

THE CATHOLIC
UNIVERSITY
OF AMERICA



Conway School
of Nursing

Accelerated Bachelor of Science in Nursing

Student Handbook Supplement
2026



CSON

Admissions

Curriculum

Grading and
Progression

Probation or
Dismissal

Clinical Readiness

Graduation
Requirements



Conway School of Nursing

THE CATHOLIC UNIVERSITY OF AMERICA



Content Navigation

Conway School of Nursing (CSON)

Admission Requirements

Curriculum

Grading and Progression

Probation or Dismissal

Clinical Readiness

Graduation Requirements



Select this icon at the top of each page at any time to return to this page for further navigation.

Purpose

This handbook is designed to assist students by centralizing important information, policies and guidelines relevant to education at The Catholic University of America(CUA) Conway School of Nursing (CSON). Students are responsible to review the Catholic University Undergraduate Announcements in the 2025 - 2026 CUA catalog and understand the information contained in this document.

The rules and regulations in this book pertain to all undergraduate nursing students. Program plans are subject to change. Please refer to nursing.catholic.edu for the most recent updates.

Students are responsible for complying with all of the rules and regulations of CUA and completing the Conway School of Nursing Undergraduate Nursing Handbook (UGNH).



Conway School of Nursing (CSON)



Marie Nolan, PhD, RN, FAAN

Dean and Ordinary Professor
School: Conway School of Nursing

nolanmt@cua.edu



**Martha Scheckel, Ph.D., RN,
CNE**

*Vice Dean, Associate Professor, Director
Center for Future Faculty*
School: Conway School of Nursing

scheckel@cua.edu

Leadership for the School and Pathway



**Eileen Caulfield, PhD, RN,
NEA-BC**

*Associate Dean Baccalaureate Programs,
Assistant Professor*
School: Conway School of Nursing

caulfield@cua.edu



**Kristina Leyden, PhD, APRN,
FNP-BC, CHSE**

*Assistant Dean, Accelerated Bachelor of
Science in Nursing, Clinical Assistant
Professor*
School: Conway School of Nursing

leydenk@cua.edu



Admission Requirements



Accelerated Bachelor of Science in Nursing

ABSN Admissions Requirements

1. Student must submit an online application.
2. Student must submit official copies of his/her transcript(s). Unofficial copies can be used for admission review.
3. Student must have a bachelor's degree in a non-nursing field from an accredited institution.
4. Student's cumulative GPA must be a 3.0 or higher
5. Student must submit official HESI test score of 80% or higher or submit an official TEAS score of 59 or higher. Unofficial copies can be used for admission review.

Student must have:

- Completed all prerequisite courses with a combined GPA of 3.0 or higher with no grade lower than a C.
- Completed all science prerequisite courses with a 3.0 or higher GPA
- Completed any science prerequisite courses within 5 years of the start of the ABSN program

Conditional Admission

Students who have a bachelor's degree in non-nursing discipline from an accredited institution with a GPA of 3.0 or higher, but have not completed all prerequisites as stipulated in the admission criteria will be conditionally admitted to the Spring 2026 (or future) term on the condition that the student will complete all prerequisites by the term prior to starting the ABSN program.

Students conditionally admitted will work with the prerequisite coordinator to determine which prerequisites and grades are needed to qualify.

- If the student chooses to pursue the prerequisites at CUA, the student will complete a free non-degree application to be admitted to the School of Professional Studies
- If the student chooses to complete the prerequisites at another institution, she/he will communicate this to the prerequisite director.

Moving from Conditional to Full/Provisional Admission

- For students taking the prerequisites at CUA, the program director will notify the Office of Graduate Admission whether the student has successfully completed the coursework and can be admitted to the ABSN.
- Students taking the prerequisites at another institution must submit a copy of their transcript(s) indicating the completion of the prerequisites and the grades. Transcript(s) will be sent to the prerequisite director who will confirm to the Office of Graduate Admission whether a student can now be admitted to the ABSN or not.

