

2024 – 2025 College Catalog Addendum
Effective Spring 2025

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Transfer Credits

Straighterline

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Effective January 1, 2025, LCH will not accept transfer credits or prerequisite courses from Straighterline.

Transfer Credits: Associate Degrees

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Transfer credit is available for courses in the Arts and Sciences core of an associate degree program, as well as for program electives and health science core courses in an associate degree program.

Transfer Credit: Associate Degrees Equivalency Chart

Labouré Course	Minimum Grade	Possible Transfer Course or Domain	Notes
AHS 1000: Arts and Health Science Elective	C	Any Course in Arts and Health Science	
ANA 1010: Anatomy & Physiology I	C+	4-credit Anatomy & Physiology I course with laboratory	Weighted average must be a C+ or higher The course must have been taken within 5 years Applicants with an LPN license are exempt from the 5-year limit
ANA 1120: Anatomy & Physiology II	C+	4-credit Anatomy & Physiology II course with laboratory	Weighted average must be a C+ or higher The course must have been taken within 5 years Applicants with an LPN license are exempt from the 5-year limit
BIO 1010: Human Biology	C+	4-credit Biology course with laboratory	Weighted average must be a C+ or higher
ENG 1010: English Composition	C	English Composition I	
ENG 2000: English Elective	C	English Composition II, Writing Across Disciplines, Public Speaking, Literature	
ETH 1010: Healthcare Ethics	C	Ethics course	Must be subject-specific to healthcare/medical ethics
HSC 1010: Introduction to Health Science	C	Introduction to Health Science course	
HSC 1020: Medical Terminology	C	Medical Terminology course	
HSC 2000: Health Science Elective	C	Health science or professional courses required for an associate degree	Credit for Prior Learning through approval of Dean of Arts and Health Sciences

		Professional courses in a healthcare-related area of specialization in a degree or certificate program (earned or enrolled)	
HSC 2010: Fundamentals of Healthcare Delivery	C	Fundamentals of Health Care Delivery course	
HSC 2020: Survey of Public Health Practices	C	Public Health course	
HSC 2030: Holistic Health and Wellness	C	Holistic health and wellness course	
HUM 1010: Introduction to Humanities	C	Introduction to Humanities course	
HUM 2000: Humanities Elective	C	Any course in humanities including: literature, arts, dance, foreign language, history, philosophy, theology, speech, or theater	
INT 2100: Integrative Seminar I		This course is not transferrable	Students with a prior bachelor's degree or higher are exempt from INT 2100. Students without a prior bachelor's degree are required to take INT 2100.
MAT 1020: Mathematics for the Health Sciences	C	College-level math course, excluding Statistics	Courses must be 100-level or higher
MIC 2201: Microbiology	C+	4-credit Microbiology course with laboratory	Weighted average must be a C+ or higher The course must have been taken within 5 years Applicants with an LPN license are exempt from the 5-year limit
PSY 1010: Introductory Psychology	C	Introduction to Psychology or General Psychology course	
PSY 2010: Human Growth & Behavior	C	A lifespan psychology course	Must cover the whole human lifespan from birth through death
SCI 1000: Natural Science Elective	C	Any course in natural sciences including: anatomy & physiology, biology, microbiology, healthcare, or nutrition	
SSC 2020: Communication and Interpersonal Skills for Healthcare Professionals	C	Communication and interpersonal skills for healthcare professionals	
THE 2000: Theology Elective	C	Theology or Religion course	

Transfer of Nursing Professional Courses (ASN Course Exemption)

Transfer credit or course exemption for professional nursing courses required by the ASN program is limited. Students who have completed prior professional nursing course work that meets the content and learning outcomes for specific courses are eligible for course exemption for NUR 1015 with the following criteria:

1. Credit must be from another regionally accredited, post-secondary institution, pre-licensure program approved by the board of nursing program at the time of enrollment.

2. A minimum grade of 77% (C+) must have been achieved
3. The course must be within one year of completion
4. The course has at least 9 credits including didactic, clinical experience, and lab.
5. Students will be required to validate prior learning through fee-based testing (HESI Fundamentals Exam).
6. The student must submit the course description and syllabus for the catalog year at the time the student took the course.

Advanced placement or transfer of military education, training, or service for a military health care occupation

The College offers, by college policy, limited credit for some general education course credit through evaluation of experiential learning, CLEP and military credit. The nursing program does not allow credit earned by experiential learning, CLEP, and military service for professional nursing courses.

Transfer Credit/Course Exemption for LPN to RN students

LPN to RN students seeking Credit by Examination, please refer to the LPN to RN section of this Catalog.

Transfer Credits: Bachelor's Degrees

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The Bachelor of Science in Nursing and the Bachelor of Science in Healthcare Administration programs at Labouré College of Healthcare require students to complete arts and sciences credits beyond the associate degree level.

