

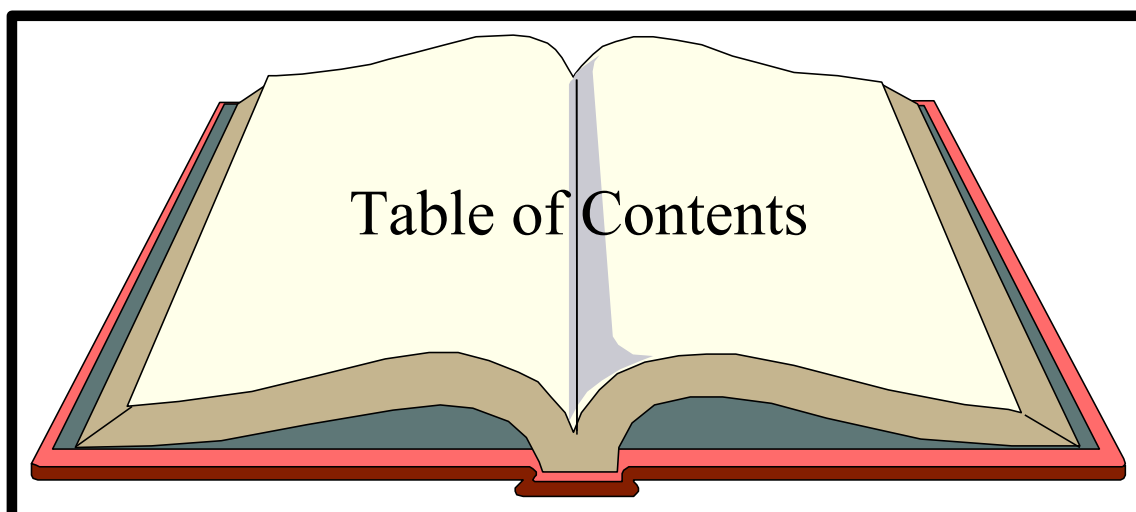
**RN-BSN  
STUDENT HANDBOOK**

**Academic Year  
2011-2012**

**DEPARTMENT  
OF  
NURSING**



**West Chester University  
West Chester, Pennsylvania 19383**



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**Dear RN-BSN Student,**

**Welcome to the RN-BSN Program of the Department of Nursing at West Chester University. We hope that you will find your experience here to be pleasant, challenging and rewarding.**

**This handbook is intended as a Nursing Department Handbook to the current West Chester University Undergraduate Catalog and other university publications. The handbook has been prepared to provide you with a guide to useful information about the department and the RN-BSN Program. You are strongly encouraged to keep this handbook throughout your association with the department, as well as with your personal professional records. You will find it helpful in planning and recording progress in your program and useful at a later date in reconstructing portions of your professional credentials.**

**Please note that the material in this handbook is subject to change as University and/or department policies are revised. Department advisors will attempt to keep you informed about department and undergraduate policies. Ultimately, however, it is still your responsibility to complete all requirements, conform to policies which are in force and meet all deadlines. Consultation with your advisor can help to prevent an untimely delay in your date of graduation or problems with your progression.**

**As a faculty, we look forward to a rewarding association with you and hope that you will take advantage of all that our department and the University have to offer.**

**Sincerely,**

*Cheryl Schlamb*

**Dr. Cheryl Schlamb DNP, CRNP  
Assistant Professor  
RN-BSN Program Coordinator**

## General Information

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**Department Office:** Department of Nursing, HSC Room 222  
Secretary, Linda Morrow (610) 430-4181

## **REQUIREMENTS FOR REGISTERED NURSES COMPLETING THE BSN**

### **INTRODUCTION**

The Department of Nursing is committed to a program which is modified to meet the individualized needs of registered nurses who wish to earn the baccalaureate degree. Policies for admission, individualized progression through the program and for placement in the nursing courses are provided below.

