

# **METHODIST COLLEGE CATALOG**

**2023-2024 Academic Year**



# Methodist College

Methodist College 7600 N. Academic Drive  
Peoria, IL 61615  
Phone: (309) 672-5513  
Fax: (309) 671-8303  
[www.methodistcol.edu](http://www.methodistcol.edu)

## Accreditation

### *Higher Learning Commission*

230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
Phone: 800.621.7440 / 312.263.0456  
[www.hlcommission.org](http://www.hlcommission.org)

The baccalaureate degree program in nursing and master's degree program in nursing at Methodist College is accredited by the Commission on Collegiate Nursing Education.

### *Commission on Collegiate Nursing Education*

655 K Street, NW, Suite 750  
Washington, DC 20001  
Phone: (202) 887-6791  
<http://www.ccneaccreditation.org>

Methodist College's Bachelor of Social Work program is accredited by the *Council on Social Work Education's Commission on Accreditation.*

1701 Duke Street, Suite 200  
Alexandria, VA 22314  
Phone: (703) 683-8080  
Fax: (703) 683-8099  
[www.cswe.org](http://www.cswe.org)

Methodist College is approved by the state of Illinois to administer the Basic Nurse Assistant Training Program and Nurse Aide Competency Exam. **Illinois Department of Public Health Education and Training Section** 525 West Jefferson Street, 4th Floor  
Springfield, IL 62761 [www.nurseaidetesting.com](http://www.nurseaidetesting.com)

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

### *Commission on Accreditation of Allied Health Education Programs*

25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

## **General Information**

This catalog is presented as informational only and is not a contract between Methodist College and its students. The information, policies, and procedures contained in this catalog are subject to change at any time with or without notice. The electronic version of this catalog on the Methodist College website ([www.methodistcol.edu](http://www.methodistcol.edu)) is the most current.

All College documents contain current, pertinent information. Methodist College reserves the right to make changes as necessary, including changes in requirements, programs, policies, and fees. Changes shall go into effect whenever appropriate with such notice as is reasonable under the circumstances.

### Curricular Changes

Methodist College strives to ensure that curricular changes will have minimal, if any, impact on progression of students if they are progressing according to their plan of study.

### Course Prerequisites

Course prerequisites and corequisites in effect at the time of publication are printed in this catalog. However, prerequisites and corequisites may change over time and do not depend on catalog year. The registration system will enforce prerequisites and corequisites in effect at the time of registration.

### Online Learning Considerations

The online student must manage his/her own time and workload to be successful and have a good learning experience. Online courses require the student to devote a certain amount of time each week to their online learning experience. This time will include reading, working on assignments, interacting with the instructor and fellow students through discussions and email, and team-based projects and assessments. For a 3 credit-hour course, a student should expect to spend 9-12 hours per week on course work and participation. For a 4 credit-hour course, 12-16 hours is the expectation. These hours will be divided among the expected 4 or 5 days per week a student must log into the course to be counted in attendance. Thus, the student should plan for 2-5 hours per day, 4-5 days per week for each 8-week course.

### Student Responsibility Statement

As a Methodist College student, I understand that it is my responsibility to engage in professional and ethical behavior and to learn and understand the requirements necessary to complete my master's degree, bachelor's degree and/or certificate program, including—but not limited to— course requirements, prerequisites courses, grading methods, academic and student policies, administrative procedures, payment and payment arrangements, financial aid policies, and the Methodist College catalog and Student Handbook requirements. Methodist College faculty and staff will provide appropriate assistance to help assure that I am able to complete my chosen degree program efficiently and in a timely manner. However, it is ultimately my responsibility to earn the degree.

## Message from the Chancellor



Welcome Methodist College Students!

You are in higher education at a unique time. No other generation before you can attest to having to navigate learning during a global pandemic. As challenging as this moment is, it is also replete with extraordinary possibilities!