Students may transfer courses from other accredited academic institutions to meet some of the requirements, provided they meet the following conditions:

- **Statistics:** One 3-credit course at any level either with a grade of C or higher. If taken as part of an associate degree program, MAT 3410 is waived and the student will take an elective instead. If the course was not counted toward an associate degree, then it may be transferred for credit toward the BSN or healthcare administration degree.
- **Ethics:** One 3-credit course at any level either with a grade of C or higher. If taken as part of an associate degree program, ETH 3210 is waived and the student will take an elective instead. If the course was not counted toward an associate degree, then it may be transferred for credit toward the BSN or healthcare administration degree.
- **Arts and Sciences Electives:** Up to 18 credits in the humanities, social sciences and/or natural sciences beyond the associate degree. A student may receive a maximum of Six credits from the introductory level (equivalent to 1000-level and 2000-level courses at LCH). All other courses must be at the upper level (equivalent to 3000-level or higher at LCH). A minimum grade of C is required for all Arts and Sciences Electives.
- **Capstone:** The Senior Capstone project in non-transferable. It must be completed in residence.

Students may fulfill up to 18 of the required arts and sciences credits through the transfer process. They may meet the statistics and ethics requirements through transfer or in residence. All students are required to

complete their Senior Capstone project in residence.

Transfer of courses in the professional core of each program will be evaluated on an individual basis by the Office of the Registrar with guidance from the program director, program chairperson, or dean.

Eligible students who complete an associate degree at a Massachusetts community college with a GPA of 2.5 or higher and are admitted to a related bachelor's degree program at Labouré College of Healthcare can transfer up to 60 credits to Labouré College of Healthcare. More information is available online at www.laboure.edu.

Credit for College Level Examination Program (CLEP)

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Listed below are the examinations offered by the College Board's *College Level Examination Program (CLEP)*, the minimum score required for transfer acceptance, and the course type and equivalency.

Students at Labouré College of Healthcare can receive up to 12 credits by examination through CLEP. The list of courses for which students can receive credit can be found in the table below. Credit by examination is subject to the following policies:

- Credit shall be awarded only for basic courses in the humanities and social sciences
- Students cannot receive CLEP credit for an exam that is equivalent to a course they have already completed
- Credit awarded through CLEP is considered transfer credit, not residence credit
- Students must take the CLEP at a College Board approved testing center
- CLEP results should be directed to transfercredit@laboure.edu

CLEP exams are offered in more than 1,800 civilian and military testing centers throughout the United States. Students who are interested in this option can find a testing center and download study materials from <https://clep.collegeboard.org/exams>.

Course	CLEP Examination(s)	Minimum Score	Credits
ENG 1010: English Composition	College Composition	50	3
ENG 2000: English Elective	American Literature Analyzing and Interpreting Literature English Literature	50	3
HUM 1010: Introduction to Humanities	College Composition	50	3
HUM 2000: Humanities Elective	American Literature Analyzing and Interpreting Literature English Literature Humanities History of the United States I: Early Colonization to 1877 History of the United States II: 1865 to the Present Western Civilizations I: Ancient Near East to 1648 Western Civilizations II: 1648 to the Present	50	3
MAT 1020: Mathematics for the Health Sciences	College Algebra	50	3
PSY 1010: Introductory Psychology	Introductory Psychology	50	3
PSY 2010: Human Growth & Behavior	Human Growth and Development	50	3

Withdrawals and Financial Aid (Title IV Refund Policy)

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Military (Tuition Assistance (TA)):

Military (Tuition Assistance (TA)): Students are awarded Military Tuition Assistance (TA) on the assumption that the service member will attend for the entire semester or module for which the funds are awarded. Students receiving Military TA who withdraw from courses for which funds are awarded before the 60% point of the semester or module may no longer be eligible for the full amount of the originally awarded Military TA funds. Military TA funds are earned proportionally during an enrollment period. If the student withdraws after completing more than 60% of the course, they will have earned the full amount of the funds. When a service member stops attending due to a military service obligation, Labouré will work with the affected service member to identify solutions that will not result in student debt for any returned Military TA funds.

For 15-Week Course	
Before or during Weeks 1 - 2	100% return
During Weeks 3 - 4	90% return
During Weeks 5 - 6	75% return
During Weeks 7 - 8	50% return
During Week 9	40% return (60% of course is completed)
During Weeks 10 - 15	0% return

For 7-Week Course	
Before or during Week 1	100% return
During Week 2	75% return
During Week 3	50% return
During Week 4	25% return (60% of course is completed)
During Weeks 5 - 7	0% return

Incomplete Grades

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Incomplete Grades

A student may experience situations beyond their control which may mean they need additional time to finish coursework at the end of a semester. In these rare occasions, the student must work with their professor to receive an incomplete grade (I) to allow additional time to complete the course.