#### **ADMISSION CRITERIA**

##### **The RN student shall:**

1. Be graduating from a state approved school.
2. Be eligible for licensure as a registered nurse during the application process.
3. Must be licensed by the beginning of NSG/NSL 311.
4. RN-BSN applicants for consideration must have a minimum cumulative grade point average of 2.75.
5. Complete the WCU on-line application for undergraduate admission.
6. Number of students admitted are based on volume of applicants and nursing seat availability.

#### **ADMISSION PROCEDURE FOR RN TO BSN PROGRAM**

1. RN applies to the office of Undergraduate Admissions and receives "provisional acceptance" if/when criteria are met.
2. RN meets with the RN-BSN Coordinator in the Department of Nursing for purposes of an interview for the program:
  - a. preliminary *unofficial review of transcripts and review of course requirements*
  - b. identifying the projected academic semester of planned enrollment in the nursing courses
3. The RN and the RN-BSN Coordinator sign the "agreement" between the RN applicant and the Department of Nursing.
4. A copy of the signed "agreement" is forwarded to the Admissions Office which then provides a final acceptance to the applicant as a nursing major at WCU.
5. All RN-BSN students are required to be licensed. Nursing students must provide a copy of their current nursing license either on Admission to the program or by the start of NSG/NSL 311.
6. WCU's Department of Nursing is unable to accept students who have achieved their Associate's Degree in Nursing from a correspondence school.

## **TRANSFER CREDITS**

**Evaluation of transfer credits is done by the Transfer Credit Analyst in the Registrar's Office. According to WCU University policy, thirty (30) credits must be taken at West Chester University to achieve a degree at WCU.**

The Curriculum Committee of the Nursing Department unanimously approved the PHENSA Articulation Model for registered nursing students in spring, 1997. This model allows for transfer of nursing credits if the student has graduated from an NLN accredited program in the last 10 years or has practiced nursing 1000 hours within the last 3 years.

## **ADVISEMENT**

RN students are assigned to an RN-BSN advisor in the Nursing Department. The RN student is required to maintain regular contact with the advisor in order to progress through the program in the appropriate sequence. An advisement record sheet will be utilized to facilitate the educational progress of the student.

Course registration materials/information can be obtained from the Nursing Department.

Pre-registration counseling with the faculty advisor is required in order to “gain access” for scheduling.

## **UNIVERSITY REQUIREMENTS**

To attend classes at WCU, all incoming adult commuter students must provide their immunization records to WCU Student Health Center. The Department of Nursing *has waived* the physical requirement for the RN-BSN student who does not do traditional clinical experiences.

## **DRESS CODE**

The faculty believe that the appearance of a nurse is important. RN-BSN students are expected to comply with individual institution policies regarding dress code. If not specified by institution, students should wear appropriate “dress casual”.

## **OVERVIEW OF PROGRAM**

The RN-BSN Program was created with the working professional in mind. It is geared to the busy life styles of today's health care professionals, with courses intended to stimulate the mind and advance your career.

The *length* of the program *varies* for each student. It is very *individualized* and up to you whether you do it quickly or gradually. The number of courses required to complete the degree depends on the number and type of credits/courses you transfer. Except for the two nursing courses (which you take as a cohort) and one specific prerequisite (Statistics) for the second nursing course NSG/NSL 412, the courses may be taken in whatever order you chose. The first nursing class, NSG/NSL 311, is followed sequentially in your second semester on the same night by NSG/NSL 412. In addition, new on-line courses nursing course options limit your time in the classroom.

Because everyone comes to the program with a different number and variety of credits from various institutions, the courses the students are required to take at WCU will vary for each student.