What is your vision for your time studying here? What are your hopes for your life beyond this place? I challenge you dream big and construct a plan that aligns you with every aspect of that hopeful vision. I invite you to utilize every opportunity and tool we offer at Methodist College for you to make that dream a reality.

Together, we can make the best of this unprecedented moment by making sure your Methodist education prepares you to enter the health professions and face anything that arises with great skill, enthusiasm, joy.

This catalog serves as another great resource for you. I stand with the faculty, administration, and staff eager to help you succeed in the health care career of your greatest imagining. Do not hesitate to take advantage of all we have to offer to reach that end.

Here's to a bright and brilliant academic journey filled with many wins that get you closer to your dream!

With Promise and Purpose,

Laurie L. Shanderson, PhD, MPA, FACHE

Chancellor

# 2023-2024 Methodist College Academic Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August		
14	Monday	First Day of Full Term and First 8-Week Courses
16	Wednesday	Last Day to Add First 8-Week Courses (4pm)
18	Friday	Last Day to Add Full Term Courses (4pm)
18	Friday	Last Day to Drop First 8-Week Courses (4pm)
25	Friday	Last Day to Drop Full Term Courses (4pm)
28	Monday	Last Day for 100% Refund: Full Term Courses and First 8-Week Courses
28	Monday	10th Day Census for Full Term and First 8-Week Courses (4pm)

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September		
1	Friday	Applications for Readmission to Nursing Programs Due
1	Friday	Applications for Spring Accelerated Program Due
4	Monday	<b>COLLEGE CLOSED - Labor Day</b>
5	Tuesday	Last Day for 75% Refund: Full Term and First 8-Week Courses
11	Monday	Last Day for 50% Refund: Full Term & First 8-Week Courses
12	Tuesday	0% Refund for Full Term and First 8-Week Courses
13	Wednesday	Midterm Grades for First 8-Week Courses Due (4pm)
15	Friday	Last Day to Withdraw from First 8-Week Courses (4pm) -- Grade of "W"
18	Monday	"WF" begins for withdrawn First 8-Week Courses
29	Friday	Withdrawal period ends for First 8-Week Courses (4pm)

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October		
		Midterm Grades for Full Term Courses Due (4pm)
6	Friday	Midterm Grades for Full Term Courses Due (4pm)
8	Sunday	Last Day of First 8-Week Courses
9	Monday	Spring 2023 Schedule Opens in CAMS & Advisement Begins
9	Monday	First Day of Second 8-Week Courses
11	Wednesday	Last Day to Add Second 8-Week Courses (4pm)
13	Friday	Final Grades for First 8-Week Courses Due (4pm)
13	Friday	Last Day to Drop Second 8-Week Courses (4pm)
13	Friday	College Readmission Priority Deadline for Spring
16	Monday	"WF" begins for withdrawn Full Term Courses

23	Monday	Last Day for 100% Refund: Second 8-Week Courses
23	Monday	10th Day Census for Second 8-Week Courses (4pm)
30	Monday	Last Day for 75% Refund: Second 8-Week Courses

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November		
3	Friday	Last Day to Withdraw from Full Term Courses (4pm) -- Grade of "W"
6	Monday	Last Day for 50% Refund: Second 8-Week Courses
6	Monday	Spring 2023 Registration Opens
7	Tuesday	0% Refund for Second 8-Week Courses
8	Wednesday	Midterm Grades for Second 8-Week Courses Due (4pm)
11	Saturday	Spring 2023 Textbook List Published and MBS Online Bookstore Opens
10	Friday	Last Day to Withdraw from Second 8-Week Courses (4pm) -- Grade of "W"
13	Monday	"WF" begins for withdrawn Second 8-Week Courses
22	Wednesday	Last Day of Full Term Courses
23	Thursday	<b>COLLEGE CLOSED -- Thanksgiving Break</b>
24	Friday	Withdrawal period ends for Second 8-Week & Full Term Courses (4pm)
24	Friday	<b>COLLEGE CLOSED -- Thanksgiving Break</b>
25	Saturday	<b>COLLEGE CLOSED -- Thanksgiving Break</b>
26	Sunday	<b>COLLEGE CLOSED -- Thanksgiving Break</b>
27	Monday	Final Exams for Full Term Courses
28	Tuesday	Final Exams for Full Term Courses
29	Wednesday	Final Exams for Full Term Courses
30	Thursday	Final Exams for Full Term Courses

