**NURx106** Essentials of Nursing Care: Chronicity<sup>④</sup>

3

**NURx107** Essentials of Nursing Care: Reproductive Health<sup>④</sup>

3

**NURx211** Health Differences Across the Life Span 1<sup>④</sup>

3

**NURx212** Health Differences Across the Life Span 2<sup>④</sup>

3

**NURx213** Health Differences Across the Life Span 3<sup>④</sup>

3

**NURx214** Transition to the Registered Professional Nurse Role<sup>④</sup>

3

**NURx274** Focused Clinical Competencies Assessment (FCCA)<sup>⑦</sup>

4

**NURx299** Clinical Performance in Nursing Examination<sup>⑤</sup>

8

**Total Nursing**

**36**

① The Anatomy and Physiology requirement can also be met by: Anatomy (2 credits) and Physiology (2 credits).

② The Associate in Science Degree accepts a minimum of seven credits of Arts & Sciences Electives.

③ The Associate in Applied Science Degree accepts a minimum of seven credits of Free Electives or Arts & Sciences Electives.

④ Excelsior College Exams available only to students enrolled in our School of Nursing.

⑤ This examination may be taken only after all 8 nursing theory examinations and the FCCA are successfully completed. However, students may register for the CPNE when 2 of the 3 required FCCA examinations are completed.

⑥ The examination in Essentials of Nursing Care: Health Differences can be waived if you hold a valid and current U.S. LPN/LVN license. Submit a copy of your LPN/LVN license so that your academic advisor can validate your license and award you credit for this examination.

⑦ Students are eligible to take this examination when all 8 of the nursing theory examinations and 21 of the required 31 credits in general education are successfully completed.

# Associate Degree Requirements: General Education and Nursing

Both the Associate in Science and the Associate in Applied Science require a total of **67** credits — **31** in general education and **36** in nursing. The two degrees have identical nursing component requirements, but they differ in their general education requirements. Chart 1 (p. 21) offers a visual representation of the AS and AAS programs.



You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect current professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

## General Education Component **31 credits**

The general education requirements ensure that you develop basic college-level competence in the arts and sciences areas (humanities, social sciences/history, and natural sciences/mathematics) as well as the ability to express yourself in writing, read analytically, and think critically.

The study of the arts and sciences is an essential part of the preparation of a college graduate in that such study helps develop both knowledge in the discipline and an intellectual approach to problem solving. For a complete list of general education outcomes, see page 17.

**Note:** Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

## Associate in Science Degree

Thirty of 31 required general education credits must be earned in the arts and sciences. One credit must be earned in information literacy. A minimum grade of C is required for all examinations or courses used to satisfy the core requirements. Credits must be distributed as follows:

**A minimum grade of C is required in all examinations or courses used to satisfy the core requirements. Examinations or courses used to satisfy the core requirements must be at least 2 credits.**

- 1. Information Literacy** Students are expected to demonstrate competency in information literacy. This requirement provides a broad overview of information literacy concepts. Please see Information Literacy on page 18 for more information.

The Excelsior College **INL 102: Information Literacy** online course meets this requirement. You can register for this course at [www.excelsior.edu/courses](http://www.excelsior.edu/courses). Click on the Information Literacy link in the Excelsior College Courses box.

- 2. Written English Requirement** Three credits are required in expository writing which may be at the freshman level. (See the Written English Requirement section on page 17 for specific details.)

The Excelsior College Examination, **[ENGx111 English Composition]**, meets this requirement. A comprehensive guided learning package is available for the English Composition examination.

- 3. Humanities Distribution and Core Requirements** The humanities requirements are designed to help you learn to read critically, reason well, think logically and critically, and express aesthetic appreciation.

A minimum of 6 credits must be earned in subjects such as art (e.g., appreciation, history, or studio), English, ethics, literature, music, philosophy, religion, theater, speech, and foreign languages.

Within the humanities distribution, students are required to complete the core requirement by taking a minimum of 3 credits in a humanities subject other than English composition or expository writing. One introductory, applied, or professional writing course beyond the Written English Requirement may apply to the humanities distribution.

The following Excelsior College Examinations will fulfill the humanities core requirement: **[MUSx101 Introduction to Music, HUMx310 Bioethics: Philosophical Issues, PHlx310 Ethics: Theory & Practice, and RELx310 Religions of the World]**.

- 4. Social Sciences/History Distribution and Core Requirements** This requirement is designed to provide you with a better understanding of people and society and the processes that individuals use to order their world. Studies of Western and other cultures are encouraged.

A minimum of 6 credits must be earned in subjects such as sociology, psychology, anthropology, history, geography, political science, and economics.

Within the social sciences/history distribution, students are required to complete the core requirements of life span developmental psychology and sociology.

The following Excelsior College Examination meets the life span developmental psychology requirement: **[PSYx210 Life Span Developmental Psychology]**.

The following Excelsior College Examination meets the sociology core requirement: **[SOCx310 Foundations of Gerontology]**.

**Note:** Some state boards have specific requirements regarding the above-listed areas of study. Please be sure to check the licensure requirements in the state of your choice when planning your degree program.

- 5. Natural Sciences/Mathematics Distribution and Core Requirements** The natural science/mathematics requirement is designed to provide you with the scientific background essential to nursing practice and an understanding of the natural world as well as teach you problem-solving skills.

Within the natural sciences/mathematics distribution, students are required to complete 8 credits of natural sciences supportive of nursing. This must include the core requirements of anatomy and physiology (minimum 4 credits) and microbiology (minimum 2 credits)

Students who do not have a combined total of 8 credits in anatomy and physiology and microbiology will need an additional 2 credits of natural sciences supportive of nursing, which may be either in biology, chemistry, genetics, pathophysiology, or physics.

A combined anatomy and physiology course must include all major body systems and must be at least 4 credits. Survey courses are not acceptable.

**Note:** Some state boards require that students complete a laboratory component for the science courses in order to meet licensure requirements. You should check the licensure requirements in the state of your choice when planning your degree program.

- 6. Arts and Sciences Electives** An additional 7 credits are needed to satisfy general education requirements in the arts and sciences. These 7 credits may be distributed among the humanities, social sciences/history, and natural sciences/mathematics areas described above. You are encouraged to consider your interests carefully and to select subjects that complement your professional or personal interests. For example, if you are interested in working with elderly clients you could complete examinations or courses in gerontology and the psychology of aging; or if you are interested in ethical issues, you might consider completing study in

ethics, values, and philosophy. If you have a strong interest in the arts, you could study music, drama, or art. You are also encouraged to study a foreign language so you can communicate better with clients from other cultures. Always consult your advisor before registering for any examination or course.

## Associate in Applied Science Degree

Of the 31 required general education credits, at least 23 must be earned in the arts and sciences. Of the remaining 8 credits, 1 credit must be earned in information literacy and the other 7 credits must be earned in any academic area other than nursing or physical education. If you have a degree in another applied field such as education, health, business, social work, or respiratory therapy, you may find that the Associate in Applied Science in nursing allows you to apply more transfer credit toward the general education component.

- 1. Information Literacy** Students are expected to demonstrate competency in information literacy. This requirement provides a broad overview of information literacy concepts. Please see Information Literacy on page 18 for more information

The Excelsior College **INL 102: Information Literacy** online course meets this requirement. You can register for this course at [www.excelsior.edu/courses](http://www.excelsior.edu/courses). Click on the Information Literacy link in the Excelsior College Courses box.

- 2. Written English Requirement** Three credits are required in expository writing which may be at the freshman level. (See the Written English Requirement section on page 17 for specific details.)

The Excelsior College Examination, **[ENGx111 English Composition]**, meets this requirement. A comprehensive guided learning package is available for the English Composition examination.

- 3. Humanities Distribution and Core Requirements** The humanities requirements are designed to help you learn to read critically, reason well, think logically and critically, and express aesthetic appreciation.

A minimum of 6 credits must be earned in subjects such as art (e.g., appreciation, history, or studio),

English, ethics, literature, music, philosophy, religion, theater, speech, and foreign languages.

Within the humanities distribution, students are required to complete the core requirement by taking a minimum of 3 credits in a humanities subject other than English composition or expository writing. One introductory, applied, or professional writing course beyond the Written English Requirement may apply to the humanities distribution.

The following Excelsior College Examinations will fulfill the humanities core requirement: **[MUSx101 Introduction to Music, HUMx310 Bioethics: Philosophical Issues, PHlx310 Ethics: Theory & Practice, and RELx310 Religions of the World]**.

- 4. Social Sciences/History Distribution and Core Requirements** This requirement is designed to provide you with a better understanding of people and society and the processes that individuals use to order their world. Studies of Western and other cultures are encouraged.

A minimum of 6 credits must be earned in subjects such as sociology, psychology, anthropology, history, geography, political science, and economics.

Within the social sciences/history distribution, students are required to complete the core requirements of life span developmental psychology and sociology.

The following Excelsior College examination meets the life span developmental psychology requirement: **[PSYx210 Life Span Developmental Psychology]**.

The following Excelsior College examination meets the sociology core requirement: **[SOCx310 Foundations of Gerontology]**.

**Note:** Some state boards have specific requirements regarding the above-listed areas of study. Please be sure to check the licensure requirements in the state of your choice when planning your degree program.

- 5. Natural Sciences/Mathematics Distribution and Core Requirements** The natural sciences/mathematics requirement is designed to provide you with the scientific background essential to nursing practice and an understanding of the natural world as well as teach you problem-solving skills.

Within the natural sciences/mathematics distribution, students are required to complete 8 credits



of natural sciences supportive of nursing that will include the core requirements of anatomy and physiology (minimum 4 credits) and microbiology (minimum 2 credits).

Students who do not have a combined total of 8 credits in anatomy and physiology and/or microbiology will need an additional 2 credits of natural sciences supportive of nursing, which may be either in biology, chemistry, genetics, pathophysiology, or physics.

A combined anatomy and physiology course must include all major body systems and must be at least 4 credits. Survey courses are not acceptable.

**Note:** Some state boards require that students complete a laboratory component for the science courses in order to meet licensure requirements. You should check the licensure requirements in the state of your choice when planning your degree program.

- 6. Applied Professional/Arts and Science Electives** The additional 7 credits may be earned in any of the above arts and sciences areas or in other college-level subjects such as health, business, computer science, counseling, education, and/or nutrition. Credit from associate-level nursing courses, physical education activity courses, and courses listed as remedial or developmental cannot be used to satisfy general education degree requirements.

## Nursing Component for Both Associate Degrees in Nursing

### 36 credits

The nursing component is designed to ensure that you possess competence in theory and performance in nursing comparable to the competence of graduates of campus-based associate degree nursing programs. Emphasis is placed on the integration of nursing knowledge and related sciences in the care of people who have common recurring health problems with predictable outcomes.

The two Excelsior College associate degree programs have identical nursing component requirements.

In order to satisfy the 36-credit nursing component requirement, students must pass eight nursing theory examinations, the Focused Clinical Competencies Assessment (FCCA), and the Clinical Performance in Nursing Examination (CPNE®).

The content of the eight nursing theory examinations corresponds to that which is typically included in the curricula of associate degree nursing programs at accredited community colleges. The examinations assess essential knowledge of medical, surgical, maternity, pediatric, and psychiatric nursing as integrated with knowledge related to growth and development, nutrition and pharmacology, ethical and legal issues, and the arts and sciences. The passing score for the Excelsior College nursing theory examinations is a scaled score, which is equivalent to a C grade. Three credits will be awarded for each successfully completed exam.

The FCCA<sup>sm</sup> is a computer-generated (or delivered), simulated clinical assessment with three components: Head to Toe Assessment and Nursing Process, Managing Multiple Patients, and Participating in Interdisciplinary Health Care Teams. You are eligible for the FCCA when you have successfully completed all of the nursing theory examinations. Four credits are awarded upon successful completion of all three components. The FCCA is graded as a Pass or Fail.

The CPNE® is a criterion-referenced performance assessment administered in the acute care environment. The CPNE is an assessment of clinical competencies focusing on your ability to identify, plan for, and meet a variety of nursing care needs for adult and pediatric patients with common health problems. Critical thinking skills and caring behaviors needed to provide and manage care for patients are also assessed. The CPNE is graded as a Pass or Fail.

A description of each nursing theory examination, the FCCA, and the CPNE follows.

### NURx104: Essentials of Nursing Care: Health Safety

3 credits

This examination tests the student's ability to apply concepts and principles related to *medication safety*, *physical safety*, *emotional safety*, and *environmental safety*. In addition, application of the nursing process to care for patients across the lifespan who are responding to common health needs related to *health promotion*, *wellness*, and *self-responsibility* is tested.

The examination requires the student to use the nursing process as a framework for critical thinking and clinical decision making. Evidenced-based nurs-

ing care and standards for nursing practice as well as ethical, legal, and regulatory concerns are addressed. In addition, students are required to apply principles, concepts, and theories from nursing science as well as the natural and social sciences, and the humanities to the practice of nursing.

### **NURx105: Essentials of Nursing Care: Health Differences**

**3 credits**

This examination tests the student's ability to apply concepts and principles relevant to the nursing care of patients across the lifespan with common health differences related to *nutrition, elimination, oxygenation, fluid and electrolyte balance, rest and activity*.

The examination requires the student to use the nursing process as a framework for critical thinking and clinical decision making. Evidenced-based nursing care and standards for nursing practice as well as ethical, legal, and regulatory concerns are addressed. In addition, students are required to apply principles, concepts, and theories from nursing science as well as the natural and social sciences, and the humanities to the practice of nursing.

### **NURx106: Essentials of Nursing Care: Chronicity**

**3 credits**

This examination tests the student's ability to apply concepts and principles relevant to the nursing care of patients across the lifespan in community settings who are experiencing *chronic illness, disability, or end of life*, with primary health concerns including, *comfort, pain, and sensory impairment*.

The examination requires the student to use the nursing process as a framework for critical thinking and clinical decision making. Evidenced-based nursing care and standards for nursing practice as well as ethical, legal, and regulatory concerns are addressed. In addition, students are required to apply principles, concepts, and theories from nursing science as well as the natural and social sciences, and the humanities to the practice of nursing.

### **NURx107: Essentials of Nursing Care: Reproductive Health**

**3 credits**

This examination tests concepts and principles related to the application of the nursing process to care for patients across the lifespan with nursing care needs related to *human sexuality, congenital anomalies, genetic*

*disorders, and reproductive disorders*. In addition, this examination tests the student's ability to *care for the childbearing family*.

The examination requires the student to use the nursing process as a framework for critical thinking and clinical decision making. Evidenced-based nursing care and standards for nursing practice as well as ethical, legal, and regulatory concerns are addressed. In addition, students are required to apply principles, concepts, and theories from nursing science as well as the natural and social sciences, and the humanities to the practice of nursing.

### **NURx211: Health Differences Across the Life Span 1**

**3 credits**

This examination tests concepts and principles related to the application of the nursing process to care for patients across the lifespan who are experiencing health differences related to *cardiovascular and respiratory illness, or abnormal cell growth*.

The examination requires the student to use the nursing process as a framework for critical thinking and clinical decision making. Evidenced-based nursing care and standards for nursing practice as well as ethical, legal, and regulatory concerns are addressed. In addition, students are required to apply principles, concepts, and theories from nursing science as well as the natural and social sciences, and the humanities to the practice of nursing.

### **NURx212: Health Differences Across the Life Span 2**

**3 credits**

This examination tests concepts and principles related to the application nursing process to care for patients across the lifespan who are experiencing health differences related to *behavioral, regulatory, and metabolic dysfunction*.

The examination requires the student to use the nursing process as a framework for critical thinking and clinical decision making. Evidenced-based nursing care and standards for nursing practice as well as ethical, legal, and regulatory concerns are addressed. In addition, students are required to apply principles, concepts, and theories from nursing science as well as the natural and social sciences, and the humanities to the practice of nursing.

### NURx213: Health Differences Across the Life Span 3

3 credits

This examination tests concepts and principles related to the application of the nursing process to care for patients across the lifespan who are experiencing health differences related to *musculoskeletal disorders, infectious and communicable diseases, tissue trauma, and neurological dysfunction*.