The commonalities are that ***everyone must have 120 credits to graduate and 30 credits must be from WCU.*** Of those thirty credits, twenty-one (21) of those are from **four nursing courses** NSG and NSL taken over two semesters. Beyond that, included in the 120 credits are **certain General Education requirements** the student must take to meet the university requirements and specific cognate courses, required by the department. Those courses may be either transferred into the university (if taken previously) or taken at WCU. **Courses that must be taken at WCU are the Interdisciplinary "I" and Diversity "J" courses which do not traditionally transfer into WCU.**

All other appropriate credits from other accredited institutions will transfer. Currently, WCU does not charge for transfer of credits or have a limit on the age of transferred courses. ***WCU Department of Nursing has Articulation Agreements with Delaware County Community College and Montgomery County Community College, which facilitate the transfer of credits from those institutions and admission into the program.***

WCUs RN-BSN Program utilizes **Web and Web-Enhanced courses**, which feature a mix of on-line assignments which translate to abbreviated time in the classroom. The Nursing theory courses NSG 311(5 credits) & 412 (6 credits) are taken over two semesters. Nursing clinical courses NSL 311 & 412 (5 credits each), are focused clinical assignments, generated from classroom content, and completed by the student(s) on their own time throughout the semester.

## NURSING COURSE DESCRIPTIONS

**NSG 311** is a five credit class which meets either one five hour night/week or via **D2L**. This class time is based on adult learning principles. The professor utilizes a Web-enhanced format (**D2L**), therefore in class time may vary.

The focus of the NSG 311 course is *Community Health /Public Health Nursing, wellness, health teaching, and promotion*. NSG 311 follows the unit topics of WCUs traditional BSN program, adapted for the professional from diverse generic programs and clinical backgrounds.

**NSL 311** is a five credit course “focused clinical assignment”, **which must be taken concurrently with NSG 311** and is reflective of NSG 311 content. It is completed independently in small groups throughout the semester on the students’ own time table. The focus of the assignments consists of a preliminary *Initial Survey; an in depth Community Assessment/Data Collection; Health Needs Analysis; Health Teaching( in the form of a health teaching term paper, and a Poster Presentation highlighting the students’ Community of Interest*.

**NSG 412** is a six credit course, which follows the same format of NSG 311 (see above). The focus of this course is: *Leadership/Management; Research; Ethical-Legal issues; Professional Roles and Career Issues*.

**NSL 412** is also a five credit “focused clinical assignment”, **which also must be taken concurrently with NSG 412** and is reflective of NSG 412 content. The student works independently throughout the semester to complete these assignments, which are geared to the RN’s professional advancement. Some examples of these assignments are: *Interview with Nurse leader/manager and Risk manager and member of IRB or Ethics Committee; Attendance at Nursing or Ethics Committee meeting; Review of budget process; Resume; Research Utilization and EBP paper, Professional Issues and Relections, and Professional Career Opportunities*.

**Progression:** Please note that the RN-BSN student must complete each nursing course **NSG & NSL 311 & 412 with a C (73 or greater) to progress in the RN-BSN Program**. If a grade of a C- or lower (72 or lower) is achieved in any of the nursing courses, nursing courses (either 311 or 412) must be repeated concurrently (NSG and NSL).

## OTHER COURSES

Prospective students should consult the “RN-BSN 2011 Agreement Form” for a listing of the courses required to complete the BSN. In consulting the Advisement/Agreement Form, please solicit input from nursing faculty before taking additional *science courses* as some of the content may be integrated in your basic program.

On admission to WCU, you will meet with the RN-BSN program coordinator to review these courses and determine what you need to take in light of your anticipated transfer credits. This is considered an “unofficial review” until official transfer credits are posted by the Registrar.

At any time, you may consult the **Course Equivalencies** on the WCU Registrar’s Web site to determine how a course from another institution will transfer in to WCU.

***Pre-requisite courses that you need prior to the nursing courses***, and which most students already have **are:** WRT 120 & 200 (basic writing or composition courses); PSY 100 (Intro to Psych); SOC 200 (Intro to Sociology or other Sociology courses) and PSY 210 or HEA 206 (Developmental Psych). The latter may be content that is integrated in some basic programs.

**Please note that the *MAT 121(Statistics)* is a pre-requisite for NSG/NSL 412, the final nursing course, so this must be taken and successfully completed (grade of 70 or better) prior to starting NSG/NSL 412.**

### **Other courses that you will need include:**

**SPK 208 or 230.** This is a general education requirement for graduation. SPK 208 is Public Speaking and SPK 230 is Business/Professional Speech. This course may also be transferred in, if it is an equivalent course.