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December		
1	Friday	Final Exams for Full Term Courses
2	Saturday	Final Exams for Full Term Courses
3	Sunday	Final Exams for Full Term Courses
3	Sunday	Last Day of Second 8-Week Courses
6	Tuesday	Final Grades for Anticipated SP23 Graduates Due (noon)
8	Friday	Grades for Full Term and Second 8-Week Courses Due (4pm)
9	Saturday	Celebration of Graduates & Graduation
9	Saturday	Celebration of Graduates & Graduation
23	Saturday	<b>COLLEGE CLOSED -- Winter Holiday</b>
24	Sunday	<b>COLLEGE CLOSED -- Winter Holiday</b>

25	Monday	COLLEGE CLOSED -- Winter Holiday
26	Tuesday	COLLEGE CLOSED -- Winter Holiday
27	Wednesday	COLLEGE CLOSED -- Winter Holiday
28	Thursday	COLLEGE CLOSED -- Winter Holiday
29	Friday	COLLEGE CLOSED -- Winter Holiday
30	Saturday	COLLEGE CLOSED -- Winter Holiday
31	Sunday	COLLEGE CLOSED -- Winter Holiday

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January		
1	Monday	COLLEGE CLOSED -- Winter Holiday
2	Tuesday	COLLEGE CLOSED -- Winter Holiday
15	Monday	COLLEGE CLOSED -- Martin Luther King Jr. Day
16	Tuesday	First Day of Full Term and First 8-Week Courses
18	Thursday	Last day to Add First 8-Week Courses (4pm)
19	Friday	Last Day to Drop First 8-Week Courses (4pm)
19	Friday	Last Day to Add Full Term Courses (4pm)
26	Friday	Last Day to Drop Full Term Courses (4pm)
29	Monday	Last Day for 100% Refund: Full Term and First 8-Week Courses
29	Monday	10th Day Census for Full Term and First 8-Week Courses (4pm)

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February		
5	Monday	Last Day for 75% Refund: Full Term and First 8-Week Courses
12	Monday	Last Day for 50% Refund: Full Term and First 8-Week Courses
13	Tuesday	0% Refund for Full Term and First 8-Week Courses
14	Wednesday	Midterm Grades for First 8-Weeks Courses Due (4pm)
16	Friday	Last Day to Withdraw from First 8-Week Courses (4pm) -- Grade of "W"
19	Monday	"WF" begins for withdrawn First 8-Week Courses



March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March		
1	Friday	Withdrawal period ends for First 8-Week Courses (4pm)
1	Friday	Applications for Readmission to Nursing Programs Due
1	Friday	Applications for Summer Accelerated Program Due
4	Monday	Summer & Fall 2023 Schedule Opens in CAMS & Advisement Begins
8	Friday	Midterm Grades for Full Term Courses Due (4pm)
10	Sunday	Last Day of First 8-Week Courses
11	Monday	No Courses - Spring Break
12	Tuesday	No Courses - Spring Break
13	Wednesday	College Readmission Priority Deadline for Fall
13	Wednesday	No Courses - Spring Break
14	Thursday	No Courses - Spring Break
15	Friday	No Courses - Spring Break
16	Saturday	No Courses - Spring Break
17	Sunday	No Courses - Spring Break
18	Monday	Courses Resume
18	Monday	First Day of Second 8-Week Courses
18	Monday	"WF" begins for withdrawn Full Term Courses
20	Wednesday	Last Day to Add Second 8-Week Courses (4pm)
22	Friday	Last Day to Drop Second 8-Week Courses (4pm)
22	Friday	Final Grades for First 8-Week Courses Due (4pm)