Provisional Admission

Any student who qualifies for full admission to the program but has not submitted official copies of all transcripts and HESI or TEAS exams will be admitted provisionally and must submit the official copies before registering for his/her second semester.

Full Admission

Students will be fully admitted if:

- Online Application has been completed and submitted
- Official copies of transcripts have been received by the University
- Official copy of HESI or TEAS exam score has been received, and score exceeds the minimum
- Student has a bachelor's degree in a non-nursing discipline with a cumulative GPA of 3.0 or higher
- Student has:
 - Completed all prerequisite courses with a combined GPA of 3.0 or higher with no grade lower than a C.
 - Completed all science prerequisite courses with a 3.0 or higher GPA
 - Completed any science prerequisite courses within 5 years of the start of the ABSN program



Accelerated Track Curriculum Plan

Course Number	Course Title	Credits
Semester 1		
	Biomedical Ethics	3
NURS 311AC	Accelerated Pharmacology	3
NURS 372AC	Accelerated Pathophysiology	3
NURS 359AC	Accelerated Health Assessment	3
NURS 359LAC	Accelerated Health Assessment Laboratory Experience	1
NURS 310AC	Accelerated Fundamental Applications	3
NURS 310CAC	Accelerated Fundamental Applications Clinical Learning Experience	1
NURS 312AC	Accelerated Dosage and Calculations: Mathematics for Nursing	1
Total Semester 1 credits		18
Semester 2		
NURS 380AC	Accelerated Community Health and Health Promotion	2
NURS 380CAC	Accelerated Community Health and Health Population Clinical Learning Experience	1
NURS 382AC	Accelerated Adults in Health and Illness 1	2.5
NURS 382CAC	Accelerated Adults in Health and Illness 1 Clinical Learning Experience	1
NURS 392AC	Accelerated Adults in Health and Illness 2	2.5
NURS 392CAC	Accelerated Adults in Health and Illness 2 Clinical Learning Experience	1
NURS 424AC	Accelerated Women's Health and Illness	2
NURS 424CAC	Accelerated Women's Health and Illness Clinical Learning Experience	2
NURS 427AC	Accelerated Children and Adolescents in Health and Illness	2
NURS 427CAC	Accelerated Children and Adolescents in Health and Illness Clinical Learning Experience	2
Total Semester 2 credits		18

Course Number	Course Title	Credits
Semester 3		
NURS 475AC	Accelerated Mental Health Nursing	2
NURS 475CAC	Accelerated Mental Health Nursing Clinical Learning Experience	2
NURS 435AC	Accelerated Adults in Health and Illness 3	3
NURS 435CAC	Accelerated Adults in Health and Illness 3 Clinical Learning Experience	2
NURS 460AC	Accelerated Nursing Leadership and Management	2
NURS 400AC	Accelerated Nursing Research/Informatics	3
NURS 490AC	Accelerated Transition to and Strategies for Professional Practice	3
NURS 490CAC	Accelerated Transition into Practice Clinical Learning Experience	3
Total Semester 3 credits		20
Total Program credits		56





Grading and Progression

Accelerated Track Grading and Progression Policies

The nursing program of study outlines the academic map and sequence of nursing courses from introduction to complex.

Nursing students will meet the following progression criteria:

1. Meet the minimum grade of C (73.00) in all nursing courses*.
 1. If a student's final grade is <73% in the didactic course the student must repeat the lecture and clinical learning experience component of the course.
 2. If a student is unsuccessful in meeting the clinical performance standards and passes the lecture the student must repeat clinical.
 3. If a student is unsuccessful in the didactic course and does not pass the clinical component of the course, it will count as two unsuccessful grades.
2. *Pass the Accelerated Dosage and Calculations: Mathematics for Nursing course with 90%.
3. Maintain an overall GPA 3.0
4. Pass the Exit HESI in NURS 490AC with a score of 850 or greater.
 1. Students are permitted to take the Exit HESI a total of three times immediately before graduation.
 2. The higher of the three scores will be the score.
 3. If a student fails to achieve the required passing score on three attempts, the student will be assigned an Incomplete grade.