**Interdisciplinary course** is also referred to as an ‘**I**’ **course** and can be taken at any point in your academic career at WCU. There are many interesting selections in this category and you will find one that interests you and fits your schedule. There are at least two ‘I’ courses, which are offered during the summer in week long workshop formats, which mesh nicely with RN-BSN students’ schedules.

**Diverse Communities/Diversity** also referred to as a ‘**J**’ **course**. Again, there is a wide variety of these courses available. Some ‘J’ courses are available during the summer in a week long workshop format.

You may '*double dip*' a *Diversity course* with a *Humanity* or an *ART* (see some examples below). These courses are very limited in number and convenience of scheduling.

### **Humanities:**

You need to have two courses/ six credits from two of these three categories: Literature, History or Philosophy.

CLEP tests are available for History and Literature courses.

**CLEP tests are posted as *Transfer credits and therefore aren't included in the 30 credits from WCU!!!***

**REMEMBER:** You may '*double dip*' a Diversity course and a Humanity.

Some examples of this are:

CLS 165, 203, 258, 259, & 260

HIS 130, 351, 362, & 424

LIT 303

PHI 180, 373, & 390

### **Art:**

This is a very general area to select from. You may choose one course/three credits from: Art, Music, Dance, Theater, Photography or Film. This is a course that readily transfers from another institution, since the area is so broad.

**REMEMBER:** You may '*double dip*' a Diversity course and an ART course, although these are very limited in number and variety.

Some examples of this are:

MHL 125

THA 250

### **Electives**

The number of electives (both nursing and general) you will need to take will depend on the number and distribution of transfer credits. Remember you must achieve a minimum of 120 credits to achieve a BSN plus meet all the WCUs General Education requirements.

Agreement 2011

**WEST CHESTER UNIVERSITY**  
**Department of Nursing**  
**RN/BSN STUDENT AGREEMENT FORM**

Work Phone # \_\_\_\_\_  
 Cell Phone # \_\_\_\_\_  
 Home Phone # \_\_\_\_\_

NAME \_\_\_\_\_ Maiden \_\_\_\_\_

ADDRESS \_\_\_\_\_

2nd Degree \_\_\_\_\_ RN Student \_\_\_\_\_

**I. Academic Foundation (18 s.h.)**

- Requirements**
- \* WRT 120 (3) \_\_\_\_\_
  - \* WRT 200, 204, 205, 206, 208 or 220 (3) \_\_\_\_\_
  - \*\* MAT 121 (3) \_\_\_\_\_
  - \* SPK 208, 230 (3) \_\_\_\_\_

**Interdisciplinary Course (3)** \_\_\_\_\_

**Diversity Course (3)** \_\_\_\_\_

**II. Distributive Requirements**

**A. Humanities (6 s.h.)**

*Recommended courses:  
 take two of the following*

- LITERATURE (3) \_\_\_\_\_
- HISTORY (3) \_\_\_\_\_
- PHILOSOPHY (3) \_\_\_\_\_

**B. The Arts (3 s.h.)**

One course in Art, Cinematography, Dance Music, Photography, or Theater

\_\_\_\_\_ (3)

**III. Behavioral & Social Science (9 s.h.)**

- \* PSY 100 (3) \_\_\_\_\_
- \* PSY 210 (3) \_\_\_\_\_
- OR HEA 206 (3) \_\_\_\_\_
- \* SOC 200 (3) \_\_\_\_\_

- \* Prerequisite to NSG & NSL 311
- \*\* Prerequisite to NSG & NSL 412

**IV. Physical Sciences and Nutrition**

- \* CHEM (3 – 8 cr.) \_\_\_\_\_  
*based on transcript review*
- \* NTD 303 (3) \_\_\_\_\_
- \* BIO 259 (4) \_\_\_\_\_
- \* BIO 269 (4) \_\_\_\_\_
- \* BIO 204 (4) \_\_\_\_\_