The examination requires the student to use the nursing process as a framework for critical thinking and clinical decision making. Evidenced-based nursing care and standards for nursing practice as well as ethical, legal, and regulatory concerns are addressed. In addition, students are required to apply principles, concepts, and theories from nursing science as well as the natural and social sciences, and the humanities to the practice of nursing.

### NURx214: Transition to the Registered Professional Nurse Role

3 credits

This examination tests concepts and principles related to the professional role development of the Registered Nurse. Emphasis is placed on supervisory and delegation functions of RN practice as well as differentiating levels of RN practice. In addition, the examination tests factors affecting the health care system, knowledge and skills necessary for functioning on interdisciplinary teams, legal, ethical, and educational aspects of nursing as well as the influences of history, nursing organizations, and regulatory bodies on nursing practice.

There are online programs to assist the student prepare for the theory exams.

### NURx274: Focused Clinical Competencies Assessment (FCCA<sup>sm</sup>)

4 credits

**Prerequisites:** Students are eligible to take the FCCA when they have successfully completed 21 of the required 31 credits in general education and all eight nursing theory examinations.

This computer-generated (or delivered), simulated clinical assessment provides a means for students to demonstrate competencies related to the following three essential elements of nursing practice:

**Head-to-toe Assessment and Nursing Process**

**Managing Multiple Patients**

### Participating in Interdisciplinary Health Care Teams

Enrolled students are sent the study guide when the eligibility requirements are met. Online programs are also available to assist students in learning the necessary competencies.

The student will have two hours to complete each component of the FCCA. Each two-hour time frame includes a 10-minute tutorial. Students are able to complete components in any order.

An online tutorial via our Learning Management System is available at no additional charge to familiarize students with the computer interface used during the FCCA. Students are advised to complete the tutorial in preparation for the FCCA because the appearance of computer screens is very different from what is seen during computer-based theory examinations. The FCCA is not available in paper and pencil format.

### NURx299: Clinical Performance in Nursing Examination (CPNE<sup>®</sup>)

8 credits

**Prerequisites:** Students are eligible *to schedule* the CPNE when they have successfully completed 21 of the required 31 credits in general education, all eight nursing theory examinations, and two of the three required simulations of the FCCA<sup>sm</sup>. Students *may not take* the CPNE until all FCCA simulations are complete. In addition, a criminal background check report is required with submission of the CPNE application. See the *CPNE Study Guide* or our Web site for information about criminal background checks.

The CPNE tests application of the nursing process and technical components of nursing practice in the care of adults and children in the acute care setting. Patients in these settings are experiencing potential, actual, and/or recurring health problems requiring maintenance and restorative interventions.

The CPNE is organized around three phases of the nursing process: planning, implementation, and evaluation. The planning phase includes assessment and analysis of information necessary for identifying nursing diagnoses. Nursing interventions are based on accurate assessments of the patient's response to health problems. Care of the patient is designed to maintain, restore, alleviate, or rehabilitate, and is then evaluated for effectiveness. Critical thinking, diagnostic reasoning, use of knowledge from nursing and related disciplines, and standards of care are assessed in this examination.

The *CPNE Study Guide* provides information on the process and content of this criterion-referenced performance examination and on the criteria for success. A videotape and workbook, workshops, teleconferences, and online programs are also available to assist students in learning the necessary competencies. Enrolled students are sent the study guide when they meet the eligibility requirements. Student may contact a member of the nursing faculty via telephone or email with any questions about the examination. It is essential to use the study guide to prepare for the CPNE, focusing on areas of care and critical elements to guide study and practice. Students who use a variety of learning resources and take a thorough and detailed approach when preparing for the examination are more likely to be successful. The pass rate for this examination was 59 percent in 2007. This examination may not be waived under any circumstances.

Included in the *CPNE Study Guide* are instructions for submitting an examination application electronically and information about the required documents to be submitted with the application, including the criminal background check. The study guide is designed to be a guide for use in preparing for the examination and is intended to serve as a supplement to information in nursing textbooks, i.e., it is intended to guide study, but does not replace in-depth information provided in nursing textbooks. Additional learning resources are listed in the *CPNE Study Guide*. See the Learning Resources section of this catalog for additional information.

## Meeting Requirements

It is not necessary to finish the general education requirement before beginning the nursing component. Many students choose to meet requirements for both components simultaneously. However, you are not eligible to take the Clinical Performance in Nursing Examination until you are within 11 credits of completing the general education component and have completed all other nursing requirements. The faculty strongly recommends that the natural and social science requirements be completed before taking any nursing examinations.

## The Theory Examinations

### College-Level Examination Program (CLEP)

If you wish to take CLEP tests to meet general education requirements, write or call:

CLEP Tests  
College-Level Examination Program Services  
PO Box 6600  
Princeton, NJ 08541-6600  
800-257-9558  
[www.clep.org/clep](http://www.clep.org/clep)

### Excelsior College® Examinations

The theory examinations and FCCA are the primary method for documenting the required associate degree-level theoretical knowledge in the nursing component. The examinations are computer-based, objective, multiple-choice tests and may be taken in any order. The order shown on the preceding pages is, however, the suggested sequence. You should complete the anatomy and physiology requirement, the microbiology requirement, and the life span developmental psychology requirement before taking the nursing examinations, as application of this content is required in the nursing examinations.

The theory examinations and FCCA are administered via computer on an appointment basis at Pearson Testing Centers throughout the United States and Canada as well as in other selected locations.

You can contact Excelsior College for examination content guides, applications, and information about Pearson Testing Center locations and examination fees. Write or call:

Test Administration Office  
Excelsior College  
7 Columbia Circle  
Albany, NY 12203-5159  
518-464-8500 or call toll free:  
888-72EXAMS (888-723-9267)



# Policies for Associate Nursing Degrees

## Minimum Academic Average

Grades of D are not acceptable in transfer. Grades of D and F earned in any Excelsior College course or general education examination will be listed on your status report and official transcript and will be calculated in your GPA. Grades of D and F awarded for Excelsior College nursing theory examinations will be listed on your status report and official transcript and will be calculated into your GPA only for your final attempt.

In order to graduate, you must have a cumulative average of C (2.0) or better. **Although grades of D for Excelsior College courses will be accepted for credit in the general education component (except where otherwise specified),** you must have the necessary grades to achieve a C average.

## Time Limit

The associate degree in nursing program is designed to be completed at your own pace. Students enrolled in either the AS or AAS degree program on or after September 1, 2001 are required to complete all degree requirements within a **seven-year period** of enrollment. This time limit on enrollment is cumulative if enrollment is not continuous. **Those who do not complete the program within this time may be subject to dismissal.**

## General Education Component

Except for the information literacy requirement, there is no time limit on general education examinations or courses submitted for transfer credit. Credits earned at regionally accredited degree-granting institutions or through approved examination programs and for

**Note:** Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

which official transcripts are available will be evaluated regardless of when they were completed.

You should plan carefully, consulting with your academic advisor about the examinations and courses to take to fulfill degree requirements. We recommend that you obtain prior approval from your academic advisor before applying or registering for an examination or course. Prior approval should be obtained by submitting a catalog description or official course outline; include the full name of the institution offering the course. Information should be sent via mail, fax, or email, along with full name and student identification number, well in advance of the registration deadline. It may take up to two weeks to receive a written reply.

If you do not have time to obtain approval in writing, please contact the College for tentative approval. When speaking with an academic advisor have all the necessary information available, including the name of the institution, the course title and course number, the academic department under which the course is offered, and the catalog content description. The advisor can give tentative approval by phone if the course appears to meet requirements, but final approval will not be sent until the catalog description has been verified. In choosing courses to meet the general education requirements, you should consider selections that will help to meet future educational or professional goals.

## Nursing Component

Credit submitted from college-level nursing examinations and nursing courses must have been earned within five years from the date of enrollment.\* There is no time limit on the acceptance of nursing examinations as long as you remain actively enrolled in the nursing program. If you waive any of the nursing theory examinations during a previous enrollment, you will not automatically receive waiver of those same examinations when reenrolling. The Excelsior College nursing faculty may need to review the courses again and you may lose the waiver completely, depending on the age of the course and current program requirements. Should enrollment lapse and you choose to reenroll, credit for any nursing examinations taken more than five years prior to reenrollment may not apply toward degree requirements.

\*If you transfer to a different degree program, the five-year time limit is based on the academic policy date for your new program.

## Mathematics Policy

No more than three courses in the semester-hour system (four courses in the quarter-hour system) of college-level mathematics below the level of calculus can be applied toward degree requirements. Credit from courses listed as developmental or remedial cannot be applied toward degree requirements.

## Policy on Registration Limitations for Nursing Computer-Delivered Examinations

A student enrolled in the associate degree in nursing program may be registered for a total of four nursing theory examinations at any one time. Students are limited to a total of four nursing theory examination registrations on file for scheduled examinations and pending examinations. A student may register for additional nursing theory examinations once an exam has been completed provided the total number of scheduled examinations and pending examinations does not exceed four.

## Policy on Repeating Nursing Computer-Delivered Examinations

Students enrolled in the associate degree in nursing program taking the nursing theory exams may take the examinations up to a total of four times. Failure of the examination at the fourth administration will lead to academic dismissal from the nursing program. Prospective students who fail an examination at the fourth administration will be denied admission to Excelsior College nursing programs.

You may repeat each simulated clinical assessment a maximum of three times in a given year. Failure of any one of the simulated clinical assessment components at the third administration will lead to academic dismissal from the nursing program. Students may repeat an examination 60 days after the first attempt and 120 days after the second and subsequent attempts.

## Policy on Repeating the CPNE®

The CPNE® may be repeated twice for a total of three testing opportunities. Failure of the examination at the third administration will lead to academic dismissal from the nursing program.

## Technical Standards for the CPNE

Technical standards are the required and essential abilities that an individual must effectively demonstrate as an Excelsior College associate degree nursing student taking the CPNE®.

The Excelsior College School of Nursing is committed to providing educational opportunities for students with disabilities and is fully compliant with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The College provides reasonable accommodations based on the specific circumstances presented by each case.

The CPNE tests a student's application of the nursing process and technical components for nursing practice in the care of adults and children in the acute care setting. Therefore the nursing student must be able to perform the following:

- Assess, perceive, and understand the condition of assigned patients
- See, hear, smell, touch, and detect subtle changes in colors
- Communicate (both verbally and in writing) with English-speaking patients and/or family members/ significant others as well as members of the health care team, including nurses, physicians, support staff and faculty
- Read and understand documents written in English
- Perform diagnostic and therapeutic functions necessary for the provision of general care and emergency treatment to the hospital patient
- Stand, sit, move and maintain the physical effort necessary to meet the demands of providing safe clinical care
- Solve problems involving measurement, calculation, reasoning, analysis and synthesis
- Perform nursing skills in the face of stressful conditions, exposure to infectious agents and blood-borne pathogens

## Physical Education Courses

College courses in physical education can be applied toward degree requirements only if they have a classroom component with a theoretical base and are applicable to the degree. Activities courses in physical education are not acceptable in transfer to Excelsior

College. Academic advisors may request course descriptions to verify the theoretical content of a physical education course.

### Meeting Core Requirements

A minimum grade of C is required in all examinations or courses used to satisfy the core requirements. Examinations or courses used to satisfy the core requirements must be at least 2 credits.

### Waiver of Excelsior College® Associate Degree in Nursing Theory Examinations

Under certain conditions, credits from previously completed associate-level nursing courses may be submitted for the purpose of requesting a waiver of an Excelsior College nursing theory examination. Any such college course work submitted for faculty review must

- be from a regionally accredited degree-granting institution of higher education.
- have been completed no more than five years prior to the date of enrollment\* in an Excelsior College nursing program.
- cover content equivalent to that of the examination for which the waiver is sought.
- carry a grade of B or better.
- be submitted for faculty review before the theory examination in that content area is taken.

Credit earned from most military service, foreign nursing schools, and occupational specialties may not be used to waive the nursing theory examinations because their course content is not equivalent to that of the examinations. If you have with this type of background, you should discuss options with a nursing academic advisor.

Due to the comprehensive content of each Excelsior College nursing theory examination, most students need a cluster of courses, including study of the care of adults and children, to meet the criteria for waiver. You are encouraged to obtain Excelsior College nursing theory examination content guides and to review the content outlines for comparison to courses already completed before submitting materials for waiver.

\*If you transfer to a different degree program, the five-year time limit is based on the academic policy date for your new program.

This may help determine what examinations to take while waiting for the faculty to make a decision regarding a waiver request.

Nursing courses from licensed practical vocational nursing programs and hospital diploma programs both in the United States and abroad are NOT eligible for transfer credit since they do not carry college-level credits. However, the learning acquired in such course work is an important and valued asset and may be converted into academic credit by passing the Excelsior College® Examinations in nursing. See Essentials of Nursing Care: Health Differences for special considerations for waiver of that examination by LPN/LVN graduates.

**Note:** You may not request a waiver of a specific examination if you have failed the Excelsior College examination in that content area after completing the course. The nursing performance examinations, which include FCCA and CPNE, may not be waived under any circumstances.

## Planning for Degree Completion

The nursing component of the associate degree in nursing curriculum is designed to be completed in 18 months. The average time from enrollment to program completion for part-time study is four years. You are encouraged to enroll in the College to receive the necessary academic advisement necessary for degree completion.

When scheduling the Clinical Performance in Nursing Examination, you should plan for a seven to nine-month waiting period from the date the Regional Performance Assessment Center (RPAC) administrative office receives your completed application packet until the examination is administered. This is an important consideration when planning for program completion. Complete applications are processed in the order they are received.

### Regional Performance Assessment Centers

Excelsior College has developed a national network of Regional Performance Assessment Centers (RPACs). Each RPAC is responsible for scheduling and administering the performance examinations in its region. All applications are available only from Excelsior College. For additional information about each RPAC, visit the RPAC area on our Web site.

**The CPNE® is administered at the following locations:**

#### **Northeastern Performance Assessment Center**

Albany Medical Center Hospital, Albany, NY  
 Chambersburg Hospital, Chambersburg, PA  
 Ellis Hospital, Schenectady, NY  
 Faxton/St. Lukes Health Care, Utica, NY  
 New York Medical Center Hospital of Queens, Flushing, NY  
 St. Josephs Hospital Health Center, Syracuse, NY  
 St. Peter's Hospital, Albany, NY

#### **Southern Performance Assessment Centers**

(Sponsored by the Georgia Nurses Association in Atlanta, Georgia)

Grady Memorial Hospital, Atlanta, GA  
 Gwinnett Regional Medical Center Hospital, Lawrenceville, GA  
 Memorial Health University Medical Center, Savannah, GA  
 Southern Regional Medical Center, Atlanta, GA

#### **Midwestern Performance Assessment Centers**

All Saints Medical Center, Racine WI  
 MedCentral Health Systems, Mansfield, OH  
 Medical Center of Plano, Plano, TX  
 Mercy Hospital Janesville, Janesville, WI  
 Meriter Hospital, Madison, WI  
 Northwest Texas Healthcare System, Amarillo, TX  
 St. Mary's Hospital and Medical Center, Madison, WI  
 Wheaton Franciscan Healthcare St. Joseph's, Milwaukee, WI

### **Canceling a Nursing Performance Examination**

To cancel the CPNE, do so with thought and consideration, as a cancellation fee is charged. You should notify the RPAC where you are scheduled to take the examination as soon as becoming aware of the need to cancel a confirmed examination date. You are also required to submit a written request for cancellation. Cancellation fees are charged according to the cancellation policy included with the confirmation materials.

Students who do not report to a scheduled examination will forfeit the full examination fee. Submission of another application form is required to reschedule a confirmed examination date.

## **Learning Resources for AS and AAS Nursing Students**

The primary resource for each requirement is the content outline/study guide. They are intended to help guide learning and preparation for each requirement. Each content outline/study guide identifies required textbooks to be used in learning the content of the particular requirement, as well as supplemental resources. Other learning resources include online chats hosted by nursing faculty via the Electronic Peer Network (EPN) and seminars to help guide you through the various requirements.