Any student wishing to receive an incomplete grade must work with their professor to submit an Incomplete Grade Contract to the Office of the Registrar (registrar@laboure.edu) by the end of the semester. The Incomplete Grade Contract is located on my.laboure.edu.

An incomplete grade can only be awarded to students under the following conditions:

1. The professor, Program Chair, or Program Dean must approve the incomplete grade.
2. The student is considered in good academic standing both within the course and in their program. Good academic standing is defined as a student that is successfully meeting course requirements with at least half of the semester completed.
3. The student is unable to complete coursework by the end of the semester due to unexpected or personal emergencies beyond the student's control. Students requesting an incomplete grade due to medical reasons are expected to provide appropriate documentation with the Incomplete Contract.
4. There is reasonable expectation that the student will receive a passing grade upon successful completion of missing coursework. An incomplete grade may not be granted to a student whose work has been substantially unsatisfactory or who has failed to submit a substantial number of assignments (i.e., postings, responses, written assignments, etc.) in a timely manner by the end of the course.

The Incomplete Contract should clearly outline coursework to be completed by the student. The deadline by which completed work is to be submitted is six weeks of the end of the semester. Any coursework not submitted by the sixth week will result in a grade for the assignment as zero (0) to be calculated into the final course grade. If the student does not complete any of the agreed upon coursework by the Incomplete Contract deadline, the final course grade will be awarded as indicated on the Incomplete Grade Contract. Upon completion of the Incomplete Contract, the professor will submit a Change of Grade Form to the Office of the Registrar who will update the student record.

Permission for further extension beyond six (6) weeks can be awarded if approved by the Division Dean or Chair. No extensions will be permitted after fifteen (15) weeks or one (1) semester unless approved by the Vice President of Academic Affairs or designee.

If an incomplete grade is awarded for a pre-requisite course, the student will not be able to enroll in the requisite course until the incomplete grade has been resolved.

Associate of Science in Nursing Students Incomplete Policy

In addition to the Incomplete Grade Policy outlined above, ASN students must adhere to the following:

Coursework must be submitted within six weeks of the documented course end date. Any work not submitted by the sixth week will result in the grade as indicated on the approved Incomplete Grade Contract. No additional extensions will be approved.

The following conditions must be met for ASN students to be eligible for an Incomplete Grade:

1. The professor and Program Chair or Program Dean must approve the incomplete grade.
2. There is reasonable expectation that the student will receive a passing grade upon successful completion of missing coursework. The student is considered in good academic standing both within the course and in their program:
 - The student must be passing the course (course exam grade/s of 77%) up to the point of the incomplete request.
 - The student must be satisfactorily meeting all clinical, lab, and simulation requirements up to the point of the incomplete request.
 - The student is meeting SAP for the ASN program
3. The student is unable to complete coursework by the end of the semester due to unexpected or personal emergencies beyond the student's control. Students requesting an incomplete grade due to medical reasons are expected to provide appropriate documentation with the Incomplete Contract. The student must provide official documentation provided to support the Incomplete Grade request (An example: doctor's note of upcoming surgery).

Directed Study (New Policy)

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Directed Study

Directed Study (sometimes known as an independent study) is an opportunity for students to complete Labouré College of Healthcare coursework under the individual supervision of a faculty member in the following circumstances:

1. In the professional opinion of the relevant Academic Dean or Vice President of Academic Affairs the student needs a directed study course to complete their degree in the present semester through no fault of their own and there is no other way to meet the requirement.
2. A required advanced level course in the student's program of study is needed and Labouré College of Healthcare does not intend to offer a section of the course in the next two semesters.
3. Course substitutions and other alternatives are not available.
4. A Directed Learning request can only be approved if a course syllabus that includes the course content, learning outcomes, a meeting schedule, a description of course assessments and the method used to evaluate relevant course work is provided by the faculty member.

Directed study requires the development of a learning contract (available on my.laboure.edu), which is arranged with a faculty member and approved by the relevant Academic Dean or Vice President of Academic Affairs. All Directed Study requests should be submitted as early as possible, but not later than the last day to add a class for the current semester. Requests submitted after this date will not be approved.

Adding, Dropping, Withdrawing, Repeating, or Auditing a Course

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Withdrawal from a Course by a Student

Students must notify the Office of the Registrar in writing of their intention to drop any course(s) prior to the published last day to withdraw from courses to avoid a failing grade for the course. Tuition refunds are based on the refund policy, not the withdrawal deadline. The last day to withdraw for each semester is published in the [Academic Calendar](#).

Students thinking about withdrawing from a course are encouraged to contact their Academic Advisor to discuss options. If the student would like to proceed with withdrawing from the course, it is the responsibility of the student to notify the Office of the Registrar by email at registrar@laboure.edu of their intention to do so.

