



**ASPEN**  
UNIVERSITY

**2025-2026**

**Bachelor of  
Science in  
Nursing  
Handbook**

**Administrative Location**  
4605 E. Elwood St.  
Suite 300  
Phoenix, AZ 85040

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# **BSN Completion Handbook**

# Statement

All students must abide by the Academic Catalog in addition to the programmatic guidelines outlined in this handbook. Both the catalog and handbook are updated annually at a minimum. Students should check back regularly for updates.

To find additional information about this program, please see the program page with the Academic Catalog and university website.

## **Program Administration**

### **Dean of Nursing & Health Sciences**

Dr. Jenny Erkfitz, EdD, MSN, RN

### **RN-BSN Program Director**

Dr. Heidi Haldeman, EdD, MSN, RN

Certified as true and correct in content and policy by

Kevin Thrasher, Provost

July 31, 2025

# Advisory Board Information

## Program Advisory Board

**Purpose:** The Program Advisory Board acts in an advisory and consultative capacity to promote, assist, and perpetuate the goals and objectives of Aspen University nursing program. This board meets twice per year.

**Functions:**

- Identify emerging health care needs that may require programmatic and institutional response
- Provide an opportunity for the exchange of viewpoints between business/professional persons, alumni, and academicians as they relate to nursing education.
- Provide a direct liaison between faculty and the community for the purpose of promoting the activities and mission of the Aspen University nursing program and the nursing profession.
- Advise and inform the EAC on local, state, and national perceptions regarding nursing education and the nursing profession, suggest possible avenues for marketing the program.

**Membership:** The dean and various members of the community of interest: current student, alumni, nurses, leaders in health care

# Degree Completion Requirements

The BSN degree requires a minimum of 120 credits; at least 30 of these credits must be completed at Aspen University:

- 30 credits in liberal arts and electives
- 60 credits from current RN license
- 30 credits earned at Aspen University

## Liberal Arts Requirements

The broad spectrum of liberal arts credits provides students with a background in the humanities, social sciences, natural sciences/mathematics and a foundation for the professional nursing requirements and potential future graduate study.

## Health professions-related general education courses

This requirement will consist of nine credits of general education courses that are directly relevant to and compliment the nursing curriculum. These three courses will include HUM410, HCA320, and CIS450. These cross-disciplinary courses allow students to explore topics of importance to the delivery of health care while simultaneously gaining exposure to the perspectives of students from related health-care fields.

## Required Proctored Assessments

At varying levels of the program, required proctored assessments are completed to confirm student identification and participation. The following three courses require proctored assessments to complete the course. The assessments are required to be submitted before course completion to successfully pass the course.

- N490 Issues and Trends in Nursing
- N493 Community Health II
- N496 Nursing Leadership and Management

## Required Field Experience Hours

The purpose of the required field experience hours is to enable students to develop community-based experiences within specific courses. The following three courses require field experience hours.

- N492 Community Health I - 30 field experience hours

- N493 Community Health II - 80 field experience hours
- N496 Nursing Leadership and Management - 10 field experience hours

Field experience hours must be documented in ProjectConcert and approved appropriately before course completion to successfully pass the course.

# Governance

## Student Governance

Students have input into the workings of Aspen University and the nursing program through a variety of mechanisms. Input is sought at the completion of each course, through course evaluations. At the completion of the RN-to-BSN program, graduates are given a survey to assess how they feel their personal learning objectives were met. As alumni, survey data are collected at 1-, 3-, and 5-years post-graduation to determine how well the nursing program prepared graduates to meet the advanced roles that they fulfill.

Formal committees at Aspen University and within the nursing program provide another avenue for student input. The two nursing committees that have student representation include the Curriculum Committee and the Program Advisory Board. Descriptions of these two committees follow:

### Curriculum Committee

**Purpose:** The Curriculum Committee is responsible for the curriculum, specifically to develop, implement, and

evaluate the nursing curricula. This committee meets twice a year or as needed.

#### Functions:

- Monitor and formulate policies governing the curriculum of the nursing programs
- Lead the evaluation of the curriculum according to the nursing program evaluation plan
- Recommend curricular revisions for the nursing programs
- Recommend curricular revisions for the nursing programs based on input from the community of interest

**Membership:** The dean, the nursing program directors, at least 2 faculty members as dictated by curricular needs, 1 student from each program.

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