In order to help you achieve your educational goals, the Excelsior College School of Nursing offers a variety of learning services to you as an enrolled student.

- Access to academic advisors to assist with program planning
- Access to members of the nursing faculty via phone and the email message center to advise you on preparing for the nursing theory and performance examinations
- Schedule an individual 30-minute teleconference with nurse faculty for advisement related to theory and performance examination preparation
- Online chats and discussion groups to help you prepare for theory and performance examinations
- Video resources and workbooks to help you prepare for the nursing performance examinations
- Workshops in various regions of the United States for the Clinical Performance in Nursing Examination
- Online nursing conferences to help you prepare for the theory examinations, FCCA, and the CPNE
- Online practice exams for the theory examinations and several of the general education examinations

If you have a question about a particular learning resource or want more information on the learning



services available, including dates, fees, and locations offered, email [learnteam@excelsior.edu](mailto:learnteam@excelsior.edu) or call toll free 888-647-2388; at the automated greeting press 1-3-1-6. You can also visit the Excelsior College Web site at [www.excelsior.edu/nursinglearningresources](http://www.excelsior.edu/nursinglearningresources) and download information and registration material.

**For your benefit:** A Word of Caution About Test Preparation and Tutorial Services (see page 18)

### Nursing Theory: Online Conferences

These eight-week online conferences are designed to prepare you for the nursing theory examinations. The conference will improve your understanding of the nursing theory content. Through textbook readings, learning activities, case studies, pre/post tests, and discussion boards, the sessions will provide you with an opportunity to learn each of the areas tested in the examination as well as connect you with other students and nursing faculty who will answer any questions posed.

### Nursing Theory Practice Examinations

If you are working toward an associate degree in nursing, you may take advantage of the Excelsior College practice examinations. Practice exams are available for all of the associate degree in nursing theory examinations as well as some of the general education requirements.

These exams are comprised of “retired” exam questions from previous versions of the respective exams. Students can take two forms of practice exams online at home within a 120-day period. Valuable feedback is provided as students learn how they performed on each question and why each answer was right or wrong. Although these exams are not predictive of anticipated student performance, the student can improve their knowledge of the relevant subject material and upgrade their skills.

### Focused Clinical Competencies Assessment (FCCA<sup>sm</sup>) Online Conferences

An online conference is available for each of the three components of this computer-based, simulated performance exam. Each conference, based on information

in the FCCA study guides, will help you focus your study and prepare for the exam.

### Clinical Performance in Nursing Examination (CPNE<sup>®</sup>) Workshop

This three-day interactive workshop is designed to enable you to understand the structure and process of the Clinical Performance in Nursing Examination (CPNE<sup>®</sup>) and validate your readiness to successfully complete the CPNE. Your ability to perform the areas of care will be critiqued, and feedback will be provided related to a mock simulation lab and patient care situation. Our team of nursing faculty mentors offer these workshops in a variety of locations across the United States. Workshops are open to those individuals who are CPNE-eligible.

A skills portion of the workshop is designed to provide you with the opportunity for “hands on” practice of specific clinical skills. Clinical management/assessment skills include: abdominal assessment, neurological assessment, skin management, medications (NG, IM, SubQ, IV, IV push), wound management (wet to moist), peripheral vascular assessment, patient teaching, respiratory management, vital signs, mobility, and musculoskeletal management. Working collaboratively with our nursing faculty and your fellow students you will have the opportunity validate your knowledge and skill performance so as to develop a plan of action for successful completion of the CPNE.

### CPNE<sup>®</sup> Online Conference — Beginning CPNE<sup>®</sup> Preparation

Beginning CPNE<sup>®</sup> Preparation is an online conference designed to provide the learner with one-on-one interaction, to introduce the learner to the CPNE<sup>®</sup> preparation. It will review the structure and process of an actual CPNE weekend, the criterion by which the learner will be evaluated, and how critical thinking and empowerment strategies are used during the examination. In addition, the design, function and use of required *Handbook of Nursing Diagnosis* will be reviewed. This online conference can be accessed at any time during the 14-day session (24 hours per day, for 14 days).

For more learning resources see p. 69 or visit [www.excelsior.edu/nursinglearningresources](http://www.excelsior.edu/nursinglearningresources). ➔

### CPNE Online Conference— Nursing Care Planning

This online conference is designed to be completed during a 14-day period. The one-on-one guided learning interaction will enhance your skill in applying the nursing process to manage patient problems. It is designed to provide you with the skills necessary to maximize your nursing care plan preparation. The guided learning interaction will enhance your understanding of the application of the nursing process through self assessment and problem-solving patient care situations. Successful completion of the CPNE requires you to develop and implement a nursing care plan that is congruent with standards of nursing practice and medical regimens. This online conference can be accessed at any time during the seven-day session (24 hours per day, for seven days).

### CPNE Online Conference—Documentation

This online conference is designed to be completed in seven days. The one-on-one guided learning interaction will enhance your ability to accurately document patient information in a manner consistent with the required critical elements of the CPNE. In addition, you will self assess the completed documentation to validate your understanding of the CPNE requirements. This online conference can be accessed at any time during the seven-day session (24 hours per day, for seven days).

### CPNE Online Conference—Skills

This online conference has been developed to help you identify your strengths and weaknesses as they relate to specific CPNE skills. The clinical management/assessment skills included are: asepsis, vital signs, abdominal assessment, neurological assessment, peripheral vascular assessment, respiratory assessment/management, medication administration (IM, SubQ, IV, IV push, and others), oxygen management, wound management/skin assessment, and musculoskeletal management. Our nursing faculty is available to answer questions and provide the support needed to be successful with the skills included in this online conference. In addition, the online conference provides an overview of the structure and process of the CPNE. This online conference can be accessed anytime during the four-week session (24 hours per day, for four weeks).

### CPNE Preparation Video and Interactive Workbook

This 90-minute CPNE orientation video is designed as a visual supplement to the *Clinical Performance in Nursing Examination Study Guide*. The video presents selected aspects of the orientation, laboratory simulation, and adult and child patient care situations. The video is accompanied by an interactive workbook, which offers study strategies, critical-thinking exercises, and suggestions on preparing for the CPNE. In addition, it also provides written exercises using diagnosis and critical thinking.

### CPNE Skills Kit and Guided Learning Booklet

The basic skill bag includes dressing, intravenous, and medication supplies that will allow the student to simulate many aspects of patient care. The enhanced skill bag includes a double teaching stethoscope and/or a wound like those used during the CPNE®. Either bag includes the guided learning booklet, *Nursing Clinical Skills: A Thinking Approach*. This has multiple learning strategies, two case studies, and several critical thinking exercises that will assist the student in preparation for the CPNE.

### CPNE Flash Cards or Audio CD Flash Cards

These flash cards or audio CD flash cards present each area of care with the required critical elements in a compact, easy-to-read or easy-to-listen format. In addition, the flash cards/CD contain helpful study strategies and sample documentation related to that area of care. These 5 × 8 cards are compact enough to be used for practice in the clinical area, but large enough for the addition of notes. Cards are hole punched and come with a ring for easy assembly. The CD is designed to provide easy navigation (forward and reverse) from critical element to critical element.

# Baccalaureate Degree Program in Nursing



## Beliefs About the Practice of Baccalaureate Degree Nursing

The faculty believes that baccalaureate degree nursing is characterized by autonomy, accountability, and self-regulation. The practice of baccalaureate degree nursing requires an intellectual focus, the application of nursing theory, an extensive knowledge base, and the use of a scientific mode of inquiry. It provides a holistic approach to client care. Actions are based on an understanding of the social, ethical, and political implications of knowledge attained through scientific research and critical thinking. Baccalaureate degree nurses use a distinct body of knowledge as well as intellectual and practice skills to provide care to clients of any age in the life cycle and at various points on the health-illness continuum.

Baccalaureate degree nursing is concerned primarily with complex and variable health care problems and the immediate and long-range implications for individuals, families, aggregates, and communities. Baccalaureate practice encompasses assessing client problems, formulating plans, and implementing and evaluating measures with individuals, families, groups, and communities to promote wellness, support health, and restore functioning. The practice of baccalaureate degree nursing takes into account the multiple, complex patterns that make each client unique, including

ethnic, religious, social, psychological, physical, sexual, and environmental factors. Actions are based on an understanding of the social, ethical, and political implications of measures taken and on knowledge attained through scientific research and critical thinking. Baccalaureate degree nurses serve as client advocates and are accountable to society

## Purpose of the Bachelor of Science in Nursing Degree Program

The purpose of the baccalaureate nursing program is to build upon prior learning with new learning required for the baccalaureate degree. Using both a teaching and outcomes assessment model, the program provides a flexible means for registered nurses to obtain their baccalaureate degrees. Because of the flexible nature of the program, access to education for students from diverse and underserved populations is optimized. Nurses are prepared to function in the roles of provider of care, coordinator of care, and manager of care, as well as to participate as a member of the nursing profession. The program is designed to build on the prior education of registered nurses and serve as a foundation for graduate study and the pursuit of lifelong learning, which is essential for practice in the profession.

## Educational Outcomes

1. Analyzes, synthesizes, and uses data from varied sources to engage in self-reflection and dialogue for creative decision making in response to complex situations.
2. Integrates multiple strategies of communication to express self, convey caring, and establish collaborative partnerships with clients\* and members of other disciplines.
3. Interprets research evidence to support clinical decision making and guide client\* care.
4. In the role of **provider of care:**  
Coordinates the nursing process in caring for clients\* across health care environments to promote, protect, support, and restore health or support end-of-life care.

Uses a holistic approach to design care with clients\* experiencing complex and variable health care problems.

5. In the role of **manager of care:**  
Integrates management and leadership principles and theories to allocate resources for the delivery of cost-effective quality care to diverse and vulnerable clients\*.
6. In the role of **member of profession:**  
Structures professional practice based on legal, ethical, and moral principles.  
  
Participates in political and regulatory processes to shape health care delivery.  
  
Articulates the contributions of professional nursing to health care.
7. Demonstrates a pattern of human-centered behaviors by promoting environments that signify caring and cultural competence.

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\*client(s): individual, family, aggregate, and community





# CHART 2

## Bachelor of Science in Nursing Degree for Registered Nurses

**Total Degree Credits Required: 121**

**BS**

### General Education Component

Credit Hours

Written English Requirement

3

Information Literacy

1

Humanities

6

Humanities Core

3

Ethics Core

3

Expository Writing Core

3

**Total Humanities**

**15**

Social Sciences/History

9

Psychology Core

3

Sociology Core

3

**Total Social Sciences**

**15**

Natural Sciences/Mathematics

3

Anatomy and Physiology\*

4

Microbiology

3

Sciences Supportive of Nursing

2

Statistics

3

**Total Natural Sciences**

**15**

Arts & Sciences Electives

12

**Total General Education**

**61**

### Nursing Component

Credit Hours

30 semester hours of nursing credit granted for prior learning validated by successful completion of the NCLEX-RN®.

30

**NURx306:**

Community-Focused Nursing Examination

4

**NURx420:** Management in Nursing Examination

4

**NUR 430:** Research in Nursing<sup>①</sup>

3

**NUR 435:** Professional Socialization<sup>②</sup>

3

**NUR 442:** Health Assessment and Promotion in Nursing Practice

4

**NUR 445:** Teaching Across Cultures<sup>②</sup>

3

**NUR 450:** Baccalaureate Capstone Course<sup>③</sup>

4

Nursing Elective Credits (upper level)

5

**Total Nursing**

**60**

\* The Anatomy and Physiology requirement can also be met by: Anatomy (2 credits) and Physiology (2 credits).

① Statistics is a prerequisite or co-requisite for the Research in Nursing course and examination. Students may choose to take the course or the examination to meet this requirement.

② There are no required pre-requisites, but students are encouraged to complete all writing requirements and the information literacy requirement prior to completing NUR 435 or NUR 445.

③ Students must complete all other nursing component requirements and be within nine credits of completing general education requirement.

# Bachelor of Science in Nursing Degree Requirements

The Bachelor of Science in nursing degree requires a total of **121** credits including **61** in general education and **60** in nursing.



Baccalaureate Degree Program

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect current professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

## General Education Component **61 credits**

Because it contributes both knowledge and an intellectual approach to problem solving, the general education component is an essential part of preparation for professional nursing practice. The general education requirements ensure that the student will develop college-level competence in the arts and sciences areas of the humanities, social sciences/history, and natural sciences/math.

**Note:** Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

General education credits may be earned through Excelsior College courses and examinations, or transferred from accredited, degree-granting institutions or approved examination programs for which official transcripts are provided. (Please see Sources of College Credit on page 3.)

It is recommended that enrolled students seek formal course approval from their advising teams prior to registering for courses or examinations. Enrolled students can log on to their MyEC page at [www.excelsior.edu/myec](http://www.excelsior.edu/myec), which provides options for meeting remaining requirements. Print- and Web-based Excelsior College resources include *A Student Guide to Credit by Examination at Excelsior College* and *How Much Will Your Baccalaureate Degree in Nursing Cost* as well as periodic course schedules mailed to enrolled students. Excelsior College academic advisors work with enrolled students to create study plans that best suit their learning styles, time frames, and budgets.

If you plan to enter a master's degree program, consider taking courses that support your area of interest. Also, take one or two general education courses at the upper-division level. You should contact the graduate school that you wish to attend to request information about its policies and requirements.

Please request course approvals well in advance of registration deadlines to avoid delays. To obtain course approval, contact an academic advisor by phone, mail, fax, or email and provide the name of the institution, the course title and catalog number, the academic department under which the course is offered, and the catalog content description. In some circumstances a course syllabus/outline may be requested. When requesting course approval include your full name and student identification number.

General education courses taken within a nursing department or listed as “for nurses” are subject to classification review by the Nursing Faculty Transcript Evaluation Subcommittee. Such courses often appear on transcripts as “Anatomy and Physiology for Nurses,” “Nursing Chemistry,” or “NURS: Pathophysiology.”

## The Requirements

- 1. Information Literacy** Students are expected to demonstrate competency in information literacy. Please see Information Literacy on page 18 for more information.

**How to satisfy the Information Literacy requirement:** INL 102 Information Literacy

- 2. Written English Requirement** Three credits are required in expository writing, which may be at the freshman level. (See the Written English Requirement section on page 17 for specific details.) This should not be confused with the expository writing core in the humanities distribution, which must be at intermediate or advanced level. Students are responsible for satisfying both requirements through two separate courses and/or examinations.

- 3. Humanities Distribution and Core Requirements** The humanities requirements are designed to help you learn to read critically, reason well, think logically and critically, and express aesthetic appreciation. You are encouraged to study at least two disciplines in this area.

A minimum of 15 credits must be earned in subjects such as art (appreciation, history, or studio), literature, ethics, music, philosophy, religion, theater, speech, and foreign languages.

Within the humanities distribution, students are required to complete the core requirements of ethics (minimum 2 credits) and expository writing at the intermediate- or advanced-level (minimum 3 credits).

The expository writing course must build upon Introductory composition courses and further develop skills in expository writing. Typically, a second semester English composition or freshman writing course would be a prerequisite for an intermediate or advanced expository writing course.

The expository writing requirement would be waived for those students who previously completed another baccalaureate or master's degree from an accredited institution in the United States.

### How to satisfy the Humanities core requirements:

**Intermediate or Advanced Expository Writing**  
ENG 201 Writing for the Professions  
(Students are strongly encouraged to complete this requirement before beginning any of the online nursing courses.)

#### Ethics

PHL 312 Ethics in Health Care  
or  
PHIx310 Ethics: Theory & Practice  
or  
HUMx310 Philosophical Issues in Bioethics

- 4. Social Sciences/History Distribution and Core Requirements** The social sciences/history distribution is designed to provide you with a better understanding of people and society and the processes that individuals use to order their world. You are encouraged to consider a course on the family or family dynamics to meet this requirement. An understanding of economics and violence is extremely useful in current health care environments. Studies in Western and other cultures are encouraged.