Graduating students who do not achieve the minimum Exit HESI score will be permitted to walk during graduation if they are 3 credits within graduation credit requirement.

Students who did not achieve the minimum score of 850 with the allotted three attempts, will retake the Exit HESI at their own cost. Upon successful completion of the Exit HESI, the Incomplete grade will be converted to the student's final letter grade.

Students will be awarded their conferred degree the following semester.

If a student is persistently unsuccessful in achieving the required Exit HESI score, the student's grade will convert to an F letter grade in the following semester per the incomplete grade guidelines established by the Office of the Provost and the student must repeat NURS 490AC.

Students who earn a grade of C- or lower in a total of two nursing courses in one semester cannot progress in the CSON.





Probation or Dismissal

Accelerated Track

1. If a student is unsuccessful in one nursing course (C- or <73), the student will be placed on probation.
2. A formal letter outlining the requirements for continuation in the CSON will specify the expectations for success in the next semester.
 1. The student will sign the probationary letter indicating their understanding.
 2. If a student does not meet the conditions for continuation in the CSON during the following semester, the student will not progress in the CSON.
3. A student who earns a grade of C- or below in one nursing course will be placed on academic probation in the CSON. A student on academic probation may be placed on a longer progression degree plan.
4. A student may only repeat a nursing (NURS) course once.
5. Students placed on probation may be required to attend study skills and test-taking skills workshops.

The following are grounds for academic dismissal from the Conway School of Nursing:

1. Inability to attain a grade of C (2.0) or higher in repeating a failed nursing course following the second attempt.
2. A grade of C- or lower in any two nursing courses (prefix NURS).
3. Violation of any University or Conway School of Nursing Behavioral or Student Responsibility Policies may result in dismissal.





Clinical Readiness

Undergraduate/ ABSN Clinical Placements Team

- **Cherise Carpenter MSN, CRNP, ANP-BC**

Director, Undergraduate Clinical Partnerships and Placements

- **Donna Gonella BSN, RN**

Program Manager, Undergraduate Clinical Partnerships and Placements

Clinical Rotations

- Student placements dependent on availability of the hospital/unit
- Each placement is requested in advance
- Clinical start is dependent on clearance from each hospital site

Health Requirements

- Mandatory to receive clearance from the Hospital/clinical site to start clinical rotation.
- Standard healthcare immunizations to protect yourself and the patient (Polio, Hep B, MMR, **Tdap(after age 18), Varicella)
 - Covid vaccine recommended by most sites. (still required at Sibley and Suburban)
- Initial two-step TB skin test OR TB blood test (IGRA)
- Annual Physical exam
- **Background check
- **Urine drug screen (10 panel drug screen)
- Flu
- CPR certification MUST be for Healthcare Professionals (BLS Heartcode) and from American Heart Association only
 - American red cross courses or First aid courses **WILL NOT** be accepted
- Proof of Health Insurance

Appropriate forms for general health clearance are found on the CSON website

Link: <https://nursing.catholic.edu/academics/undergraduate/clinical-procedures/before/index.html>

Example Vaccine Record

Name	Flu (Inactivated)
Placeholder	Dose given on August 31, 2025
Vaccine administration information	
Placeholder	Dose given on August 31, 2025
Vaccine name	FLUCELVAX QUAD 2022-2023SYR
Manufacturer	SEQIRUS, INC.
Lot #	944447
Route	Injection, intramuscular
Site	Right arm
Volume (ml)	0.5

- This record should also contain the name, credentials and signature of the person who administered the vaccine.
- Include the site's address



To complete your CPR certification:

CPR CERTIFICATION

Heartcode® BLS Online

HeartCode® BLS Online is a self-directed, comprehensive eLearning program that uses adaptive learning technology to allow learners to acquire and demonstrate Basic Life Support skills using a personalized learning path that adapts in real time to a learner's performance. The program is designed for healthcare professionals who need Basic Life Support training for their clinical duties. HeartCode® BLS Online consists of a cognitive portion that is completed online.

How Does this Course Work?