Any courses dropped during the Add/Drop Period will not appear on the student transcript. Any course withdrawn after the Add/Drop Period will be reflected as a withdrawal grade which will appear on the student transcript as “W” or “WF”. Withdrawal grades are not calculated into a student’s cumulative grade point average.

It is not sufficient to simply stop attending the class, or to inform the professor of the intention to withdraw. Failure to withdraw formally by notifying the Office of the Registrar, or withdrawing after the published deadline, will result in submission of a grade based on the coursework completed.

Withdrawal from an ASN Professional Course

Withdrawal in good standing

An Associate of Science in Nursing student who withdraws from a nursing professional course in good standing (meeting 77% satisfactory clinical performance) will have a “W” reflected on the student record/transcript. Withdrawal of an ASN professional course while in good standing, is only permitted once within the professional course sequence. Students who withdraw from an ASN professional course and want to continue in the program must repeat that course the following semester provided there is room in the course.

Students who plan on repeating after withdrawal while in good standing more than one semester after the withdrawal must follow the Leave of Absence (LOA) policy outlined in this catalog. Upon return of the LOA, the student is subject to examination of previously learned and selected competencies.

Withdrawal while failing

An Associate of Science in Nursing student who withdraws from a nursing professional course and who is not meeting 77% and or satisfactory clinical performance will receive a “WF” on their student record for that course. Students who withdraw while failing are subject to the ASN progression policy outlined in this catalog.

Leave of Absence, Continuous Enrollment, Dismissal, or Withdrawal from the College

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Program Dismissal: Associate's degree in nursing

An ASN nursing who withdraws while failing, or who fails (final course grade below C+), a nursing professional course after repeating any ASN professional course once will be dismissed from the ASN program. Students who are dismissed from the ASN program will not have the option to appeal and will not have the opportunity to apply for readmission through the Admissions Office.

Students always have the option of a Grade Appeal. The policies governing grade appeals are found in the college catalog.

Nursing (ASN)

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ASN Progression Policy

An ASN nursing student who withdraws while failing (WF), or who fails (final course grade below C+), a nursing professional course will have the opportunity to repeat the course once after the course failure/WF.

Students repeating a course will be required to schedule a meeting with a member(s) of nursing administration (Dean and/or the Associate Chair of the Division) within 30 days of the final grade posting where the student will be asked to provide the following:

- A letter of self-reflection and a written plan for success (no more than 500 words).

Any student repeating a nursing professional course will be held to the current standards, policies, and procedures of the nursing program. All enrollment in nursing professional courses is dependent upon space availability.

Students who do not schedule a meeting with a member(s) of nursing administration (Dean and/or the Associate Chair of the Division) within 30 days of the final grade posting will be administratively withdrawn from the ASN program.

Students always have the option of a Grade Appeal. The policies governing grade appeals are found in the college catalog.

Directories

Division of Nursing Advisory Member List

Kathleen S. Ashe, MSN, RN CNE

Kathy Baker, MS, RN
Labouré Adjunct Faculty (2021)

Brooke Charbonneau, BSN, RN
Nurse Educator
Morton Hospital and Medical Center
Brown University Health

Anne Cronin Campbell, RN, MSN, ANP -BC
Director of Nursing Education
BMC Saint Elizabeth's Medical Center

Nancy Gaden, DNP, RN
Senior VP & Chief Nursing Officer
Boston Medical Center, Boston, MA

Kathleen Glasco RN, DNS, ICP
Harbor House Rehabilitation & Nursing Care Center

Gabrielle Mahoney, RN, FNP-BC
Laboure College Alum, 2003
Nurse Practitioner
BI Plymouth Hospital

Lauren Miller BSN, RN
Director of Health Services
New England Village

Kristin O'Brien BSN, RN
VP of Nursing
Walden Behavioral Health
Dedham

Traci O'Connor BSN, RN, NE-BC
Chief Nursing Officer
PAMHealth

Judith Pelletier, MSN, RN, CNE
Cape Cod Regional Technical School
Director, Division of Nurse Education

Sharon Perkins, DNP, RN, CRRN, ACNS-BC
Clinical Academic Practice Coordinator
South Shore Hospital

Donna Pineau, Ph.D., MSN, RN, CNE
Emmanuel College
Adjunct Faculty

Christine Salvucci, DNP, RN
Clinical Associate Professor
Graduate Program Director
DNP and Nurse Educator Programs
UMass Boston

Karen Stockbridge, DNP, RN
Nurse Educator
Beth Israel Deaconess Hospital Milton, MA

James Sugrue, MM, RN
Director of Nursing
The Boston Home

Anne Adams Thompson, MAT
Community Member