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April		
1	Monday	Last Day for 100% Refund: Second 8-Week Courses
1	Monday	Summer 2023 Registration Opens
5	Friday	10th Day Census for Second 8-Week Courses (4pm)
5	Friday	Last Day to Withdraw from Full Term Courses (4pm)--Grade of "W"
8	Monday	Last Day for 75% Refund: Second 8-Week Courses
8	Monday	Fall 2023 Registration Opens
15	Monday	Last Day for 50% Refund: Second 8-Week Courses
16	Tuesday	0% Refund for Second 8-Week Courses
17	Wednesday	Midterm Grades for Second 8-Weeks Due (4pm)
19	Friday	Last Day to Withdraw from Second 8-Week Courses (4pm)--Grade of "W"
22	Monday	"WF" begins for withdrawn Second 8-Week Courses

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11

May		
1	Wednesday	Applications for Fall Accelerated Program Due
3	Friday	Withdrawal period ends for Second 8-Week & Full Term Courses (4pm)
5	Sunday	Last Day of Full Term Courses

12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6	Monday	Final Exams for Full Term Courses
7	Tuesday	Final Exams for Full Term Courses
8	Wednesday	Final Exams for Full Term Courses
9	Thursday	Final Exams for Full Term Courses
10	Friday	Final Exams for Full Term Courses
11	Saturday	Final Exams for Full Term Courses
12	Sunday	Final Exams for Full Term Courses
12	Sunday	Last Day of Second 8-Week Courses
		Final Grades for Anticipated SP23 Graduates Due (noon)
14	Tuesday	Grades for Full Term and Second 8-Week Courses Due (4pm)
17	Friday	Celebration of Graduates & Graduation
18	Saturday	First Day of Summer I (8 Week) and Summer II (11 Week) Courses
20	Monday	Last Day to Add Summer I (8 Week) Courses (4pm)
22	Wednesday	Last Day to Add Summer II (11 Week) Courses (4pm)
24	Friday	COLLEGE CLOSED -- Memorial Day
27	Monday	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June		
1	Saturday	Applications for Readmission to Second Degree Nursing Program Due
3	Monday	Last Day for 100% Refund: Summer I (8 Week) and Summer II (11 Week) Courses
3	Monday	10th Day Census for Summer I (8 Week) and Summer II (11 Week) Courses
10	Monday	Last Day for 75% Refund: Summer I (8 Week) and Summer II (11 Week) Courses
17	Monday	Last Day for 50% Refund: Summer I (8 Week) and Summer II (11 Week) Courses
17	Monday	COLLEGE CLOSED -- Juneteenth
18	Tuesday	0% Refund for Summer I (8 Week) and Summer II (11 Week) Courses
21	Friday	Last Day to Withdraw from Summer I (8 Week) Courses (4pm)--Grade of "W"
24	Monday	"WF" begins for withdrawn Summer I (8 Week) Courses

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July		
1	Monday	Fall 2023 Textbook List Published and MBS Online Bookstore Opens
4	Thursday	<b>COLLEGE CLOSED -- Fourth of July</b>
5	Friday	Withdrawal period ends for Summer I (8-Week) Courses (4pm)
5	Friday	Last day to Withdraw from Summer II (11-Week) Courses (4pm) - Grade of "W"
8	Monday	"WF" begins for withdrawn Summer II (11-Week) Courses
14	Sunday	Last Day of Summer I (8 Week) Courses
19	Friday	Withdrawal period ends for Summer II (12-Week) Courses (4pm)
28	Sunday	Last Day of Summer II (11 Week) Courses
29	Monday	Final Exams for Summer II (11 Week) Courses
30	Tuesday	Final Exams for Summer II (11 Week) Courses
31	Wednesday	Final Exams for Summer II (11 Week) Courses