At least 15 credits must be earned in subjects such as history, geography, gerontology, economics, anthropology, political science, economics, organizational behavior, sociology, and psychology.

Within the social sciences/history distribution, students are required to complete the core requirements of psychology (minimum 2 credits) and sociology (minimum 2 credits).

**5. Natural Science/Mathematics Distribution and Core Requirements** The natural sciences/mathematics distribution is designed to help you develop a scientific mode of reasoning and an understanding of theory development and evaluation.

At least 15 credits must be earned in such subjects as biology, mathematics, statistics, chemistry, genetics, pathophysiology, and physics.

Within the natural sciences/mathematics distribution, students are required to complete 8 credits of natural sciences supportive of nursing that will include the core requirements of anatomy and physiology (minimum 4 credits) and microbiology (minimum 2 credits). Students who do not have a total of 8 credits in anatomy and physiology and/or microbiology will need an additional 2 credits of natural sciences supportive of nursing that may be either in biology, chemistry, genetics, pathophysiology, or physics.

Examinations or courses used to meet the anatomy and physiology requirement must include all major body systems, and each must be at least 2 credits. A combined anatomy and physiology course must include all major body systems and must be at least 4 credits. Survey courses are not acceptable.

Students are also required to complete the core requirement in statistics (minimum 2 credits). The statistics course must include both descriptive and inferential statistical measures. The statistics requirement is a prerequisite/corequisite for the Research in Nursing examination and for the graduate-level research course for the RN-MS students.

**How to satisfy the Statistics requirement**

**Descriptive & Inferential**

BUS 233 Business Statistics

or

MAT 201 Statistics

**6. Arts and Sciences Electives** The remaining 12 arts and sciences credits may be distributed among the humanities, social sciences/history, and natural sciences/mathematics. Students are encouraged to study in a specific area or discipline that may be a personal or professional interest.

**Depth Requirement:** Of the 61 credits required in the general education component, at least 9 must be earned in one arts and sciences subject area of choice. At least 3 of those 9 credits must be earned at the upper level. An upper-level course is an advanced, intensive junior- or senior-level course from a four-year college or university. This requirement ensures that you demonstrate knowledge above the introductory level. For example, any one of the following sequences would satisfy the requirement:

- Three 3-credit courses in introductory, intermediate, and advanced Spanish for a total of 9 credits
- One 6-credit Excelsior College examination in anatomy and physiology and one upper-level 3-credit examination in pathophysiology
- One 3-credit general psychology course, one upper-level, 3-credit Excelsior College examination [**PSYx310 Abnormal Psychology**], and the Excelsior College examination [**PSYx210 Life Span Developmental Psychology**]

**Note:** A minimum of a C average must be obtained in the depth requirement. The CLEP general examinations are not applicable toward the depth requirement.

## Nursing Component

**60 credits**

The nursing component of the baccalaureate program focuses on knowledge and professional competencies expected of graduates of baccalaureate programs. Emphasis is placed on integration of nursing and related arts and sciences knowledge in a variety of complex situations related to the nursing care of individuals, families, aggregates, and communities. The passing score for the nursing theory examinations is a scaled score equivalent to a C grade. A minimum grade of C is required in all nursing theory examinations and nursing courses required for the degree. (*Students are strongly encouraged to complete this component before beginning any of the online nursing courses.*)



**NURx306:**  
**Community-Focused Nursing**

**4 credits**

*Prerequisites:* None

The Community-Focused Nursing examination prepares the registered nurse for transition to baccalaureate-level practice. The concept of client is expanded to include families, aggregates, and communities within the context of a complex and dynamic environment. Principles of epidemiology, demography, environmental sciences, and political organizations are integrated with nursing concepts and principles to provide a basis for community nursing practice. Analysis and application of selected theories and health promotion/protection and disease prevention strategies are explored. The examination focuses on the synthesis of population-based health and public health concepts to promote, maintain, and restore health of families, aggregates, and communities. Knowledge from practice and readings are used to operationalize the core concepts of critical thinking, communication, research, role development, caring, and cultural competence.

*Delivery:* Computer-based multiple choice theory examination

**NURx420: Management in Nursing**

**4 credits**

*Prerequisites:* None

The Management in Nursing examination measures ability to apply specific management concepts to the care of the client (individual, family, groups and communities) within diverse health care settings. Concepts covered include leadership, innovation, managing the organization, fiscal management, empowerment, and information management. Emphasis is placed on the role of the registered nurse as an active participant in the organization.

*Delivery:* Computer-based multiple choice theory examination

**NURx430:**  
**Research in Nursing examination**

**3 credits**

*Prerequisite/Corequisite:* Statistics requirement.

The Research in Nursing examination is comparable to a one-semester, upper-level course in a baccalaureate program. The objective of this requirement is to prepare nurses at the baccalaureate level to understand research as it applies to the discipline of nursing and their role in the research process. The examination measures knowledge and understanding of the research process and ability to apply the information in critiquing a research study. The content includes: foundations of research, quantitative research, qualitative research, evidence-based practice, and research study critique. Knowledge and understanding of statistics is assumed.

*Delivery:* Computer-based multiple choice and extended response theory examination.

**NUR 430:**  
**Research in Nursing course**

**3 credits**

*Prerequisite/Corequisite:* Statistics requirement.

This online course focuses on knowledge and skill acquisition related to the research process. Students are expected to apply this information to critique quantitative research. Emphasis is placed on ethical issues in research conduct and the application of evidence from research findings for decision making in practice. Course content examines the foundations of research, quantitative and qualitative research designs, as well as research evaluation.

*Delivery:* Online course

**NUR 435: Professional Socialization**

**3 credits**

*Prerequisites:* None, however, students are encouraged to complete all writing requirements and the information literacy requirement prior to completing this course.

Professional Socialization supports and enhances the student's role as a member of the profession. The requirement is designed to expand the student's sense of professionalism through self-reflection, experiential learning, and dialog. Characteristics of a profession

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and a professional are explored through practice and interpretation of related literature.

**Delivery:** Online course

### **NUR 442: Health Assessment and Promotion in Nursing Practice**

**4 credits**

**Prerequisites:** None

Designed to meet the specific learning needs of registered nurses, this course focuses on applying concepts of health promotion, caring and cultural competence, as well as illness, disease, and injury prevention to the health assessment of adult clients. The student integrates knowledge and skills to operationalize core concepts (critical thinking, communication, research, role development, caring and cultural competence) while functioning in the professional role of provider of care at the baccalaureate level. Students gather, analyze, and synthesize assessment data and work collaboratively with a client to develop a personal health plan that promotes health and prevents disease.

**Delivery:** Online course

### **NUR 445: Teaching Across Cultures**

**3 credits**

**Prerequisites:** None, however, students are encouraged to complete all writing requirements and the information literacy requirement prior to completing this course.

This course is designed to enhance the nurse's role as educator and their ability to teach a group of clients with a shared learning need in a culturally competent manner. The educational process serves as a guide throughout the course in assessing, organizing, analyzing, and synthesizing client data. In partnership with clients, students will apply this process in developing, implementing, and evaluating a teaching plan to produce a desired change in behavior. Theory and research-based evidence are integrated with concepts of caring and cultural competence, health promotion, behavioral change, and principles of teaching and learning.

**Delivery:** Online course

### **NUR 450:**

### **Baccalaureate Capstone Course**

**4 credits**

**Prerequisites:** Students must complete all nursing program requirements (except the nursing elective requirement) and be within 9 credits of completing the general education requirements. Current RN licensure will be validated prior to enrollment in this course.

This end of program capstone course of the BS in nursing curriculum focuses on synthesizing theories, principles, models, and skills from nursing, other disciplines, and the arts and sciences. The student integrates knowledge gained throughout the curriculum to operationalize core concepts (critical thinking, communication, research, role development, caring and cultural competence) while functioning in roles of baccalaureate nursing practice. Multiple theories and models are applied to the care of the client across the lifespan in the community setting. The focus is on families, aggregates, and communities as the client. Each student's unique experiences are used as the context for learning to enhance practice and enrich professional development. This course cannot be waived under any circumstances.

**Delivery:** Online course

### **Nursing Electives**

**5 credits**

**Prerequisites:** None

In addition to the nursing requirements, 5 credits of nursing elective credit at the baccalaureate level are necessary to meet the 60 credits of the nursing component. Consultation with your academic advisor is required before taking a course or examination for nursing elective credit in order to be sure that you are choosing an option that is applicable toward your degree.

In addition, nursing elective credits can be granted to students who hold the following professional nursing certifications (check our Web site for current listing of certifications approved for elective credit):

- **Academy of Medical-Surgical Nurses**  
Certified Medical-Surgical Nurse  
**4 credits**

- **AACN Certification Corporation (CCRN)**  
Certification for Adult Critical Care Nurses

**4 credits**

Certification for Neonatal Critical Care Nurse  
**4 credits**

Certification for Pediatric Critical Care Nurses  
**4 credits**

Certification for Progressive Care Nurses (PCCN)  
**4 credits**

*Two additional nursing elective credits will be awarded to students for each additional CCRN certification (adult, pediatric, neonatal). That is, the student will be awarded four credits for the first certification and two credits for each subsequent certification.*

- **American Association of Diabetes Educators**  
Certified Diabetes Educator  
**4 credits**

- **American Board of Neuroscience Nursing**  
Certification Neuroscience Registered Nurse  
Certification (CNRN) **3 credits**

- **American Board for Occupational Health Nurses, Inc.**  
Occupational Health Nursing (COHN)  
**4 credits**  
  
Case Management Specialty Extension of the COHN certification (COHN/CM) (**2 additional credits** will be awarded to students holding this specialty extension of the COHN certification.)

- **American Board of Perianesthesia Nursing Certification, Inc. (ABPANC)**  
Certified Post Anesthesia Nurse (CPAN)  
**4 credits**

Certified Ambulatory Perianesthesia Nurse (CAPA) **4 credits**

*Five nursing elective credits will be awarded to students holding both CPAN and CAPA.*

- **American Nurses Credentialing Center**  
Certified Gerontological (ADN) Nurse  
**3 credits**

- **Association of Rehabilitation Nurses**  
Certified Rehabilitation Registered Nurse (CRRN) **3 credits**

- **Board of Certification for Emergency Nurses**  
Certified Emergency Nurse (CEN) **3 credits**

- **Competency and Credentialing Institute**  
Certified Perioperative Nurse (CNOR) **3 credits**

- **National Board for Certification of Hospice and Palliative Nurses**  
Certified Hospice and Palliative Nurse (CHPN)  
**3 credits**

- **Oncology Nursing Certification Corporation**  
Oncology Certified Nurse (OCN) **3 credits**  
  
Certified Pediatric Oncology Nurse (CPON)  
**3 credits**

- **Pediatric Nursing Certification Board**  
Certification in Pediatric Nursing (CPN)  
**3 credits**

- **Wound, Ostomy, and Continence Nurse Certification Board**  
Certified Wound Care Nurse (CWCN)  
**3 credits**  
  
Certified Ostomy Care Nurse (COCN)  
**3 credits**  
  
Certified Continence Care Nurse (CCCN)  
**3 credits**

# Policies for the Bachelor of Science Degree

Excelsior College offers a baccalaureate nursing degree program for registered nurses. The program is designed for registered nurses who have successfully completed the NCLEX-RN® and have a current license to practice as a registered nurse in the United States.

## Time Limit

**Enrolled on or after September 1, 2001 and before January 1, 2009**

The Bachelor of Science in nursing degree program is designed to be completed at your own pace, but must be completed within a **ten-year period** of enrollment. This time limit on enrollment is cumulative if enrollment is not continuous. **Those who do not complete the program within this time may be subject to dismissal.**

**Enrolled on or after January 1, 2009**

The Bachelor of Science in nursing degree program is designed to be completed at your own pace, but must be completed within a **seven-year period** of enrollment. This time limit on enrollment is cumulative if enrollment is not continuous. **Those who do not complete the program within this time may be subject to dismissal.**

## General Education Component

Except for the information literacy requirement, there is no time limit on general education examinations or courses submitted for transfer credit. Credits earned at accredited degree-granting institutions or through approved examination programs, and for which official transcripts are available, will be evaluated regardless of when they were completed.

## Nursing Component

Credit being submitted from baccalaureate-level nursing examinations and courses, for the purpose of meeting the requirements of the nursing degree, must have been earned within five years of the date of en-

rollment in the program. There is no time limit on the acceptance of nursing credits as long as students remain actively enrolled in the Excelsior College nursing program. Should your enrollment lapse and you need to reenroll, you will lose any nursing credits earned more than five years prior to reenrollment. If you have waived any of the nursing theory examinations or requirements during a previous enrollment, you will not automatically receive waiver of those same examinations/requirements when reenrolling. The Excelsior College nursing faculty may need to review the courses again, and you may lose the waiver, depending on the age of the course and current requirements.

## Mathematics Policy

No more than three courses on the semester-hour system (four courses in a quarter-hour system) of college-level mathematics below the level of calculus can be applied toward degree requirements. Credit from courses listed as developmental or remedial cannot be applied toward degree requirements.

## Physical Education Courses

College courses in physical education can be applied toward degree requirements only if they have a classroom component with a theoretical base. Activities courses in physical education are not acceptable in transfer to Excelsior College. Academic advisors may request course descriptions to verify the theoretical content of a physical education course.

## Minimum Academic Average

Grades of D are not acceptable in transfer. Grades of D and F awarded in any Excelsior College course or examination will be listed on your status report and official transcript and will be calculated in your GPA.

In order to graduate, you must have a cumulative average of C (2.0) or better. Although grades of D will be accepted for credit in the general education component (except where otherwise specified), students must have the necessary grades to achieve a C average.



## Meeting Core Requirements

A minimum grade of C is required in all examinations or courses used to satisfy the core requirements. Examinations or courses used to satisfy the core requirements must be at least 2 credits.

## Policy on Repeating Nursing Computer-Delivered Examinations

Students may take each nursing theory examination a maximum of four times and no more than three times in one year. Failure on the examination at the fourth administration will lead to academic dismissal from the nursing program. Prospective students who fail an examination at the fourth administration will be denied admission to Excelsior College nursing programs. Students may repeat an examination 60 days after the first failure and 120 days after the second and subsequent failures.

## Excelsior College® Examinations

Three examinations in the baccalaureate program are administered via computer: Community-Focused Nursing, Management in Nursing, and Research in Nursing. These examinations are available on an appointment basis at Pearson Testing Centers throughout the United States and Canada as well as in other selected locations.

Examination content guides, applications, and information about Pearson Testing Center locations and examination fees are available on our Web site at [www.excelsior.edu/exams](http://www.excelsior.edu/exams).

You may also contact our Test Administration Office with questions at:

Test Administration Office  
7 Columbia Circle  
Albany, NY 12203-5159  
518-464-8500 or call toll free:  
888-72EXAMS (888-723-9267)

## Waiver of Excelsior College® Nursing Baccalaureate Theory Examinations

Under certain conditions, credits from previously completed baccalaureate-level nursing courses may be submitted for the purpose of transfer or to request a waiver of an Excelsior College nursing theory exam-

ination or course. Baccalaureate course work credit submitted for faculty review as a request for waiver must:

- be from a regionally accredited degree-granting institution of higher education.
- have been completed no more than five years prior to the date of enrollment in the Excelsior College baccalaureate nursing program.
- cover content equivalent to that of the examination for which the waiver is sought.
- carry a grade of C or better.
- be submitted for faculty review before the theory examination in that content area is taken.

## Learning Resources for Baccalaureate Nursing Students

The primary resources for each baccalaureate examination requirement is the content guide and required resources, including text books and journal articles. Each content guide identifies required textbooks to be used for learning the content of the particular requirement as well as supplemental resources. Other learning resources include online chats hosted by nursing faculty via the Electronic Peer Network (EPN), and examination resources in the Excelsior College Virtual Library (ECVL).

In order to help you achieve your educational goals, the Excelsior College School of Nursing offers a variety of guided learning opportunities to you as an enrolled student.