**Science General Ed (6 cr.) (Passport)**

CSC, BIO, CHE, ESS, or PHY

**V. Nursing (47 s.h.)**

- \* NSG 212 (4) \_\_\_\_\_ T
- \* NSL 212 (2) \_\_\_\_\_ T
- NSG 311 (5) \_\_\_\_\_
- NSL 311 (5) \_\_\_\_\_
- NSG 312 (6) \_\_\_\_\_ T
- NSL 312 (5) \_\_\_\_\_ T
- NSG 411 (6) \_\_\_\_\_ T
- \*\* NSL 411 (5) \_\_\_\_\_ T
- \*\* NSG 412 (6) \_\_\_\_\_
- NSL 412 (5) \_\_\_\_\_

**VI. Nursing Electives (6 s.h.)**

- \_\_\_\_\_ (3) \_\_\_\_\_
- \_\_\_\_\_ (3) \_\_\_\_\_

**VII. Free Electives (9 s.h.)**

- \_\_\_\_\_ (3) \_\_\_\_\_
- \_\_\_\_\_ (3) \_\_\_\_\_
- \_\_\_\_\_ (3) \_\_\_\_\_

W = All students with less than 40 transfer credits need 3 Writing Emphasis Courses  
 40 - 70 Credits -- 2 Writing Emphasis Courses  
 More than 70 - 1 Writing Emphasis Course  
**All of the required Nursing courses have Writing Emphasis designation.**

Students may take nursing electives with **I (Interdisciplinary)** or **J (Diversity)** designation to meet the requirement for interdisciplinary or diversity course.

**\* All pre-requisites must be completed prior to NSG/NSL 311.**

**\*\* MAT 121 must be completed prior to NSG/NSL 412.**

- ◆ Date of transfer into nursing \_\_\_\_\_
- ◆ Place in the space provided below the academic semester/year of planned enrollment in the 1<sup>st</sup> clinical nursing course \_\_\_\_\_  
 Date \_\_\_\_\_  
 Student: \_\_\_\_\_ Date \_\_\_\_\_  
 RN/BSN Coordinator: \_\_\_\_\_ Date \_\_\_\_\_
- ◆ The Department of Nursing has a commitment ONLY to the semester/year agreed upon.

**Per WCU University policy:**

**For each degree you achieve at WCU, you must earn 30 semester/credit hours.**

**Students must have a minimum of 120 semester hours/credits to graduate.**

**Students who are admitted into WCU's RN-BSN program must schedule a course at WCU for the next sequential Fall or Spring semester at WCU otherwise the student will have to reapply for admission to the program.**

**Students who do not take courses for two (2) consecutive semesters at WCU (Fall or Spring/ Spring or Fall) must reapply to WCU for admission.**

**NOTE THAT THIS IS AN UNOFFICIAL TRANSFER CREDIT EVALUATION, FINAL TRANSFER CREDIT EVALUATION IS COMPLETED BY THE WCU REGISTRAR.**