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August		
1	Thursday	Final Exams for Summer II (11 Week) Courses
2	Friday	Final Exams for Summer II (11 Week) Courses
3	Saturday	Final Exams for Summer II (11 Week) Courses
4	Sunday	Final Exams for Summer II (11 Week) Courses
19	Monday	First Day of Full Term and First 8-Week Courses

## Contents

		Client Confidentiality Policy	6
		<b>Introduction to Methodist College</b>	<b>6</b>
		Overview	6
		History	9
		Accreditation and Approval	10
		Continuing Nursing Education Accreditation	10
		Memberships	10
		<b>Methodist College Campus</b>	<b>11</b>
		The Campus	11
		Prairie Sky Apartments	11
		Simulation Education	11
		Campus Store	11
		Fitness Center and Recreation Center	11
		Tobacco-Free Environment	12
		<b>ADMISSIONS</b>	<b>13</b>
		<b>Admission to Methodist College Programs</b>	<b>14</b>
		<i>Undergraduate Admission Process</i>	14
		<i>Transcript Requirements</i>	14
		<i>Undergraduate Admission Criteria to the College for First Time Freshmen</i>	15
		<i>Application Requirements for Students with Earned College Credit</i>	15
		<i>Additional Admissions Requirements</i>	15
		<i>Military Service Members</i>	17
		<i>Graduate Admissions Process: Master of Science in Nursing (Post Licensure)</i>	17
		<i>Application Enrollment Periods: Master of Science in Nursing (Post Licensure)</i>	18
		<i>Program Capacity: Master of Science in Nursing (Post Licensure)</i>	18
		<i>Admission Requirements: Master of Science in Nursing (Post Licensure)</i>	18
		<i>Order of Admissions: Master of Science in Nursing (Post Licensure)</i>	18
		<i>Graduate Admissions Process: Master of Science in Nursing (Prelicensure)</i>	18
		<i>Application Enrollment Periods: Master of Science in Nursing (Prelicensure)</i>	19
		<i>Program Capacity: Master of Science in Nursing (Prelicensure)</i>	19
		<i>Admission Requirements: Master of Science in Nursing (Prelicensure)</i>	19
		<i>Order of Admissions: Master of Science in Nursing (Prelicensure)</i>	19
ACCREDITATION	II		
GENERAL INFORMATION	III		
Curricular Changes	iii		
Course Prerequisites	iii		
Online Learning Considerations	iii		
Student Responsibility Statement	iii		
MESSAGE FROM THE CHANCELLOR	IV		
2023-2024 METHODIST COLLEGE ACADEMIC CALENDAR	V		
COLLEGE INFORMATION	1		
Methodist College Profile	2		
Governance	2		
Board of Directors	2		
Leadership	2		
Mission Statement	2		
Vision Statement	2		
Values	2		
Institutional Goals	2		
Carle Health Values	2		
Federal Regulations and Compliance	3		
Equal Opportunity/Non-Discrimination	3		
Students with Disabilities	3		
Student Rights Under the Family Educational Rights and Privacy Act (FERPA)	3		
Health Insurance Portability and Accountability Act (HIPAA) Policy	6		

