



**Associate to Bachelor's  
Degree Nursing Option 1.0  
Student Policy and  
Information Manual – Fall 2017**

**School**  
**OF**  
**Health Professions**  
THE COMMUNITY COLLEGE OF BALTIMORE COUNTY

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Dear ATB Student,

Welcome to the Associate to Bachelor's (ATB) Degree Nursing Option. This innovative program is a cooperative venture of the nursing programs of the Community College of Baltimore County and \_\_\_\_\_ University. It is designed for qualified individuals who wish to obtain an associate degree in nursing, a registered nursing (RN) license, and a baccalaureate degree in nursing. This dual admission nursing degree option is planned to be completed in approximately three years.

The *Associate to Bachelor's Degree Nursing Option Student Policy and Information Manual* outlines policies that apply to students enrolled in the ATB program. These policies relate primarily to progression in the ATB program and supersede the progression policies contained in the *Associate Degree Nursing Program Student Policy and Information Manual*. Otherwise, ATB students will follow policies contained in the *Associate Degree Nursing Program Student Policy and Information Manual* while enrolled in CCBC nursing courses. This manual also contains important contact information for the support staff associated with the ATB program at CCBC and \_\_\_\_\_ University.

Faculty and staff want you to know that they are here to assist you as you navigate your way through the ATB program. We encourage you to contact us or our program assistants if questions arise. Again, we offer our warmest welcome and we wish you every success as you begin this exciting educational journey.

Sincerely,

*Mary Kay DeMarco PhD, RN, CNE*  
Associate Professor and Essex Campus Director  
The Community College of Baltimore County, Department of Nursing

*Elizabeth Webster, MS, RN*  
Associate Professor and Catonsville Campus Director  
The Community College of Baltimore County, Department of Nursing

*Karen A. Wons, MS, RN, CNE*  
Associate Professor and Coordinator, ATB Nursing Degree Option  
The Community College of Baltimore County, Department of Nursing

*NAME*  
Associate Dean, \_\_\_\_\_ University

*NAME*  
Student Success Coach, ATB Nursing Advisor  
\_\_\_\_\_ University

*NAME*  
ATB Coordinator, \_\_\_\_\_ University

### **Program Location**

The Associate Degree portion of the ATB Degree Nursing Option is offered on the CCBC Catonsville and Essex Campuses. You will attend the campus where you applied and were accepted into the CCBC Nursing Program. The term one \_\_\_\_\_ University's **COURSE NUMBER** Physical Assessment course is a face to face course and will be offered on the UNIVERSITY campus. Subsequent UNIVERSITY courses may be offered in a blended or hybrid online/face to face format or in a fully online format. Refer to Curriculum Schematic, page 8.

### **Advising, School Collaboration, University Submitting Transcripts**

Students who are most successful in the ATB Option are those who use excellent time management and advance planning skills. To facilitate your success, ATB students are required to meet with the CCBC ATB Coordinator and the UNIVERSITY ATB Success Coach at least once each semester. Students are encouraged to contact the ATB advisors whenever they have a question or concern about the ATB program of study. ATB students will be required to read and sign a FERPA release form granting permission for CCBC and UNIVERSITY to share such information as student grades, registration status, and other information needed to administer the ATB Option. Students will be required to submit official transcripts to the partner schools in order to demonstrate they have met all graduation requirements.

### **Health Requirements**

Upon entry to the Associate Degree portion of the ATB Degree Nursing Option, students will be required to submit health forms, proof of immunizations and a background check via CastleBranch® to CCBC. Clinical agencies have strict requirements that all personnel who come into contact with patients provide such documentation. Students should carefully maintain all original health/immunization documents for their own records should a question arise later in the program. While every effort is made by both schools to require the same health requirements for their nursing students, the clinical agencies each school affiliates with may have different requirements. Students will be required to create a new CastleBranch® account at \_\_\_\_\_ University after graduating from CCBC.