*Revised Spring 2011*  
**CADS**

Name \_\_\_\_\_

RN/BSN Advisement 2011

**West Chester University**  
**Department of Nursing**  
**ACADEMIC ADVISEMENT SHEET**  
**RN - BSN STUDENT**

<p>I. <b><u>Basic Skills</u></b> (18 s.h.)</p> <p>* WRT 120 (3) _____</p> <p>* WRT 200, (3) _____ 204, 205, 206, 208, 220</p> <p>** MAT 121 (3) _____</p> <p>* SPK 208, 230 (3) _____ Diverse Com (3) _____ Interdisciplinary (3) _____</p> <p>II. <b><u>Science</u></b> (Based on Transcript Review)  <b><i>Required by Nursing:</i></b></p> <p>* ANAT/PHYS (8) _____</p> <p>* CHEM (3-8) _____</p> <p>* MICROBIO (4) _____</p> <p>* NUTRITION (3) _____</p> <p><b><u>Science (Gen. Ed. 6 s.h.) (Passport)</u></b>  <b><i>May be met by above sciences</i></b></p> <p>CSC 110, 115, 141 _____</p> <p>BIO 100 <i>or</i> 110 _____</p> <p>CHE 100, 102, 103-104, _____ 105-106, 107 _____</p> <p>ESS 101 <i>or</i> 111 _____</p> <p>PHY 100, 130-140, 170-180 _____</p> <p>III. <b><u>Behavioral &amp; Social Science</u></b> (9 s.h.)</p> <p>* PSY 100 (3) _____</p> <p>* PSY 210 <i>or</i> HEA 206 (3) _____</p> <p>* SOC 200 (3) _____</p>	<p>IV. <b><u>Humanities</u></b> (6 s.h.)  <b><i>Recommended Courses, 2 different prefixes</i></b>  LIT 165, CLS 165, <i>or</i>  CLS 260 <i>or</i> CLS 261 (3) _____  HIS 101 <i>or</i> 102, 150,  151 <i>or</i> 152 (3) _____  PHI 101 <i>or</i> 180 (3) _____</p> <p>V. <b><u>TheArts</u></b> (3 s.h.)  One course in Art, Cinematography,  Dance, Music, Photography, or Theater  (3) _____</p> <p>VI. <b><u>Nursing</u></b> (47 s.h.)</p> <p>* NSG 212 (4) <u>Transfer</u></p> <p>* NSL 212 (2) <u>Transfer</u></p> <p>NSG 311 (5) _____</p> <p>NSL 311 (5) _____</p> <p>NSG 312 (6) <u>Transfer</u></p> <p>NSL 312 (5) <u>Transfer</u></p> <p>NSG 411 (6) <u>Transfer</u></p> <p>NSL 411 (5) <u>Transfer</u></p> <p>** NSG 412 (6) _____</p> <p>** NSL 412 (5) _____</p> <p>VII. <b><u>Nursing Electives</u></b> (6 s.h.)</p> <p>_____ (3) _____</p> <p>_____ (3) _____</p> <p>VIII. <b><u>Free Electives</u></b> (9 s.h.)</p> <p>_____ (3) _____</p> <p>_____ (3) _____</p> <p>_____ (3) _____</p> <p>* Prerequisite to NSG 311 and NSL 311</p> <p>** Prerequisite to NSG 412 and NSL 412</p>
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W = All students with less than 40 transfer credits need 3 Writing Emphasis Courses; 40 - 70 Credits need 2 and 70 or more transfer credits need one Writing Emphasis Courses.

◆ **A minimum of 30 credits must be completed at WCU for a BSN.**

❖ **A minimum of 120 semester hours/credits is required to graduate WITH A BSN.**

## ADVISING

Each student on admission to the program is assigned an advisor, who remains their advisor throughout their course of study at WCU, not only for the nursing courses. The academic advisor guides the RN-BSN student through the program, attempting to facilitate the process for the adult learner; however, the ***student is ultimately responsible*** for their progress in the program and for graduation clearance. Students will print and review in **myWCU** their “***Transfer Credit Analysis***” and “***Degree Progress Audit***” and bring to advising appointments. It is the student’s responsibility to: keep abreast of program requirements and consult materials about the program’s course of study; verify that transfer credits are posted; determine with advisor’s guidance what courses are needed for graduation; meet each semester with the advisor to plan the sequence of courses; and apply for graduation clearance in a timely manner.

**Scheduling/registering** for classes occurs early in the semester for the next semester. Each semester you will receive an advising letter from your academic advisor. Please read this letter carefully for the specific details/dates about advising and scheduling for that semester. Scheduling is done on line via **myWCU**. You received directions for this process with your acceptance.

All **courses** for the semester are listed on line **myWCU**. **Descriptions** of all courses are in the **WCU Course Catalog and in the course catalog online**.