- Access to academic advisors to assist you with program planning. (You may email your advisor at [bsnadvisor@excelsior.edu](mailto:bsnadvisor@excelsior.edu).)
- Email access to the baccalaureate team administrative staff for questions related to online courses ([nursing.bachelors@excelsior.edu](mailto:nursing.bachelors@excelsior.edu)).
- Online chats to help you prepare for theory examinations.

**For your benefit:** A Word of Caution About Test Preparation and Tutorial Services (see page 18)

# Graduate Degree Program in Nursing



## Master of Science in Nursing Program:

The Master of Science (MS) in nursing program is open to anyone with a baccalaureate degree and RN licensure who seeks to obtain an MS in nursing degree with a specialization in Clinical Systems Management, Nursing Education, or Nursing Informatics. The MS in nursing program complements and builds upon the College's undergraduate nursing programs. It is designed to extend graduate-level study to adults currently not served by traditional programs in graduate-level higher education. The program provides adult students with access to high quality, innovative education through a flexible program of study at a distance, using assessment, graduate-level course work, and advanced computer technology. A complete picture of the program requirements is contained on the following pages. Charts 3, 4, and 5 (pages 55, 58, and 61) offer a visual representation of the requirements for the MS in nursing program.

## RN to Master of Science in Nursing Program:

The RN to Master of Science (MS) in nursing program is designed to allow registered nurses to work toward a Master of Science in nursing degree, with a specialization in Clinical Systems Management, Nursing Education, or Nursing Informatics while completing requirements for the Bachelor of Science in nursing degree. With this option, students take graduate-level courses that replace some of the undergraduate requirements. Charts 6, 7, and 8 (pages 63, 64, and 65) offer a visual representation of the requirements for the three specializations of the RN to MS in nursing program. This program is designed for students who have successfully completed the NCLEX-RN®, have a current license to practice as a Registered Nurse in the United States, and who have not earned a baccalaureate degree in any field.

## Beliefs About Graduate Education

The faculty believes that graduate students work toward specialization in a clinical field or functional role using a broad base of knowledge in theory, research, and specific competencies in advanced nursing practice and other disciplines. It is at the graduate level that students refine their ability to analyze their experiences as professionals. They are required to hone their skills in communicating within their profession, the greater health care community, and with other professionals. Graduate students must gain a broad awareness of economic, social, political, and cultural forces impacting health care. Refined analytical skills, ability to connect theory to practice, and enhanced abilities to articulate and convey information and viewpoints are essential elements of graduate education.

Graduate students engage in a spirited dialogue with the body of written work in a specific field, with each other, with their own past experiences in light of what they are learning, and with experts in their field of specialization. The faculty believes that by offering the graduate program via advanced computer technology using innovative teaching techniques, Excelsior College is making it possible for many who would otherwise have limited opportunity due to geographic locale or life circumstance to have access to this kind of quality graduate education.

## Beliefs About Master's-Prepared Nurses

Graduates of master's programs are able to assess, analyze, plan, implement, and evaluate organizational and program outcomes. The faculty believes that master's-prepared nurses use knowledge from nursing and other disciplines to influence health policy, research, and professional practice in a variety of academic and service settings. Nurses prepared at this level serve as leaders to create environments to advance and promote professional nursing practices that provide clinically effective outcomes within and across diverse populations.

## Purpose of the Graduate Program in Nursing

The primary purpose of the MS in nursing program with specializations in Clinical Systems Management, Nursing Education, and Nursing Informatics is to prepare registered nurses for successful careers in a variety of academic and service settings. Using an instructional and outcomes assessment model,

the program provides a flexible means for registered nurses, including those from diverse and underserved populations, to obtain a master's degree.

The curriculum includes graduate core and specialty courses designed to prepare registered nurses to function in the roles of clinical systems manager, nurse educator, or nurse informaticist. The program is designed to build on previous knowledge, education, and experience and serves as a foundation for doctoral study. The pursuit of lifelong learning, which is essential for practice in the profession, is one of the tenets of Excelsior College.

The faculty believes that nurses prepared at the master's level use specialty knowledge to engage in clinical reasoning and the decision-making process to enhance nursing practice. Graduates of master's programs are able to assess, analyze, plan, implement, and evaluate individual/organizational outcomes. As leaders, graduates of master's programs assume roles that foster team building, create partnerships and promote collaboration within nursing and across disciplines. Master's-prepared nurses use knowledge from nursing and other disciplines to influence health policy, foster staff performance and encourage systems thinking. Nurses prepared at this level use research strategies to create a spirit of inquiry within an environment of care to promote student and staff development and optimize care.

Graduate nursing education provides a broad background in nursing theory as well as theory from other disciplines which inform nursing, and which nursing, in turn, informs. Research methodology and application, cultural competence, group process, ethical decision making and values clarification, and a focus on health promotion are essential elements of master's-level education.

# Master of Science in Nursing – Clinical Systems Management

The Master of Science in nursing with a specialization in Clinical Systems Management consists of 38 required credits. The curriculum is organized into three components: the graduate nursing core courses, the health care informatics courses, the clinical systems management courses, and the Capstone Experience. Students are introduced to the master's curriculum by taking courses within the nursing core and/or infor-

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matics component. The nursing core and informatics courses can be taken concurrently or interchangeably.

The graduate nursing core contains content that is foundational to the development of specialty knowledge. Courses within the core cover content areas such as health care economics, role of theory in practice, policy development and implementation, research process, and human diversity. The graduate nursing core consists of five courses: *Theoretical Foundations of Nursing Practice*; *Professional Role Development and Ethics*; *Research and Evidence-Based Practice*; *Health Care Delivery Systems: Political, Social, and Economic Influences*; and *Community Nursing: Human Diversity and Public Health*. The health care informatics component focuses on content that is supportive of the role of the clinical systems manager such as information management systems for health care and the ethical, political, social, and legal implications of information systems management in the health care arena. The informatics component consists of two courses: *Informatics and the Health Care Delivery System* and *Issues in Health Care Informatics*. Students successfully complete all the nursing core and informatics courses prior to beginning the clinical systems management courses.

The clinical systems management component of the curriculum focuses specifically on the knowledge and skills required to implement a leadership role in clinical systems. Content covering areas such as finance, workforce management, leadership role, organizational culture and change, and strategic initiatives are included in the three courses that make up the clinical systems management component. This component consists of the following courses: *Management of Clinical Systems*, *Management of Fiscal and Operational Systems*, and *Leadership of the Organizational System*.

The five-credit *Capstone Experience* begins after the successful completion of 33 credits. The Capstone Experience has three components: an administrative practicum, an online seminar, and a leadership retreat. This experience focuses on knowledge synthesis and role development. At the completion of this curriculum, students are prepared to function in the role of leader or manager across organizational systems.

## Educational Outcomes

By completion of the program the graduate will be able to

1. Articulate the role of the master's-prepared nurse within the philosophical, ethical, and theoretical framework of nursing science.
2. Use knowledge and analytical skills to appraise the contextual environment of health care in order to inform and influence decision making across the health care system.
3. Apply knowledge and skills from multiple disciplines in the use of clinical and management information systems to improve client care.
4. Establish collaborative partnerships with diverse constituencies and interdisciplinary teams to pursue health-related goals and influence change.
5. Apply principles and theories of performance improvement, systems thinking, health policy, and resource allocation to manage the health care enterprise or outcomes.
6. Assume a leadership role in developing systems that provide care for individuals and populations.
7. Use advanced communication strategies with multiple stakeholders to address professional and health care system issues and achieve goals.
8. Develop approaches to health care delivery that address the ethical, legal, social, and political requirements of diverse populations and stakeholders.
9. Create culturally sensitive and responsive environments of care.
10. Incorporate the scope of practice, professional standards, and specialty knowledge to implement the role of the master's-prepared nurse in a variety of settings.
11. Develop evidence-based practice using the research process to enhance safe, cost-effective, quality care.
12. Take responsibility for lifelong learning, act as a role model, and make contributions to the profession.



# Master of Science in Nursing— Nursing Education

The Master of Science in nursing with a specialization in Nursing Education consists of 39 required credits. The curriculum is organized into three components: the graduate nursing core courses, the specialty courses, and the Capstone Preceptor-Guided Practicum. Students also must complete one 3-credit graduate elective in any area of interest.

The nursing core contains content that is foundational to the development of specialty knowledge. Courses within the core cover content areas such as health care economics, role of theory in practice, policy development and implementation, research process, and human diversity. The nursing core consists of five courses: *Theoretical Foundations of Nursing Practice*; *Professional Role Development and Ethics*; *Research and Evidence-Based Practice*; *Health Care Delivery Systems: Political, Social, and Economic Influences*; and *Community Nursing: Human Diversity and Public Health*.

The nursing education specialty component of the curriculum focuses on the knowledge and skills required to implement the role of nurse educator in an academic or service setting. Content covering learning theories, teaching strategies, curriculum development, evaluation of learning outcomes, and utilization of technologies to support teaching are included in the four courses that make up the nursing education specialty component. This component consists of the following courses: *Designing a Student Learning Environment*; *Curriculum and Program Planning*; *Evaluation and Assessment in Nursing Education*; and *Theories and Methods of Teaching With Technologies*.

The five-credit *Capstone Preceptor-Guided Practicum* begins after the successful completion of 34 credits. The Capstone Experience has three components: a preceptor-guided practicum, an online seminar, and an educational leadership retreat. This experience focuses on knowledge synthesis and role development. At the completion of this curriculum, students are prepared to function in the role of nurse educator in a variety of educational settings.

## Educational Outcomes

By completion of the program the graduate will be able to

1. Articulate the role of the master's-prepared nurse within the philosophical, ethical, and theoretical framework of nursing science.
2. Use knowledge and analytical skills to appraise the contextual environment of nursing education in order to inform and influence decision making.
3. Apply knowledge and skills from multiple disciplines in designing curricula and formatting program outcomes.
4. Establish collaborative partnerships with diverse constituencies to pursue education-related goals and influence change.
5. Create an educational environment that facilitates student learning and achieves desired outcomes.
6. Assume a leadership role in the educational organization to shape and implement change.
7. Use persuasive communication strategies with multiple stakeholders to address professional and educational system issues and achieve goals.
8. Develop approaches to the educational environment that address the cultural, ethical, legal, social, economic, and political requirements of diverse populations and stakeholders and impact the educator role.
9. Incorporate the scope of practice, professional standards and specialty knowledge to implement the role of the master's-prepared nurse in a variety of educational settings.
10. Develop evidence-based practice using the research process and effectively engage in scholarship.
11. Take responsibility for lifelong learning, act as a role model, maintain competence, and make contributions to the profession.
12. Use multiple strategies to assess and evaluate learning in various settings.

**MS**

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Program

# Master of Science in Nursing— Nursing Informatics

The Master in Science in nursing with a specialization in Nursing Informatics consists of 37 required credits. The curriculum is organized into 3 components: the graduate nursing core courses, the specialty courses and the Informatics Practicum Capstone. Students must also complete one 3-credit graduate elective in any area of interest. The nursing core contains content that is foundational to the development of specialty knowledge. Courses within the core cover content areas such as health care economics, role of theory in practice, policy development and implementation, research process, and human diversity. The nursing core consists of five courses: *Theoretical Foundations of Nursing Practice*; *Professional Role Development and Ethics*; *Research and Evidence-Based Practice*; *Health Care Delivery Systems: Political, Social, and Economic Influences*; and *Community Nursing: Human Diversity and Public Health*.

The nursing informatics specialty component of the curriculum focuses on the knowledge and skills required to implement the role of nurse informaticist in a variety of health care settings. Content covering how data and information can be used to create knowledge, concepts of database management in responding to a health care problem, assessment of information requirements of a system as it relates to client care and organizational operations and selection and application of a decision making model are included in the three courses that make up the nursing informatics specialty component. This component consists of the following courses: *Data, Information and Knowledge*; *System Lifecycle*; and *Management Information for Decision Support*. The five-credit *Informatics Practicum Capstone* begins after the successful completion of 32 credits. This course has two components: an informatics project management experience and an online seminar. It is designed to provide students with the opportunity to apply knowledge and competencies required throughout the program of study to actual and simulated information technology situations in health care. At the completion of the curriculum students are prepared to function in the role of nurse informaticist in a variety of health care settings.

## Educational Outcomes

By completion of the program, the graduate will be able to

1. Articulate the role of the master's prepared nurse within the philosophical, ethical and theoretical framework of nursing science.
2. Use knowledge and analytical skills to appraise the contextual environment of nursing and informatics in order to inform and influence decision making.
3. Apply knowledge and skills from multiple disciplines in analysis and interpretation of data and management of projects.
4. Establish collaborative partnerships with diverse constituencies to pursue informatics-related goals and influence change.
5. Create an environment that facilitates knowledge and use of the data, information, and knowledge continuum.
6. Assume a leadership role in the health care organization to shape and implement change.
7. Use persuasive communication strategies with multiple stakeholders to address professional and health care system issues and achieve goals.
8. Develop approaches to the health care environment that address the cultural, ethical, legal, social, economic, and political requirements of diverse populations and stakeholders and impact the role of the informaticist.
9. Incorporate the scope of practice professional standards and specialty knowledge to implement the role of the master's-prepared nurse in a variety of health care settings.
10. Develop evidence-based practice using the research process and effectively engages in scholarship.
11. Take responsibility for lifelong learning, acts as a role model, maintains competence and makes contributions to the profession.
12. Use multiple strategies to assess and evaluate information system development in various settings across the health care continuum.

# Master of Science in Nursing Program



## Selected Requirements and Policies for the Master of Science in Nursing Program

### Admission

Admission to the MS in nursing program is open to anyone who has earned a baccalaureate degree from a regionally accredited institution and who is licensed to practice as a registered nurse.

### Time Limit

The Master of Science in nursing program is designed to be completed at your own pace. Students enrolled in the MS in nursing program on or after September 1, 2001 are required to complete all degree requirements within a **seven-year period** of enrollment. This time limit on enrollment is cumulative if enrollment is not continuous. **Those who do not complete the program within this time may be subject to dismissal.**

### Course Waiver

Up to 16 graduate-level credits from an accredited college or university may be applied toward course waiver in the MS in nursing program. Grades received must be B or better, and course work must not be more than five years old at the time of the student's applica-

tion to the program. The Capstone Experience may not be waived. The Graduate Waiver Committee will compare content from the course the student has taken at another college to the Excelsior College course. There must be agreement with all major content areas for a waiver to be granted. In some cases, more than one prior course will be used to waive one of the MS courses. Official transcripts from the graduate school the student attended should be sent to the Excelsior College Office of Registration and Records. Students should send additional supportive descriptive materials such as syllabi or course outlines that address the content of the course the student completed.

Credit granted by an institution with candidacy status from one of the regional accrediting agencies is also applicable. Excelsior College refers to the *Accredited Institutions of Postsecondary Education* manual published for the Council for Higher Education Accreditation (CHEA) to verify the accreditation status of all postsecondary institutions.

Credit reported on a Pass/Fail or standard score system will not be accepted into the graduate program without written verification from the issuing institution that the course was passed with the equivalent of a B grade or better. Any course accepted for waiver will not be calculated into the GPA.

MS

Graduate Degree Program

# Master of Science in Nursing Requirements

## Clinical Systems Management Specialization

### PHASE I

## Graduate Nursing Core

**19 credits**

#### **NUR 502: Theoretical Foundations of Nursing Practice**

**3 credits**

Theoretical Foundations of Nursing Practice focuses on the exploration of nursing knowledge development to include philosophy, theories, models, and concepts that have been designed to guide client care and research initiatives and to inform nursing practice. It provides approaches to analyze and critique a variety of theories in nursing and related fields.

*Prerequisites:* None

#### **NUR 512: Professional Role Development and Ethics**

**4 credits**

Professional Role Development and Ethics examines the theoretical foundations of role and ethics and focuses on the development of the role and ethics competencies of the master's-prepared nurse. It uses current health care issues and trends to analyze role characteristics and strategies specific to role implementation. The course fosters ethical sensitivity and skills in the prevention and resolution of ethical problems in health care.