Step 1 + Step 2 =

Complete the Online Course Portion + Pass Hands-On Session with Training Center (sold separately) = Course Completion Card - Proof of your CPR & First Aid Training

American Heart Association

HeartCode® BLS Online is a self-directed, comprehensive eLearning program that uses adaptive learning technology to allow learners to acquire and demonstrate Basic Life Support skills using a personalized learning path that adapts in real time to a learner's performance. The program is designed for healthcare professionals who need Basic Life Support training for their clinical duties. Utilizing a variety of eLearning assets such as dramatizations, Cognitive Assessment Activities, illustrations, knowledge checks and interactive activities, this program teaches BLS knowledge and skills. This method of learning provides training consistency and adaptability to different learning styles. Students can work at their own pace applying their knowledge to real-time decision making. Debriefings and coaching are provided immediately after each knowledge check and each Cognitive Assessment Activity. Students who successfully complete the cognitive portion and the hands-on session (skills) will receive an AHA BLS Provider course completion card (eCard), valid for two years.

Must be for healthcare workers, can complete hybrid or in person.

Hybrid course page for registration.

Showing Results 1-10 of 18

1 2 »

HeartCode® BLS

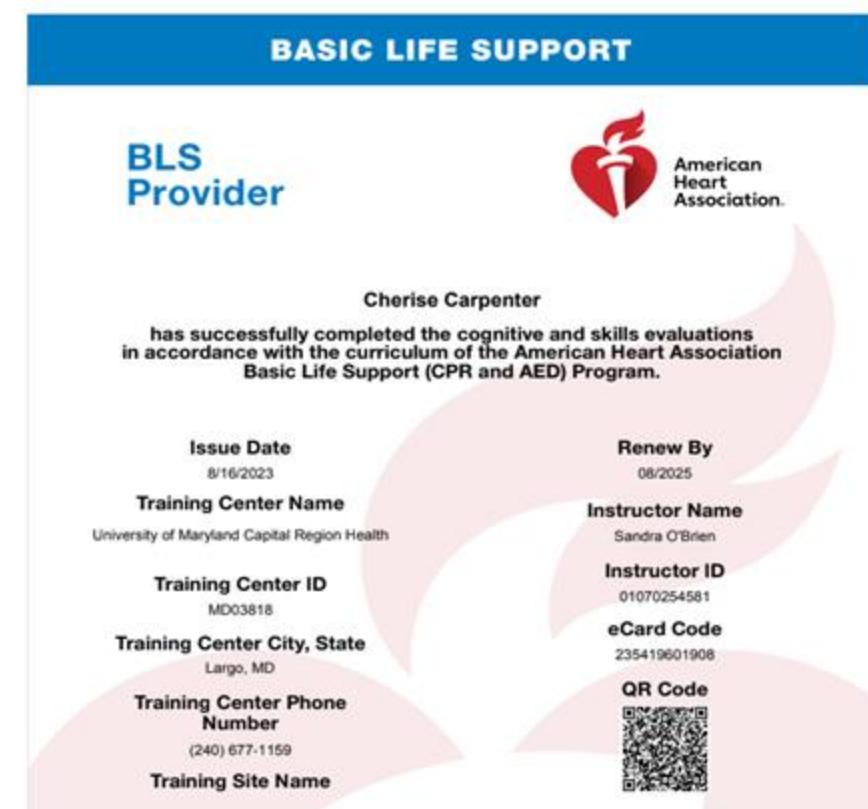
Product Number : 20-3553 | ISBN : 978-1-61669-796-9

Blended and eLearning Online Course Student

BLS CE

\$37.00 [Add to Cart](#)

Example of certificate



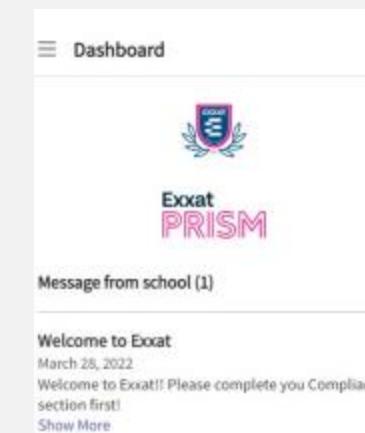
CPR CERTIFICATION: Reminders

- Must be completed through American Heart Association
- Must be a BLS (basic life support) certification course for Healthcare Providers
 - First aid certification courses **WILL NOT** be accepted
- If you complete a hybrid class (blended and e-learning): you **MUST** complete the online course **AND** complete an in-person skills check off to receive the certification completion card.