***Please do not miss your on-line scheduling appointment. This appointment is not your advisor appointment, BUT is your on-line WCU scheduling appointment. That time is when you are released by the WCU computer system to schedule courses on My WCU. If you are not available at that time, you have been granted access to schedule after your appointed date/time. General Education classes fill quickly, so schedule on/or closely to your appointment time otherwise you may not be able to schedule the classes you want.***

***Nursing 311 and 412 are scheduled by the Nursing Department or by your advisor.*** This is due to RN-BSN students unique transfer situation and position in the university, the computer doesn’t always recognize the RN-BSN program of study and hence won’t allow you to schedule the nursing classes. In this case, please contact your advisor, who will schedule the nursing classes for you.

Also, don’t panic, if the computer tells you that you don’t meet the requirements for graduation or for the next course. The computer does not

recognize the unique and different requirements of the RN-BSN Program, hence the notice!!!! Remember, Don't Panic!! Contact your advisor!

Everything is available to you through your WCU webmail (on-line) and university offices *expect you to check there* for important information, particularly, notification regarding *Graduation Clearance*.

The Registrar's Office recommends that you apply for Graduation Clearance one year prior to graduation. Obviously, this is difficult for RN-BSN students. Please begin this process at least the semester prior to your planned graduation.

**myWCU** will walk you through the process. It is critical that you check/use your **WCU e-mail** as this is how the Registrar's Office **will notify you** of the process.

If you are **taking a course off campus**, you must **complete a form** and submit it to the WCU Registrar's Office prior to registering for the course. This form verifies that the course is equivalent to a respective WCU course. You must also request a transcript from that institution to have the course/credits transferred to WCU. This transcript should be sent to the Registrar's Office after the course is completed.

**Course Equivalencies** for most colleges can be found on **myWCU**. Go into current students/registrar/transfer information/ and then course equivalencies.

*Please consult the WCU Catalog (p55) re: Graduation Honors. You must have taken 60 credits at WCU to graduate with HONORS.*

## **FREQUENTLY ASKED QUESTIONS**

### ***Do I have to pass the NCLEX exam before being accepted into the program?***

A: You need to have successfully completed the NCLEX and be licensed before starting the nursing courses.

### ***Can I manage work and this program?***

A: This program was developed with the working professional in mind. Almost all the students work full time and most have families and still manage to do well in the program.

### ***What is the cost?***

A: It is quite a bargain, if you compare with other programs. Please look on [www.wcupa.edu](http://www.wcupa.edu) under Admission/Tuition for a listing of current tuition and fees.

### ***Is the program on-line?***

A: The program is considered a “hybrid-blended & “web-based” since there is a mix of classroom and on line. The instructor utilizes a web format (D2L) so the RN-BSN students spend less time in the classroom.

### ***Can I take courses at another school?***

A: Yes, but you need at least 30 credits from WCU. Appropriate paperwork must be completed and approved by the WCU Registrar’s office prior to taking a course off campus.

### ***Does the program have a clinical component?***

NSL 311 and NSL 412, taken concurrently with NSG 311 and NSG 412, are *focused clinical courses*. This means you have specific clinically focused assignments, coordinated with the classroom content, which are due throughout the semester. You will do these assignments, individually or in small groups, on your own time according to specific guidelines and timelines, given to you and facilitated by the clinical instructor.

### ***Is the program cohort-oriented? ( this means that the program is not a drop-in or drop-out program. You have to ‘stay with the group’.***

A: Only the nursing courses are cohort oriented.

### ***What if I have another degree?***

A: You will need an additional 30 credits, including the 21 nursing credits from WCU to graduate with your BSN. Students with previous Bachelor’s degree will need to complete paperwork to be submitted to the WCU Registrar.

## **APPENDIX**

All forms are available on **WCUs Web site** under ***The Registrar***. Just select ***All Forms*** and select and print the form you need.

Some examples of forms, frequently used by the RN-BSN students are listed below and found in the APPENDIX:

### **FORMS:**

*Petition for Exception to University Policy*

*Request to Mail Grades for Employer Tuition reimbursement*

*Transfer Credit Permission*

### **OTHER:**

*CLEP Fact Sheet*

*Articulation Agreements with DCCC and MCCC*