**Associate to Bachelor's (ATB) Nursing Degree Option  
Academic Standing and Progression as an Undergraduate**

Associate to Bachelor's (ATB) students are enrolled in \_\_\_\_\_ University and the Community College of Baltimore County simultaneously. Students are expected to achieve and maintain good standing in both programs in order to remain in the ATB program. In order to remain in satisfactory academic standing, ATB nursing students must maintain a minimum cumulative grade point average of 2.50 every semester while in the associate and bachelor's course work phase of the program.

The \_\_\_\_\_ University ATB option requires that student achieve a final grade of 73% or better in all required nursing courses. If a student achieves a grade of less than 73% in a required \_\_\_\_\_ University ATB course, the course must be repeated and a "C" or better must be achieved (refer to Policy on Withdrawal and Dismissal below). A maximum of one ATB nursing course may be repeated once throughout the program. Students who earn a second grade in a University course below 73% will be dismissed from the ATB option.

The Community College of Baltimore County Department of Nursing requires students to achieve a 75 percent exam average and final grade average in all nursing courses to be considered successful. Other course specific grades are considered only after the student has achieved the minimum 75 exam average. Achievement of an exam average and/or final average grade below a 75, or an unsatisfactory evaluation of clinical outcomes constitutes course failure.

**Course Failure, Withdrawal and Progression**

**Failure and Withdrawal**

Students enrolled in the ATB Degree Nursing Option are expected to follow the plan of study as outlined (see p. 8).

A student is **ineligible** to progress in the ATB Option if the student:

- fails or withdraws failing from all three first semester nursing courses: Fundamentals of Nursing Concepts (NURN 153) and Professional Nursing Role (NURN 129) and Physical Assessment (UNIVERSITY Course number)
- fails or withdraws failing from any two CCBC clinical nursing courses with a grade of D or F
- fails to pass the NCLEX-RN Licensure Exam

A student **may be ineligible** to progress in the ATB Option if the student:

- fails or withdraws failing from any first semester nursing course
- fails or withdraws from any CCBC clinical nursing course
- fails or withdraws from any \_\_\_\_\_ University ATB course

A student failing or withdrawing from any CCBC or University nursing course must meet with the ATB advisor at each institution. The decision regarding eligibility to progress is based on an assessment by both the CCBC and \_\_\_\_\_ University ATB Coordinators and includes consideration of prerequisite courses, factors contributing to failure/withdrawal and review of academic progress.

## Progression

It is expected that students will progress according to the established ATB Curriculum Plan (see p. 8). Students who wish to revise the curriculum plan at any point in the program should meet with the \_\_\_\_\_ University ATB Coordinator. The course sequence is designed such that students who are successful in course work will be able to complete the option within three calendar years. Students who fall out of sequence will not be able to complete the ATB option in three years. Every effort will be made to assist students to be successful in the ATB option.

Re-enrollment in a course is dependent upon several variables including, but not limited to space availability, cumulative GPA, clinical competency, and adherence to department policies.

A student who fails or withdraws failing from any clinical course must meet with the ATB Coordinator at CCBC and the CCBC Campus Director. The student must initiate the meeting. The student must also immediately notify the ATB Program Advisor at \_\_\_\_\_ University of any nursing course withdrawals or failures.

ATB students who fail or withdraw failing from a CCBC clinical course *may* be eligible to continue in ATB. This decision will be based on university course progression criteria. A student who fails a CCBC clinical course must notify both the CCBC ATB Coordinator and the UNIVERSITY ATB Program Advisor promptly to determine eligibility for continuation in ATB.

Students who are ineligible to continue or who have previously stopped out of ATB *may* be eligible to apply to ATB 2.0 provided they have successfully completed their CCBC first semester and NURN 160 courses.

A student who has not successfully passed the NCLEX-RN Licensure Exam by the end of the designated term is not eligible to progress to the next term. The student must meet with the Advisor of the Associate to Bachelor's (ATB) Option at \_\_\_\_\_ University. The student must initiate the meeting.

Any student who leaves the ATB Degree Nursing Option in good standing must meet with the ATB Coordinator at CCBC to determine progression status and seat availability for all courses. The student must submit a formal letter to both ATB Coordinator at CCBC and the ATB Program Advisor at UNIVERSITY providing reasons for taking leave of absence and a plan for returning to the program.