*Prerequisites:* None

#### **NUR 513: Research and Evidence-Based Practice**

**4 credits**

Research and Evidenced-Based Practice focuses on the research process and the analysis and evaluation of research to integrate the best evidence into practice. Emphasis is on the identification of generic and discipline-specific health care issues, synthesis of evidence, and translation of research to support and inform practice innovations.

*Prerequisites:* Undergraduate research and statistics are highly recommended.

Statistics is a prerequisite or corequisite for students enrolled in the RN to MS program.

#### **NUR 531: Health Care Delivery Systems: Political, Social, and Economic Influences**

**4 credits**

Health Care Delivery Systems: Political, Social, and Economic Influences fosters understanding of the impact of health care policy, organizational design, and health care finance on the delivery of health care services. It reviews basic economic theory, historical and social trends, and events pivotal in the development of health care delivery as it relates to the master's-prepared nurse.

*Prerequisites:* None



**NUR 541: Community Nursing:  
Human Diversity and Public Health** **4 credits**

Community Nursing: Human Diversity and Public Health focuses on identifying and responding to health-related concerns of diverse populations. The course explores the social, epidemiological, environmental, economic, cultural, and political influences on various communities' and populations' responses to health care and related challenges. It emphasizes building awareness and understanding of nursing's involvement in the ecology of health and designs strategies to promote health within the community, reduce health disparities, and prevent illness, disease, and injuries.

*Prerequisites:* None

## Health Care Informatics Component

**5 credits**

**NUR 522: Informatics and  
the Health Care Delivery System** **3 Credits**

Informatics and the Health Care Delivery System introduces students to the field of health care informatics. It focuses on the history of health care informatics, basic informatics concepts, and health information management applications. During the course students will compare and interact with information management applications related to administration, education, practice, and research.

*Prerequisites:* None

**NUR 553: Issues in  
Health Care Informatics** **2 Credits**

Issues in Health Care Informatics encourages students to engage in a dialogue among themselves and with experts in the field of health care and health care informatics in order to understand current issues. Using a single broad case study, students view the issues engendered by the case through the different lenses of ethics, politics, society, and the law.

*Prerequisites:* None



## PHASE II

### Clinical Systems Management Component

**9 credits**

The clinical systems management component consists of three online courses totaling 9 credits. The courses that make up this component require synthesis of knowledge and application from the nursing core courses and the informatics courses. Therefore students should complete all of the Phase I courses before beginning the clinical systems management courses.

**NUR 615: Management  
of Clinical Systems** **3 Credits**

Management of Clinical Systems focuses on the application of management principles, processes, techniques, and tools to shape a supportive environment of care and promote continuous improvement in clinical care systems.

*Prerequisites:* All nursing core and informatics courses.

**NUR 625: Management of  
Fiscal and Operational Systems** **3 Credits**

Management of Fiscal and Operational Systems focuses on the application of management principles to

**MS**

Graduate Degree  
Program

design cost-effective clinical systems and achieve optimal resource use across the health care enterprise.

**Prerequisites:** All nursing core and informatics courses.

### **NUR 635: Leadership of the Organizational System**

**3 Credits**

Leadership of the Organizational System focuses on critical examination of leadership styles, strategies, and competencies of the nurse executive in order to successfully manage the health care enterprise. It emphasizes leadership skills for strategic planning, enhancing team performance and interdisciplinary collaboration, and creating a culture of quality performance.

**Prerequisites:** All nursing core and informatics courses.

## **PHASE III**

# Capstone Experience

**5 credits**

### **NUR 644: The Capstone Experience** **5 credits**

*The Capstone Experience* is a five-credit course consisting of three integrated components: administrative practicum, online discussion, and leadership retreat. This culminating experience of the graduate nursing program is designed to provide students with an opportunity to apply knowledge and skills acquired throughout the program of study to actual and simulated leadership situations. Performance assessment of the students' attainment of program competencies is built into the three components.

#### **Administrative Practicum**

The 15-week Administrative Practicum provides students with the opportunity to directly experience leadership and management through observation of and participation on a management team in a health care organization. Under the guidance of a preceptor, students plan specific learning experiences and design a management project that is of value for both the student and the organization.

#### **Online Seminar**

The 13-week Online Seminar focuses on change management, development of strategic initiatives, and performance improvement. The online discussion provides students with the support and guidance of faculty and peers, while they are completing the administrative practicum.

#### **Leadership Retreat**

The two-day Leadership Retreat provides students an opportunity to assess and develop their leadership skills through active learning and evaluation strategies with the faculty and a peer group. Students interact in a dynamic manner, receiving feedback for incorporation into the larger Capstone Experience.

# CHART 3

## Master of Science in Nursing Requirements Specialization in Clinical Systems Management

See pages 52–54 for detailed explanation of degree requirements.

**Total Degree Credits Required: 38**

**MS**

### Phase I

Credit  
Hours

#### Graduate Nursing Core

**NUR 502:** Theoretical Foundations  
of Nursing Practice

3

**NUR 512:** Professional Role Development  
and Ethics

4

**NUR 513:** Research and Evidence-Based  
Practice

4

**NUR 531:** Health Care Delivery Systems:  
Political, Social, and Economic Influences

4

**NUR 541:** Community Nursing:  
Human Diversity and Public Health

4

#### Total Graduate Nursing Core

**19**

#### Health Care Informatics Component

**NUR 522:** Informatics and the Health Care  
Delivery System

3

**NUR 553:** Issues in Health Care Informatics

2

#### Total Health Care Informatics Component

**5**

#### Total Phase I

**24**

### Phase II

Credit  
Hours

#### Clinical Systems Management Component

**NUR 615:** Management of Clinical Systems

3

**NUR 625:** Management of Fiscal and  
Operational Systems

3

**NUR 635:** Leadership of the  
Organizational System

3

#### Total Clinical Systems Management Component

**9**

### Phase III

Credit  
Hours

**NUR 644:** Capstone Experience

**5**

#### Total Phase II and III

**14**

Graduate Degree  
Program

# Nursing Informatics Specialization

## PHASE I

### Graduate Nursing Core

**19 credits**

The nursing informatics component consists of three online courses totaling 10 credits. The courses that make up this component require synthesis of knowledge and application from the nursing core courses. Therefore, students must complete all of those courses before beginning the nursing informatics courses.

#### **NUR 502: Theoretical Foundations of Nursing Practice** **3 credits**

Theoretical Foundations of Nursing Practice focuses on the exploration of nursing knowledge development to include philosophy, theories, models, and concepts that have been designed to guide client care and research initiatives and to inform nursing practice. It provides approaches to analyze and critique a variety of theories in nursing and related fields.

*Prerequisites:* None

#### **NUR 512: Professional Role Development and Ethics** **4 credits**

Professional Role Development and Ethics examines the theoretical foundations of role and ethics and focuses on the development of the role and ethics competencies of the master's-prepared nurse. It uses current health care issues and trends to analyze role characteristics and strategies specific to role implementation. The course fosters ethical sensitivity and skills in the prevention and resolution of ethical problems in health care.

*Prerequisites:* None

#### **NUR 513: Research and Evidence-Based Practice** **4 credits**

Research and Evidenced-based Practice focuses on the research process and the analysis and evalu-

ation of research to integrate the best evidence into practice. Emphasis is on the identification of generic and discipline-specific health care issues, synthesis of evidence, and translation of research to support and inform practice innovations.

*Prerequisites:* Undergraduate research and statistics are highly recommended.

Statistics is a prerequisite or corequisite for students enrolled in the RN to MS program.

#### **NUR 531: Health Care Delivery Systems: Political, Social, and Economic Influences** **4 credits**

Health Care Delivery Systems: Political, Social, and Economic Influences fosters understanding of the impact of health care policy, organizational design, and health care finance on the delivery of health care services. It reviews basic economic theory, historical and social trends, and events pivotal in the development of health care delivery as it relates to the master's-prepared nurse.

*Prerequisites:* None

#### **NUR 541: Community Nursing: Human Diversity and Public Health** **4 credits**

Community Nursing: Human Diversity and Public Health focuses on identifying and responding to health-related concerns of diverse populations. The course explores the social, epidemiological, environmental, economic, cultural, and political influences on various communities' and populations' responses to health care and related challenges. It emphasizes building awareness and understanding of nursing's involvement in the ecology of health and designs strategies to promote health within the community, reduce health disparities, and prevent illness, disease, and injuries.

*Prerequisites:* None



# Graduate Elective

**3 credits**

## Graduate Elective

**3 credits**

In order to meet the required number of program credits, 3 graduate-level elective credits must be taken. These may be completed within the graduate program or transferred from other graduate programs if they are deemed eligible for credit in the Master of Science in nursing program. Advisor approval is required when choosing an elective course.

*Prerequisites:* None

## PHASE II

### Nursing Informatics Component

**10 credits**

#### NUR 521: Data, Information and Knowledge

**3 credits**

The course focuses on the nature of data, the concepts of information and knowledge, and the principles of relational databases, systems operations and information systems.

*Prerequisites:* All nursing core courses

#### NUR 551: System Lifecycle

**4 credits**

This course focuses on a structured approach to the selection and implementation of an information system. This structured approach is called the information system development lifecycle and the course incorporates the five phases of the life cycle: planning, analysis, design, implementation and evaluation.

*Prerequisites:* All nursing core courses

#### NUR 680: Management Information for Decision Support

**3 credits**

This course focuses on the identification, acquisition, analysis, interpretation and application of data, data-bases and decision making strategies for health care.

*Prerequisites:* All nursing core courses

## PHASE III

### Informatics Practicum Capstone

**5 credits**

#### NUR 685: Informatics Practicum Capstone

**5 credits**

The *Informatics Capstone Experience* is a five-credit course consisting of three integrated components: informatics project management practicum, online seminar, and leadership retreat. This culminating experience of the graduate nursing program is designed to provide students with an opportunity to apply knowledge and skills acquired throughout the program of study to actual and simulated technology situations in health care. Performance assessment of the students' attainment of program competencies is built into the three components.

*Prerequisites:* Completion of the nursing core courses and nursing informatics specialty component.

**MS**

Graduate Degree Program

# CHART 4

## Master of Science in Nursing Requirements Specialization in Nursing Informatics

See pages 56–57 for detailed explanation of degree requirements.

**Total Degree Credits Required: 37**

**MS**

### Phase I

Credit  
Hours

#### Graduate Nursing Core

**NUR 502:** Theoretical Foundations  
of Nursing Practice

3

**NUR 512:** Professional Role  
Development and Ethics

4

**NUR 513:** Research and Evidence-  
Based Practice

4

**NUR 531:** Health Care Delivery Systems:  
Political, Social, and Economic Influences

4

**NUR 541:** Community Nursing:  
Human Diversity and Public Health

4

**Total Graduate Nursing Core**

**19**

**Graduate Elective**

**3**

**Total Phase I**

**22**

### Phase II

Credit  
Hours

#### Nursing Informatics Component

**NUR 521:** Data, Information and Knowledge

3

**NUR 551:** System Life Cycle

4

**NUR 680:** Management Information  
for Decision Support

3

**Total Nursing Informatics Component**

**10**

### Phase III

Credit  
Hours

**NUR 685:** Informatics Practicum Capstone

**5**

**Total Phase II and III**

**15**

# Nursing Education Specialization

## PHASE I

### Graduate Nursing Core

**19 credits**

#### **NUR 502: Theoretical Foundations of Nursing Practice**

**3 credits**

Theoretical Foundations of Nursing Practice focuses on the exploration of nursing knowledge development to include philosophy, theories, models, and concepts that have been designed to guide client care and research initiatives and to inform nursing practice. It provides approaches to analyze and critique a variety of theories in nursing and related fields..

*Prerequisites:* None

#### **NUR 512: Professional Role Development and Ethics**

**4 credits**

Professional Role Development and Ethics examines the theoretical foundations of role and ethics and focuses on the development of the role and ethics competencies of the master's-prepared nurse. It uses current health care issues and trends to analyze role characteristics and strategies specific to role implementation. The course fosters ethical sensitivity and skills in the prevention and resolution of ethical problems in health care.

*Prerequisites:* None

#### **NUR 513: Research and Evidence-Based Practice**

**4 credits**

Research and Evidenced-based Practice focuses on the research process and the analysis and evaluation of research to integrate the best evidence into practice. Emphasis is on the identification of generic and discipline-specific health care issues, synthesis of evidence, and translation of research to support and inform practice innovations.

*Prerequisites:* Undergraduate research and statistics are highly recommended.

Statistics is a prerequisite or corequisite for students enrolled in the RN to MS program.

#### **NUR 531: Health Care Delivery Systems: Political, Social, and Economic Influences**

**4 credits**

Health Care Delivery Systems: Political, Social, and Economic Influences fosters understanding of the impact of health care policy, organizational design, and health care finance on the delivery of health care services. It reviews basic economic theory, historical and social trends, and events pivotal in the development of health care delivery as it relates to the master's-prepared nurse.

*Prerequisites:* None

#### **NUR 541: Community Nursing: Human Diversity and Public Health**

**4 credits**

Community Nursing: Human Diversity and Public Health focuses on identifying and responding to health-related concerns of diverse populations. The course explores the social, epidemiological, environmental, economic, cultural, and political influences on various communities' and populations' responses to health care and related challenges. It emphasizes building awareness and understanding of nursing's involvement in the ecology of health and designs strategies to promote health within the community, reduce health disparities, and prevent illness, disease, and injuries.

*Prerequisites:* None

### Graduate Elective

**3 credits**

#### **Graduate Elective**

**3 credits**

In order to meet the required number of program credits, 3 graduate-level elective credits must be taken. These may be completed within the graduate program or transferred from other graduate programs if they are deemed eligible for credit in the Master of Science in nursing program. Advisor approval is required when choosing an elective course.

*Prerequisites:* None

**MS**

Graduate Degree  
Program

## PHASE II

### Nursing Education Component

**12 credits**

The nursing education component consists of four online courses totaling 12 credits. The courses that make up this component require synthesis of knowledge and application from the nursing core courses. Therefore, students should complete all of those courses before beginning the nursing education courses.

#### **NUR 650: Designing a Student Learning Environment**

**3 Credits**

Designing a Student Learning Environment focuses on the creation of teaching-learning environments and the integration of the role of faculty/educator, uniqueness of the student learner, the setting and context within which the learning occurs, the teaching-learning strategies used to promote nursing education, and evaluation of the effectiveness of this process.

*Prerequisites:* All nursing core courses

#### **NUR 655: Curriculum and Program Planning**

**3 Credits**

Curriculum and Program Planning focuses on curriculum and syllabus/program development including theoretical frameworks and design, philosophical foundations and selection of learning experiences to achieve outcomes.

*Prerequisites:* All nursing core courses

#### **NUR 660: Evaluation and Assessment in Nursing Education**

**3 Credits**

Evaluation and Assessment in Nursing Education is designed to introduce the student to the evaluation process including test construction, clinical performance assessment, program evaluation, and strategies for evaluating learning outcomes.

*Prerequisites:* All nursing core courses

#### **NUR 665: Theories and Methods of Teaching with Technologies**

**3 Credits**

Theories and Methods of Teaching with Technologies provides an opportunity to acquire knowledge and develop skills for using technologies to support the teaching-learning process including using media, multimedia, and technology-rich and online learning environments.

*Prerequisites:* All nursing core courses

## PHASE III

### Capstone Preceptor-Guided Practicum

**5 credits**

#### **NUR 670: Capstone Preceptor-Guided Practicum**

**5 credits**

The *Capstone Preceptor-Guided Practicum* is a five-credit course consisting of three integrated components: educational/teaching practicum, online seminar and leadership retreat. This culminating experience of the graduate nursing program is designed to provide students with an opportunity to apply knowledge and competencies acquired throughout the program of study to actual and simulated educational situations. Performance assessment of the students' attainment of program competencies is built into the three components.



# CHART 5

## Master of Science in Nursing Requirements Specialization in Nursing Education

See pages 59–60 for detailed explanation of degree requirements.