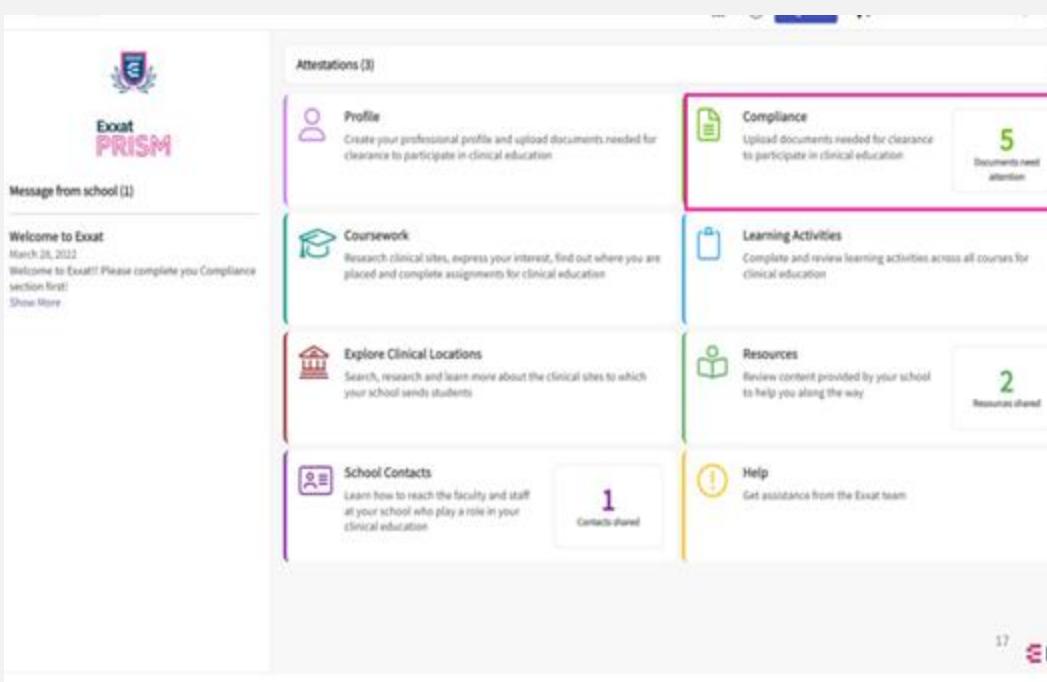


Exxat

- ❖ Health and hospital compliance management platform
- ❖ All health forms MUST be uploaded to Exxat
- ❖ You will create an account at the designated website and pay required fee for the account management



- ❖ Receive email to log into Exxat and upload health requirements
 - ❖ Fee is due at time of log in
- ❖ Upload all documentation for each health requirement for review
 - Do not send documentation to CSON unless requested!
- ❖ **Timely upload is important**
- ❖ If documentation is rejected, carefully read the instructions to correct and re-upload the documentation



- Exxat = \$286 (1st yr. fee) 2nd year= \$36
- UDS and Background check = \$83 ** higher fee for NY state residents for background check
- Scrub attire and clinical equipment cost varies

** Additional fees may apply dependent on your clinical site. Fees are subject to change.

Hospital Onboarding

- ❖ Completed once clinical assignments are announced
- ❖ Varies depending on hospital/ clinic site
- ❖ Instructions housed in Brightspace under your cohort specific non-academic course
 - Exxat
 - CB Bridges
 - InPlace- MedStar facilities
- ❖ Final clearance comes from the Hospital and communicated to Instructors by Ms. Carpenter
- ❖ **Timely completion is important! Hospital require completion 2 weeks in advance! Late completion WILL result in a delayed start to your clinicals**