Students who are unsuccessful in two clinical nursing courses, and who subsequently must leave the CCBC Nursing Program and the CCBC–UNIVERSITY ATB Degree Nursing Option, will not be considered for readmission and/or reapplication to the Community College of Baltimore Associate of Science Nursing Program or the \_\_\_\_\_ University Bachelor of Science Nursing major.

**Financial Aid**

ATB students who wish to apply for financial aid should complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) and name \_\_\_\_\_ University as the receiving institution. All applications for aid are processed at the University campus. Students receiving aid are then responsible to pay their CCBC bill directly. There is no transfer of aid from one institution to another. Students who are unable to progress in the ATB program for any reason are no longer eligible for financial aid through \_\_\_\_\_ University. It is the student's responsibility to notify the Financial Aid Counselor at \_\_\_\_\_ University regarding their change in status with the ATB Degree Nursing Option.

**Contact Information for ATB Support Faculty and Staff**

CCBC Catonsville and Essex Campuses			
Name/Title	Office Location	Phone	Email
Karen Wons, ATB Program Coordinator	Essex ADMN 100	443-847-2820	<a href="mailto:kwons@ccbcmd.edu">kwons@ccbcmd.edu</a>
LaKeisha Walker, ATB Program Admin Universityport Assistant II	Essex ADMN 300	443-840-1360	<a href="mailto:lwalker5@ccbcmd.edu">lwalker5@ccbcmd.edu</a>
Elizabeth Webster, CCBC Catonsville Campus Director	Catonsville HTEC 217	443-840-4447	<a href="mailto:ewebster@ccbcmd.edu">ewebster@ccbcmd.edu</a>
Mary Kay Demarco, CCBC Essex Campus Director	Essex ADMN 300D	443-840-1927	<a href="mailto:mdemarco@ccbcmd.edu">mdemarco@ccbcmd.edu</a>
Lois Simmons, Director, Selective Admissions for SHP	Essex ADMN 100	443-840-1406	<a href="mailto:lsimmons@ccbcmd.edu">lsimmons@ccbcmd.edu</a>
Ginny Zawodny, Director, Financial Aid CCBC	Catonsville SSRV 139	443-840-4707	<a href="mailto:vzawodny@ccbcmd.edu">vzawodny@ccbcmd.edu</a>
Carrie Wilson CCBC Nursing Program Admin Universityport Assistant II	Essex ADMN 300	443-840-1433	<a href="mailto:cwilson5@ccbcmd.edu">cwilson5@ccbcmd.edu</a>
Diane Darchicourt CCBC Nursing Program Admin Universityport Assistant II	Catonsville HTEC 230	443-840-4570	<a href="mailto:ddarchicourt@ccbcmd.edu">ddarchicourt@ccbcmd.edu</a>
_____ University			

Community College - \_\_\_\_\_ University ATB 1.0 Nursing Curriculum Plan\*\*  
Fall Start Plan

(Note: Student may wish to take additional CCBC Core courses before beginning nursing sequence.)

INSERT YOUR CURRICULUM PLAN ON THIS PAGE

\*\*Faculty at both CCBC and UNIVERSITY reserve the right to update curriculum plans in response to criteria set forth by accreditation bodies, best practices in nursing education, and the evolving needs of the health care system.



**Acknowledgment of Receipt of the Associate to Bachelor's Degree Nursing Option  
Student Policy and Information Manual 1.0**

I have carefully read and understand the policies in this manual. I understand that I also am obligated to follow other policies set forth by the CCBC Nursing Program and the \_\_\_\_\_ University Nursing Program while participating in courses on each respective campus.

This is to verify that I have received the Associate to Bachelor's (ATB) Degree Nursing Option Student Policy and Information Manual on \_\_\_\_\_(Date) and I understand that this information governs the ATB Degree Nursing Option. I accept responsibility for adhering to these policies throughout the time I am in the ATB Degree Nursing Option.

The policies in this manual should not be construed at a legal contract.

Failure to acknowledge receipt of this manual does not prohibit my responsibility in adhering to its contents.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(CCBC Campus) ATB-UNIVERSITY