**Total Degree Credits Required: 39**

**MS**

### Phase I

Credit  
Hours

#### Graduate Nursing Core

**NUR 502:** Theoretical Foundations  
of Nursing Practice

3

**NUR 512:** Professional Role  
Development and Ethics

4

**NUR 513:** Research and Evidence-  
Based Practice

4

**NUR 531:** Health Care Delivery Systems:  
Political, Social, and Economic Influences

4

**NUR 541:** Community Nursing:  
Human Diversity and Public Health

4

#### Total Graduate Nursing Core

**19**

#### Graduate Elective

**3**

#### Total Phase I

**22**

### Phase II

Credit  
Hours

#### Nursing Education Component

**NUR 650:** Designing a  
Student Learning Environment

3

**NUR 655:** Curriculum and Program Planning

3

**NUR 660:** Evaluation and Assessment  
in Nursing Education

3

**NUR 665:** Theories and Methods of  
Teaching with Technologies

3

#### Total Nursing Education Component

**12**

### Phase III

Credit  
Hours

**NUR 670:** Capstone Preceptor-Guided  
Practicum

**5**

#### Total Phase II and III

**17**

Graduate Degree  
Program

# RN to Master of Science in Nursing Program

## Selected Requirements and Policies for the RN to MS in Nursing Program



### Admission

All RNs who hold current RN licensure in the United States are eligible for admission to the program.

### Time Limit

The RN to MS in nursing program is designed to be completed at your own pace. Students enrolled in the RN to MS in nursing program on or after September 1, 2001 are required to complete all degree requirements within a **twelve-year period** of enrollment. This time limit on enrollment is cumulative if enrollment is not continuous. **Those who do not complete the program within this time may be subject to dismissal.**

### Time Limit—General Education Component

There is no time limit on general education courses or examinations submitted for transfer credit. Credits earned at regionally accredited institutions or through approved examination programs and for which official transcripts are available will be evaluated regardless of when they were earned.

### Time Limit—Undergraduate Nursing Component

Credit being submitted from nursing examinations and nursing courses for purposes of meeting requirements for the nursing degree must have been earned within five years prior to the date of enrollment in an Excelsior College nursing program. There is no time limit on the nursing credits as long as students remain actively enrolled in an Excelsior College nursing program. Should enrollment lapse and you need to reenroll, you will lose credit for any nursing examinations taken more than five years prior to reenrollment. If you have waived any of the nursing requirements during a previous enrollment, you will not automatically receive waiver of those requirements when reenrolling. The Excelsior College nursing faculty may need to review the courses again and you may lose the waiver completely, depending on the age of the course and current content requirements.

# CHART 6

## Degree Requirements: RN to MS in Nursing Specialization in Clinical Systems Management

See pages 66–67 for detailed explanation of degree requirements.

**Total RN to MS Credits Required: 142**

# RN to MS

## Baccalaureate Phase

### General Education Component

	Credit Hours
Humanities	15
Written English Requirement	3
Social Sciences/History	15
Natural Sciences/Mathematics	15
Arts & Sciences Electives	12

**Total General Education 60**

### Nursing Component

30 semester hours of nursing credit granted for prior learning validated by successful completion of the NCLEX-RN®.	30
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<b>NURx420:</b> Management in Nursing Examination	4
<b>NUR 442:</b> Health Assessment and Promotion in Nursing Practice	4
<b>NUR 445:</b> Teaching Across Cultures	3
<b>NUR 435:</b> Professional Socialization	3

<b>GRADUATE NURSING CORE</b>	
<b>NUR 513:</b> Research and Evidence-Based Practice*	4
<b>NUR 531:</b> Health Care Delivery Systems: Political, Social, and Economic Influences	4
<b>NUR 541:</b> Community Nursing: Human Diversity and Public Health	4

**Total Nursing Baccalaureate Phase\*\* 56**

<b>Nursing Elective Credits**</b> Four nursing elective credits required if student stops out of program at the baccalaureate level.	+4
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## Master of Science Courses

Once students complete the baccalaureate component of the RN-MS in nursing program, they become master's degree students and are eligible to complete these graduate-level components.

### Phase I

#### GRADUATE NURSING CORE

<b>NUR 502:</b> Theoretical Foundations of Nursing Practice	3
<b>NUR 512:</b> Professional Role Development and Ethics	4

#### HEALTH CARE INFORMATICS COMPONENT

<b>NUR 522:</b> Informatics and the Health Care Delivery System	3
<b>NUR 553:</b> Issues in Health Care Informatics	2

### Phase II

#### CLINICAL SYSTEMS MANAGEMENT COMPONENT

<b>NUR 615:</b> Management of Clinical Systems	3
<b>NUR 625:</b> Management of Fiscal and Operational Systems	3
<b>NUR 635:</b> Leadership of the Organizational System	3

### Phase III

<b>NUR : Capstone Experience</b>	5
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**Total Graduate Program 26**

\* Statistics is a prerequisite or corequisite for NUR 513.

\*\* Four nursing elective credits required if student stops out of program at the baccalaureate level.

# CHART 7

## Degree Requirements: RN to MS in Nursing Specialization in Nursing Informatics

See pages 66–67 for detailed explanation of degree requirements.

**Total RN to MS Credits Required: 141**

# RN to MS

## Baccalaureate Phase

### General Education Component

Credit  
Hours

Humanities	15
Written English Requirement	3
Social Sciences/History	15
Natural Sciences/Mathematics	15
Arts & Sciences Electives	12

**Total General Education**

**60**

### Nursing Component

Credit  
Hours

30 semester hours of nursing credit granted for prior learning validated by successful completion of the NCLEX-RN®.

30

**NURx420:** Management in Nursing Examination

4

**NUR 442:** Health Assessment and Promotion in Nursing Practice

4

**NUR 445:** Teaching Across Cultures

3

**NUR 435:** Professional Socialization

3

### GRADUATE NURSING CORE

**NUR 513:** Research and Evidence-Based Practice\*

4

**NUR 531:** Health Care Delivery Systems: Political, Social, and Economic Influences

4

**NUR 541:** Community Nursing: Human Diversity and Public Health

4

**Total Nursing Baccalaureate Phase\*\***

**56**

### Nursing Elective Credits\*\*

Four nursing elective credits required if student stops out of program at the baccalaureate level.

+4

## Master of Science Courses

Once students complete the baccalaureate component of the RN-MS in nursing program, they become master's degree students and are eligible to complete these graduate-level components.

### Phase I

Credit  
Hours

#### GRADUATE NURSING CORE

**NUR 502:** Theoretical Foundations of Nursing Practice

3

**NUR 512:** Professional Role Development and Ethics

4

**Graduate Elective**

**3**

### Phase II

#### NURSING EDUCATION COMPONENT

**NUR 521:** Data, Information and Knowledge

3

**NUR 551:** System Lifecycle

4

**NUR 680:** Management Information for Decision Support

3

### Phase III

**NUR 685:** Informatics Capstone Practicum

5

**Total Graduate Program**

**25**

\* Statistics is a prerequisite or corequisite for NUR 513.

\*\* Four nursing elective credits required if student stops out of program at the baccalaureate level.



# CHART 8

## Degree Requirements: RN to MS in Nursing Specialization in Nursing Education

See pages 66–67 for detailed explanation of degree requirements.

**Total RN to MS Credits Required: 143**

# RN to MS

## Baccalaureate Phase

### General Education Component

Credit  
Hours

Humanities	15
Written English Requirement	3
Social Sciences/History	15
Natural Sciences/Mathematics	15
Arts & Sciences Electives	12

**Total General Education**

**60**

### Nursing Component

Credit  
Hours

30 semester hours of nursing credit granted for prior learning validated by successful completion of the NCLEX-RN®.

30

**NURx420:** Management in Nursing Examination

4

**NUR 442:** Health Assessment and Promotion in Nursing Practice

4

**NUR 445:** Teaching Across Cultures

3

**NUR 435:** Professional Socialization

3

### GRADUATE NURSING CORE

**NUR 513:** Research and Evidence-Based Practice\*

4

**NUR 531:** Health Care Delivery Systems: Political, Social, and Economic Influences

4

**NUR 541:** Community Nursing: Human Diversity and Public Health

4

**Total Nursing Baccalaureate Phase\*\***

**56**

### Nursing Elective Credits\*\*

Four nursing elective credits required if student stops out of program at the baccalaureate level.

+4

## Master of Science Courses

Once students complete the baccalaureate component of the RN-MS in nursing program, they become master's degree students and are eligible to complete these graduate-level components.

### Phase I

Credit  
Hours

#### GRADUATE NURSING CORE

**NUR 502:** Theoretical Foundations of Nursing Practice

3

**NUR 512:** Professional Role Development and Ethics

4

#### Graduate Elective

3

### Phase II

#### NURSING EDUCATION COMPONENT

**NUR 650:** Designing a Student-Learning Environment

3

**NUR 655:** Curriculum and Program Planning

3

**NUR 660:** Evaluation and Assessment in Nursing Education

3

**NUR 665:** Theories and Methods of Teaching With Technologies

3

### Phase III

**NUR 670:** Capstone Preceptor-Guided Practicum

5

**Total Graduate Program**

**27**

\* Statistics is a prerequisite or corequisite for NUR 513.

\*\* Four nursing elective credits required if student stops out of program at the baccalaureate level.

# Degree Requirements: RN to MS in Nursing

The RN to MS in nursing program requires completion of **141–143** credits — **60** general education credits and **81–83** nursing credits (depending on specialization).



You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

## General Education Component **60 credits**

See pages 38–40 in the undergraduate section of this catalog for detailed information about undergraduate general education requirements. Note that students who complete the RN to MS in nursing program are **not required** to complete the one-credit Information Literacy requirement.

## Nursing Component

**81, 82, or 83 credits**  
(depending on MS Specialization)

The nursing component of the RN to MS degree includes baccalaureate requirements and graduate-level requirements. Policies on repeating exams and criteria for waiver of baccalaureate requirements are listed on pages 44–45 of this catalog.

## Baccalaureate Phase

The baccalaureate component tests knowledge and professional competencies equivalent to those expected of graduates of campus-based BS programs. Emphasis is placed on integration of nursing knowledge and related sciences in a variety of complex situations related to the nursing care of individuals, families, and communities with major health problems.

Students eligible for the RN to MS program will be granted a minimum of 30 semester hours of credits for prior learning that is validated by successful completion of the National Council Licensure Examination for Registered Nurses (NCLEX-RN®).

The requirements in the baccalaureate component of the RN to MS program that are common to the Bachelor of Science in nursing degree program are the *NURx420: Management in Nursing Examination*, *NUR 442: Health Assessment and Promotion in Nursing Practice*, *NUR 445: Teaching Across Cultures*, and *NUR 435: Professional Socialization*.

RN to MS students complete three graduate-level online courses as part of their undergraduate requirements: *NUR 513: Research and Evidence-Based Practice*; *NUR 531: Health Care Delivery Systems: Political*,

*Social, and Economic Influences*; and *NUR 541: Community Nursing: Human Diversity and Public Health*.

RN to MS students DO NOT complete the baccalaureate examinations *Community-Focused Nursing* and *Research in Nursing*, nor do they complete the *Baccalaureate Capstone Course*. Their study of community health nursing and research, and their capstone experience, are at the graduate level.

Students who “stop out” of the RN to MS degree in order to be awarded the BS may be required to complete additional credits in nursing electives to ensure that their nursing credits for the baccalaureate degree total at least 60. Students who continue without “stopping out” will be awarded the baccalaureate and master’s degrees upon completion of the entire program.

## Baccalaureate Phase Requirements

(see BS pages 41–42 for descriptions of the following requirements)

**NURx420: Management in Nursing Examination**

4 credits

**NUR 442: Health Assessment and Promotion in Nursing Practice Course**

4 credits

**NUR 445: Teaching Across Cultures**

3 credits

**NUR 435: Professional Socialization**

3 credits

(see MS pages 52–53 for descriptions of the following courses)

**NUR 513: Research and Evidence-Based Practice**

4 credits

**NUR 531: Health Care Delivery Systems: Political, Social, and Economic Influences**

4 credits

**NUR 541: Community Nursing: Human Diversity and Public Health**

4 credits

## Graduate-Level Phases

Students who complete the baccalaureate component are granted graduate status. Having completed 12 of the 37–39 master’s-level credits as undergraduates, they then complete the remaining credits of the master’s degree program in Clinical Systems Management, Nursing Education, or Nursing Informations Specialization. See pages 52–60 for descriptions of required courses.

Policies and procedures regarding graduate degree students govern the graduate phase of the program.

**Note:** Please contact the College for full program information and comprehensive policies and procedures regarding the MS in nursing program. Two important policies are described as follows.

### Course Load Requirement

The undergraduate portion of the RN-MS degree is self-paced. Once students reach graduate status, they must complete a minimum of two courses, or 6 credits per enrollment year, to remain enrolled in the program, unless a leave of absence has been requested in writing.

### Minimum Academic Average—Graduate Courses

Graduate students are required to have a 3.0 grade point average to graduate from the program. Courses may be repeated once, with the first grade dropped from the cumulative average. The graduate grade point average is calculated separately from the undergraduate grade point average.

MS

Graduate Degree Program





# Post-Master's Certificate in Nursing Education

This program was designed to meet the needs of nursing professionals in academic or clinical teaching roles who wish to pursue further learning in nursing education and to address the critical shortage of nurses in teaching roles. The certificate program consists of 12 graduate-level credits with three required courses and the choice of one elective from two other specific courses. The 15-week courses are delivered entirely online for maximum student flexibility.

By completion of the program the student will be able to

- Apply knowledge and skills from multiple disciplines in designing curricula and formatting program outcomes
- Create an educational environment that facilitates student learning and achieves desired outcomes
- Develop approaches to the educational environment that address the cultural, ethical, legal, social, economic and political requirements of diverse populations and stakeholders and impact the educator role
- Use multiple strategies to assess and evaluate learning in various settings
- Develop knowledge and skills to prepare for the National League for Nurses Certified Nurse Educator (CNE) examination

## Required Courses

### NUR 650 Designing a Student Learning Environment

3 credits

Designing a Student Learning Environment focuses on the creation of teaching-learning environments and the integration of the role of faculty/educator, the uniqueness of the student learner, the setting and context within which the learning occurs, the teaching-learning strategies used to promote nursing education, and the evaluation of the effectiveness of this process.

### NUR 655 Curriculum and Program Planning

3 credits

Curriculum and Program Planning focuses on curriculum and syllabus/program development, including theoretical frameworks and design, philosophical foundations, and selection of learning experiences to achieve outcomes.

### NUR 660 Evaluation and Assessment In Nursing Education

3 credits

Evaluation and Assessment in Nursing Education is designed to introduce the student to the evaluation process including test construction, clinical performance assessment, program evaluation, and strategies for evaluating learning outcomes.

## Elective Courses (choose one)

### NUR 665 Theories and Methods of Teaching with Technologies

3 credits

Theories and Methods of Teaching with Technologies provides an opportunity to acquire knowledge and develop skills for using technologies to support the teaching-learning process including using media, multimedia, and technology-rich and online learning environments.

### NUR 690 Leadership in Nursing Education

3 credits

Leadership in Nursing Education is designed to provide students the opportunity to apply knowledge and competencies acquired during the program of study to actual educational situations and to incorporate formal leadership roles into their academic career trajectory.

#### Prospective students must have an RN license and

- A baccalaureate degree in nursing and a Master's degree in nursing or a related field or
- A baccalaureate degree with a non-nursing major and a Master's degree in nursing



# Learning Resources



As you pursue an Excelsior College degree, you will have at your disposal a wide variety of learning resources from the College and perhaps in your own community. Working toward a degree at a distance can be an exciting, rewarding experience. Excelsior College students who are most successful create their own learning communities using many different resources to meet their individual needs. These learning and assessment services are designed to assist the self-directed learner in preparing for demonstration of acquired college-level proficiency.