Brightspace, non-academic auto-enroll course:

The screenshot shows the Brightspace course interface. At the top, the course title 'Nursing Clinical - Class of 2027' is displayed. The navigation bar includes links for Content, Assignments, Quizzes, Discussions, Grades, University Libraries, and Course Tools. A user profile for 'Cherise Carpenter as Learner' is visible. The main content area features a large image of a mountain. On the left, there is a 'Visual Table of Contents Widget' showing a thumbnail of the mountain and the text 'Clinical Information' with '10/26 Topics Completed'. Below it is a 'Calendar' section. On the right, there are 'Announcements' (none displayed) and 'Work To Do' sections, which list three items: 'Catholic Schools in the Archdiocese of Washington' (Due Jan 3), 'Children's National Hospital' (Due Jan 3), and 'Our Lady of Good Counsel School- Vienna' (Due Jan 3). A search bar is also present.

This course will be where all communication regarding hospital clinical rotations will occur.

Select "Clinical Information".

The screenshot shows the 'Clinical Information' section within the course. The 'Clinical Information' box is highlighted with a blue border. It contains two sub-options: 'Clinical attire' and 'Hospital Onboarding Information'. The 'Hospital Onboarding Information' box is also highlighted with a blue border. The right side of the screen shows the heading 'Clinical Information'.

Clinical Information

Select 'Hospital Onboarding Information,' then choose the appropriate class to access your clinical information.

The screenshot shows the 'Hospital Onboarding Information' section. The 'Hospital Onboarding Information' box is circled in red. Below it, a list of hospital specific onboarding instructions is shown, each with a due date of 'Aug 11, 2025 11:59 PM'. The hospitals listed are Adventist Shady C., Anne Arundel Med., Children's National, Community Health Sites, Holy Cross Hospital, and INOVA. The right side of the screen shows the heading 'Hospital Onboarding Information'.



Reminders

- Health clearance documents must be uploaded to Exxat
- Drug screen and background checks are initiated through the Exxat platform
- Hospital clearance is obtained once BOTH health and hospital specific onboarding items are completed.
- Early completion of items is advised
- Incomplete forms or modules need time to correct and complete
- If the onboarding and clearance process is incomplete, your clinical rotation start may be delayed.

Questions?

Friendly reminder: Please respond to email communication promptly

Clinical requirements/placements: cson-clinical-coordinator@cua.edu



Graduation Requirements

Graduation Requirements

If a student does not apply for his/her diploma online, he/she cannot be considered for graduation, and a diploma cannot be prepared.

There are three times during the calendar year when a student can receive his/her degree:

January—This means that the student has fulfilled all degree requirements the preceding Fall semester and must be active in the system (see continuous enrollment policy) in the Fall semester.

May—This means that the student has fulfilled all degree requirements the preceding Spring semester and must be active in the system (see continuous enrollment policy) in the Spring semester.

August—This means that the student has fulfilled all degree requirements by the last day of the summer term of the year in which the diploma is to be awarded.

The university holds a commencement ceremony in May. Those receiving their degrees in May are required to attend and those having already received their degrees in May, August or January are invited to attend.





Assistant Dean's Welcome to Accelerated Bachelor of Science in Nursing Students

Welcome to the Conway School of Nursing! You have embarked on a truly meaningful journey by answering the call to the noble profession of nursing. We are grateful that you have chosen this path, guided by a deep sense of purpose and compassion. As you move forward, remember the university's motto, *Deus Lux Mea Est*—"God is my light." May His light continue to guide and inspire you as you spread your own light within the nursing profession, touching lives and making a difference every day. Thank you for answering this sacred call with dedication and heart.

Kristina Leyden, PhD, APRN, FNP-BC, CHSE

Assistant Dean of the Accelerated Bachelor of
Science in Nursing and Clinical Assistant Professor