<i>Admission Application Fee Waivers: Master of Science in Nursing (Prelicensure)</i>	20	<b>Payment Extension Policy</b>	<b>34</b>
<i>Special Admissions Types</i>	20	<b>Collection Policy</b>	<b>35</b>
<i>Non-Degree Seeking Students (Student-At-Large)</i>	21	<b>Refund Processing Policy</b>	<b>35</b>
<i>Admission Process</i>	21	<b>2023-2024 Tuition Refund Schedule</b>	<b>35</b>
<i>Information for Non-Degree Seeking Students</i>	21	<b>Undergraduate Tuition and Fee Schedule</b>	<b>37</b>
<b>Readmission to the College</b>	<b>21</b>	Bachelor of Science in Nursing Prelicensure and Second Degree Program Tuition and Fee Schedule*	37
<b>HEALTH RECORD REQUIREMENTS</b>	<b>24</b>	RN – BSN Program Tuition and Fee Schedule*	38
<b>General Health Requirements</b>	<b>25</b>	Bachelor of Science in Health Science, Bachelor of Science in Healthcare Management, and Bachelor of Science in Social Work Tuition and Fee Schedule*	39
<b>Health Records Required by the State of Illinois</b>	<b>25</b>	Gerontology Certificate Tuition and Fee Schedule*	40
<b>Health Records Required for Students Enrolled in any Methodist College Program</b>	<b>25</b>	Medical Assistant Tuition and Fee Schedule	41
<i>COVID-19 Vaccination Requirement for All Methodist College Students</i>	25	Nursing Assistant Tuition Payment Schedule and Reimbursement Schedule	43
<b>Health Records Required for Each Program</b>	<b>25</b>	<b>Graduate Tuition and Fee Schedule*</b>	<b>44</b>
<i>Bachelor of Science in Nursing (BSN), Accelerated BSN, Second Degree BSN, Master of Science in Nursing (Prelicensure, Generalist, and Nurse Educator programs)</i>	26	MSN: Nurse Educator, Nurse Generalist, & Post-Master Certificate	44
<i>Bachelor of Social Work</i>	26	MSN: Prelicensure Tuition	45
<i>Bachelor of Science in Healthcare Management</i>	26	<b>Prairie Sky Apartments (Methodist College Student Housing)</b>	<b>46</b>
<i>Bachelor of Science in Health Science</i>	27	<b>Tuition and Fee Definitions</b>	<b>47</b>
<i>Medical Assistant Certificate</i>	27	<b>FINANCIAL AID</b>	<b>49</b>
<i>Nursing Assistant Certificate</i>	27	<b>Overview</b>	<b>50</b>
<b>Health Records Compliance</b>	<b>28</b>	<b>Financial Aid Programs</b>	<b>50</b>
<b>Health Record Exemptions</b>	<b>28</b>	Federal Pell Grants	50
<b>Documentation Requirements and Specifications</b>	<b>29</b>	Federal Supplemental Educational Opportunity Grants	50
<b>TUITION AND BILLING</b>	<b>32</b>	Federal Work Study	51
<b>Payment Schedule for all Programs</b>	<b>33</b>	Federal Direct Stafford Loans	51
Fall tuition 3 payment plan due dates:	33	Federal Direct PLUS Loans for Parents	51
Fall tuition 5 payment plan due dates:	33	Illinois Monetary Award Program	51
Spring tuition 3 payment plan due dates:	33	<b>Veteran’s Benefits and Transition Act of 2018 Compliance</b>	<b>51</b>
Spring tuition 5 payment plan due dates:	33		
Summer tuition payment plans:	33		
<b>Payment of Tuition and Fees</b>	<b>34</b>		
<b>Payment Schedule for Nursing Assistant Program</b>	<b>34</b>		