## The Excelsior College Virtual Library (ECVL)

The Excelsior College Virtual Library (ECVL) is an online library designed for distance learners. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the ECVL provides access to a broad array of resources such as journal articles, books, Web sites, databases, and reference services. These resources can help you prepare for Excelsior College courses and examinations, and you can use them to enhance your research activities as well. The ECVL can only be accessed by enrolled students at [www.excelsior.edu/library](http://www.excelsior.edu/library); login is required.

## Academic Advising

Excelsior College academic advisors and advising teams are available to assist you in interpreting degree requirements, selecting appropriate credit sources, and building your learning communities. They can also recommend a wide range of resources to support your studies.

## Excelsior College Bookstore

The Excelsior College Bookstore offers recommended textbooks, educationally priced software, and other resources to help you prepare for Excelsior College® Examinations and courses, and other exams and coursework you may undertake as you work toward your Excelsior College degree.

You can also order complete packages of guided learning materials through the bookstore. Items within the packages can also be ordered separately.

Excelsior College has partnered with MBS Direct to provide online bookstore services to our students and examinees. Services include online ordering, a wide selection of new and used books—including over 7,000 titles in eBook format, competitive pricing, a customer loyalty program, an online buyback program, and U.S.-based customer service available 7 days a week by phone and email (Eastern time).

Phone: 800-325-3252

Fax: 800-325-4147

Email: [vb@mbsbooks.com](mailto:vb@mbsbooks.com)

Monday–Thursday: 7:00 am to 9:00 pm

Friday: 7 am to 6 pm

Saturday: 8:00 am to 5:00 pm

Sunday: Noon to 4 pm

Order online, anytime:

<https://www.excelsior.edu/bookstore>

Write:

Excelsior College Bookstore  
c/o MBS Direct  
2711 W. Ash St.  
Columbia, MO 65203

## Excelsior College Workshops

Periodically, at sites around the country, Excelsior College staff members offer workshops to help students identify their learning styles and make the best use of resources suited to those learning styles. They also help students improve their overall study and test-taking skills and prepare for particular assessments such as the nursing theory and performance examinations.

## Course Search

Excelsior College offers a course search feature that allows enrolled students to search for specific courses to complete their degree requirements. This feature is linked to a student's academic evaluation summary and will result in courses already reviewed and classified by academic advisors to meet remaining degree requirements. Students will be able to choose from Excelsior College® Examinations (ECEs), Excelsior College courses, and courses from preferred provider institutions. Students will find accurate, up-to-date information through course search. This inclusive process allows students to find courses that meet their degree requirements, request course approval, and register—all online and in one place at [www.excelsior.edu/coursesearch](http://www.excelsior.edu/coursesearch) (login required).

## Online Tutoring Services

Enrolled Excelsior College students taking courses or examinations are eligible for online tutoring services available through SMARTHINKING™. After you register for this service, you will have access to and can interact in real time with tutors who have been trained to provide assistance in a variety of subjects.

Tutoring is available up to 24/7. For a complete description of subjects offered and times when service is available, visit [www.excelsior.edu/myec](http://www.excelsior.edu/myec), login, and click on the MY Access® and Smarthinking link in the MyEC Resources and Services box.

## My Access!® Online Guided Writing Tool

Studies have shown that the more guided writing you do, the better your writing becomes. MY Access! can truly enable you to be your own writing teacher! In addition to providing writing assignment topic prompts and writing feedback in five categories (focus and meaning, content and development, organization, lan-

guage use and style, and mechanics and conventions), MY Access! gives students a complete suite of writer's tools including revision checklists, a thesaurus, and a writer's journal.

MY Access! uses an artificial intelligence scoring engine—called IntelliMetric™—that mimics the way human raters would analyze a piece of writing.

For more introductory information about MY Access!, visit [www.excelsior.edu/myaccess](http://www.excelsior.edu/myaccess) (login required).

## The Excelsior College Web Site

The Excelsior College Web site at [www.excelsior.edu](http://www.excelsior.edu) offers interactive online services such as examination registration and personalized student record/status information retrieval as well as instant access to a wealth of information about degree programs, new College offerings, current fees, financial aid, and more. The site also contains downloadable forms and publications as well as an email directory you can use to locate and contact your advising team online. Keep informed and in touch by visiting often.

## The Electronic Peer Network (EPN)

The Electronic Peer Network is a Web-based environment that enables enrolled Excelsior College undergraduate students (and alumni) to interact academically and socially online. Members of the EPN can locate study partners, participate in real-time chat groups, join online study groups, buy and sell used textbooks, share Internet resources, and search databases of distance courses. Enrolled students have automatic access to the EPN from their MyEC page.

## Career Services

Earning an Excelsior College degree builds a strong foundation for meeting your career goals. Learning more about your career potential can enrich your educational experience and lay the groundwork for all of your future career decisions. Important considerations for your career development include identifying your career aspirations through self-assessment, researching future employment possibilities with career exploration, discovering the best methods of conducting a job search, and/or determining if graduate studies will enhance your career path.

Increase your career awareness, access helpful resources, and view the general and degree-specific career resource information at [www.excelsior.edu/career](http://www.excelsior.edu/career) (login required).

### Excelsior College® Examinations (ECE)

Through Excelsior College Examinations®, you can earn credit toward a degree at Excelsior College and hundreds of other colleges and universities throughout the United States, Canada, and the U.S. Territories. Credit from Excelsior College exams can also be used for job advancement or for meeting certain licensure requirements. The examinations cover college-level subjects in the arts and sciences, business, education, health sciences, and nursing.

Examination content guides are available at no charge from Excelsior College. Each content guide describes examination content and includes sample questions and recommended texts. The College also offers a variety of study support services to enrolled students preparing for ECEs, including online study support through listservs and our Electronic Peer Network (EPN).

Many ECEs carry upper-level credit. All undergraduate examinations are three hours in length. With the exception of specific circumstances, such as reasonable accommodations, ECEs are administered via computer in cooperation with Pearson Testing Centers throughout the United States, Canada, and the U.S. Territories. For further details regarding computer-delivered testing, please refer to our publication titled *Excelsior College® Examinations Registration Guide*.

ECEs are also administered internationally at approved Pearson test centers. For the U.S. military, ECEs are available worldwide through the Defense Activity for Non-Traditional Education Support (DANTES) program. For additional information, contact the DANTES office within Test Administration at 888-647-2388, ext. 162.

### Study Materials and Guided Learning Packages

To help you prepare for an ECE, read the free **Excelsior College Examination Content Guide** for that exam to find out what study materials may be available through the Excelsior College Bookstore, and then order those that seem appropriate to your learning needs. The ex-

amination development committee has carefully chosen study materials recommended in each content guide because they address exam content and provide appropriate learning experiences for independent learners.

**Guided learning packages** are integrated packages of study guides, textbooks, and other resources recommended by Excelsior College distance learning specialists and faculty. These packages are designed to help you structure your independent study, achieve learning outcomes, and prepare for the examination. Each guided learning package shows you how the exam content is organized, suggests learning strategies, and guides you through the study materials. If you do choose a guided learning package, you should plan on using all materials in the package to gain the greatest possible benefit from this learning resource. Guided learning packages are available for select examinations only.

Study materials and guided learning packages may be purchased through the Excelsior College Bookstore. Individual examination content guides are free and may be downloaded from the College's Web site or requested by phone.

### Excelsior College Practice Exams

Students studying for the Abnormal Psychology, Anatomy & Physiology, Ethics: Theory & Practice, Foundations of Gerontology, Human Resource Management, Life Span Developmental Psychology, Literacy Instruction in the Elementary School, Management in Nursing, Microbiology, Organizational Behavior, or World Population examinations can take online practice exams. These practice exams offer the chance to sample the types of questions that appear on the actual ECE you will take for credit. Take these tests online—at home—and receive valuable feedback that can help you to further prepare. For more information, see the *Excelsior College Examinations Registration Guide*.

All practice exams are available only to students who have registered for the corresponding credit-bearing exam. For all but the first two exams in the associate degree in nursing series, you must be enrolled in the Excelsior College School of Nursing.

Visit [www.excelsior.edu/exams](http://www.excelsior.edu/exams) for future practice exam offerings.

## Portfolio-Based Assessment

Portfolio-based assessment is the method used by students to satisfy Excelsior College undergraduate degree requirements that cannot be met by existing standardized examinations or other methods of evaluation.

Students must petition for a minimum of six (6) credits. There are no restrictions on the maximum number of credits a student can petition for through portfolio assessment. Go to [www.excelsior.edu/portfolio](http://www.excelsior.edu/portfolio) for more information.

## Other Examination Programs

*A Student Guide to Credit by Examination at Excelsior College: The Assessment Catalog*, lists all of our available examinations, as well as those offered by other testing programs. This Excelsior College publication also explains how particular examinations can be used to fulfill Excelsior College degree requirements. It is available anytime at our Web site in pdf format or by request as a printed document. This publication also states policies on passing scores and includes a conversion chart that shows the letter grade for each scaled score. Many Excelsior College students also use the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests, and/or Graduate Record Examinations (GRE) Subject Tests to meet their degree requirements.

In addition, Excelsior College grants credit for all examinations recommended by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning. These are listed in the ACE *Guide to Educational Credit by Examination*.

## Excelsior College Credit Bank

Many individuals do not need or wish to enroll in a particular program of study but do need to consolidate their academic records for employment, promotion, or educational purposes. The Excelsior College Credit Bank provides a means for non-enrolled students to certify accumulated college-level credit without enrolling in an Excelsior College degree program.

Credit earned from proficiency examinations (such as Excelsior College® Examinations, formerly known as Regents College Examinations), regionally accredited campus-based and correspondence courses, accredited military training, business/industry/government/police

training that has been evaluated for college credit by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning or the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI), or other accredited sources may be reported to Excelsior College for consolidation on a single Excelsior College transcript. You may have duplicative credits and college-level credits from courses such as physical education listed on your Credit Bank transcript, but such credits will not apply toward an Excelsior College degree if you decide to enroll. Your transcript will note clearly that you are enrolled in Credit Bank. The reverse side of the transcript will include, in addition to other information, a description of Credit Bank as a transcribing service and the notation that not all courses and credit listed on the Credit Bank transcript apply toward Excelsior College degree programs.

# Community Resources

No matter where you live, many learning resources are available to assist and support you in completing your degree requirements. In addition, the Internet provides local access to an almost limitless quantity of up-to-date and in-depth information from around the world that you can use to enhance your studies.

## Local Colleges and Universities

You will have access to the libraries and instructional resources of local colleges where you take classes. In many cases you can use these resources, particularly at public colleges and universities, even if you are not taking courses there.

## Public Libraries

Public libraries provide a wealth of information that is helpful to students. Many also have librarians available to meet the needs of self-directed learners. They can assist you in identifying and acquiring study materials, either within their own collections or through interlibrary loan. Excelsior College is a member of the Capital District Library Council (CDLC).

If you live in one of the ten counties covered by the CDLC ([www.cdlic.org](http://www.cdlic.org)), you can obtain a DAP card that will enable you to borrow books and materials from CDLC members. For more information, contact [learn@excelsior.edu](mailto:learn@excelsior.edu).



# Financial Aid



Several options are available to assist independent learners with the cost of earning an Excelsior College degree. Our Financial Aid Office is ready to answer your questions about financial aid opportunities and to provide additional information on all of the programs described below, most of which are available to both our undergraduate and graduate students. For detailed instructions, applications, and other personalized assistance, please feel free to contact our Financial Aid Office at any time. Visit our Web site at [www.excelsior.edu/financialaid](http://www.excelsior.edu/financialaid) or call toll free 888-647-2388, ext 143.

## Sources of Financial Aid

### Federal Programs

Excelsior College administers the following federal student financial aid programs. To apply for federal financial aid, you will need to complete a FAFSA form available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Excelsior College's Federal School Code number is 014251. *(Please note: Examination-based programs—the AAS in nursing and AS in nursing—are not eligible for federal student financial aid.)*

All students should complete the FAFSA before applying for scholarships offered through Excelsior College.

- Pell Grants
- Stafford Loans
- PLUS Loans
- Graduate PLUS Loans

### Scholarships Offered Through Excelsior College

- Alumni Association Scholarships
- AXA Foundation Scholarships
- Fred L. Emerson Foundation Scholarships
- Excelsior College Endowment Fund Scholarships
- Ever Upward Scholarship
- David W. Miller Scholarships
- Ewald B. Nyquist Scholarships
- Michael John O'Donnell Scholarship
- President's Scholarships
- Reeves-Ellington Scholarships
- Vivian Runyon Memorial Scholarship
- Roy L. Simpson Nursing Informatics Scholarships
- Master Sergeant David K. Thuma Memorial Scholarships
- Julia O. Wells Memorial Education Foundation Scholarships

### Private Loan Programs

- Sallie Mae Signature Loan®
- Wells Fargo Education Connection® Loan

### New York State Programs

- Aid for Part-Time Study (APTS)
- Aid for Part-Time TAP
- Tuition Assistance Program (TAP)
- Vietnam Veterans Tuition Awards (VVTA)
- Persian Gulf Veterans Tuition Awards (PGVTA)

### Other Sources

- Private Scholarships
- Employer and Union Tuition Assistance
- Vocational Rehabilitation and VESID
- Department of Labor Programs

### Department of Veterans Affairs—Benefits and Programs

- Montgomery G.I. Bill-Active Duty (Chapter 30)
- Montgomery G.I. Bill-Selected Reserve (Chapter 1606)
- Reserve Educational Assistance (REAP) (Chapter 1607)
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Restored Entitlement Program for Survivors (REPS)
- Vocational Rehabilitation (Chapter 31)
- Military Tuition Assistance

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# New York State Education Department Inventory of Registered Programs

## Higher Education General Information Survey Code for Classifying Academic Subject Areas.

Program Title	HEGIS	Award
<b>School of Business and Technology, Business Programs</b>		
Entrepreneurship	5004	Certificate
Administrative/Management Studies	5004	AAS
Business	5001	AS
General Business	0501	BS
Accounting (General)	0502	BS
Accounting (NYS CPA Track)	0502	BS
Finance	0504	BS
Global Business	0513	BS
Management of Human Resources	0515	BS
Management Information Systems	0507	BS
Marketing	0509	BS
Operations Management	0506	BS
Risk Management and Insurance	0512	BS
Hospitality Management	0508	BS
Business	0506	MBA
<b>School of Health Sciences Programs</b>		
End of Life Care	1299	Certificate
Health Care Informatics	1203.12	Certificate
Health Care Management	1203.12	Certificate
Health Sciences	1201	BS
<b>School of Liberal Arts Programs</b>		
Homeland Security	5505	Certificate
Liberal Arts	5649	AA, AS
Liberal Studies	4901	BA, BS, MA
Area Studies	0399	BA, BS
Biology	0401	BA, BS
Chemistry	1905	BA, BS
Communication	0601	BA, BS
Criminal Justice	2105	BS
Economics	2204	BA, BS
Geography	2206	BA, BS
Geology	1904	BA, BS

Program Title	HEGIS	Award
<b>School of Liberal Arts Programs (continued)</b>		
History	2205	BA, BS
Literature in English	1502	BA, BS
Mathematics	1701	BA, BS
Music	1005	BA, BS
Philosophy	1509	BA, BS
Physics	1902	BA, BS
Political Science	2207	BA, BS
Psychology	2001	BA, BS
Sociology	2208	BA, BS
World Language and Literature	1199	BA, BS
<b>School of Nursing Programs</b>		
Nursing	5208	AAS, AS
Nursing	1203.10	BS, RN-MS, MS
<b>School of Business and Technology, Technology Programs</b>		
Aviation Studies	5302	AAS, AOS
Technical Studies	5315	AAS
Computer Software	5103	AS
Electronics Technology	5103	AS
Nuclear Technology	5316	AS
Technology	5305	AS
Technology	0925	BS
Computer Information Systems	0702	BS
Computer Technology	0701	BS
Electronics Engineering Technology	0925	BS
Information Technology	0702	BS
Nuclear Engineering Technology	0925	BS

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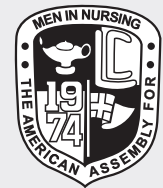


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