<b>Workforce Investment Act</b>	<b>52</b>	<b>Methodist College Academic Progression</b>	<b>67</b>
		Official Communications	68
<b>Institutional Scholarships</b>	<b>52</b>	<b>Registration and Credit Load Maximum Policies</b>	<b>68</b>
<b>Outside Scholarships and Financial Aid</b>	<b>52</b>	<b>Credit Load Maximum</b>	<b>69</b>
<b>Satisfactory Academic Progress</b>	<b>52</b>	<b>Student Registration Classification</b>	<b>69</b>
General Information	52	Undergraduate Students	69
Notification to Students	53	Graduate Students	69
Definitions	53	<b>Leave of Absence Policy</b>	<b>69</b>
Special Treatment of Repeated Courses	53	<b>Military Leave of Absence Policy</b>	<b>70</b>
Completion (Pace) Requirement	53	<b>Medical Withdrawal</b>	<b>71</b>
Grade Point Average Requirement	53	<b>Registration for Auditing Class Policy</b>	<b>72</b>
Maximum Time Frame Requirement	54	<b>Post-Withdrawal Course Auditing Policy</b>	<b>72</b>
SAP Warning	54	<b>Special Course Enrollments</b>	<b>72</b>
SAP Denial	54	Independent Study Courses	72
Reestablishing Eligibility	54	Arranged Basis Enrollment Courses	73
Student Appeals for SAP	55	<b>Semester Length</b>	<b>73</b>
<b>Return of Title IV Funds Policy</b>	<b>55</b>	<b>Credit Hour Definition</b>	<b>73</b>
<b>ENROLLMENT AND RECORDS</b>	<b>58</b>	Federal Credit Hour Definition	73
<b>Student Records</b>	<b>59</b>	Methodist College Credit Hour Definition	74
Requesting a Transcript	60	<b>Section Prefixes</b>	<b>74</b>
Unofficial Transcripts	60	<b>Grading Standards</b>	<b>75</b>
<b>Requesting a Degree Verification</b>	<b>60</b>	Incomplete Grades	75
<b>Other Enrollment Verification Requests</b>	<b>61</b>	<b>Final Course Grade Appeal</b>	<b>76</b>
<b>Inspection and Review of Educational Records</b>	<b>61</b>	<b>Adding/Dropping a Course</b>	<b>78</b>
<b>Credit Transfer Policy</b>	<b>62</b>	Administrative Drop/Add	78
Transfer Course Review Process	62	Administrative Drop for Non-Attendance	79
Credit Conversion	63	<b>Course Repeat Policy</b>	<b>79</b>
Illinois Articulation Initiative	63	<b>Grade Point Average (GPA) Calculation and Scale</b>	<b>79</b>
<b>Testing Information</b>	<b>63</b>	<b>Program Completion</b>	<b>80</b>
Credit by Examination (CLEP)	63	Graduation and Program Completion	
Excelsior UExcel Credit by Exam for General		Requirements	80
Education Credits	64	Commencement Participation Requests	81
Advanced Placement Examinations (AP)	65		
Credit through Military Experience	65		
<b>College Placement Testing</b>	<b>66</b>		
Placement in 100-Level Courses	66		
Placement in Developmental Courses:	66		

<b>Institutional Withdrawal</b>	<b>82</b>	Changing Major into Prelicensure Nursing	98
<b>Administrative Withdrawal</b>	<b>83</b>	Applying for Readmission to Prelicensure Nursing	99
<b>CAMPUS LIFE AND SUPPORT SERVICES</b>	<b>84</b>	Changing Major from BSN: Prelicensure to BSN:	
<b>Campus Life</b>	<b>85</b>	Accelerated	99
Residence Life	85	Other Major/Program Change Requests	99
<b>Student Health Insurance</b>	<b>85</b>	Community Engagement at Methodist College	100
<b>Student Organizations</b>	<b>86</b>	Final Examinations	100
Student Government Association (SGA)	86	<b>Academic Honors and Awards</b>	<b>101</b>
Student Nursing Association (SNA)	86	Latin Honors	101
Multicultural Student Union (MCSU)	86	Term Academic Honors	101
Phi Kappa Phi Honor Society	86	<b>Academic Class Standing</b>	<b>101</b>
<b>Student Services</b>	<b>86</b>	<b>ACADEMIC DIVISIONS, DEPARTMENTS, AND PROGRAMS OF STUDY</b>	<b>102</b>
Center for Student Success	86	<b>Division of Arts and Sciences</b>	<b>103</b>
Library Services	88	Mission/Philosophy	103
Academic Advising	89	Description of Division	103
The Testing Center	91	Liberal Arts & Sciences: LENSES/General Education	103
Campus Safety	91	Admission Requirements	104
Personal and Career Counseling	92	LENSES/General Education Program and Curricular Requirements	104
Faculty Development & Instructional Design	92	Pathways with curriculum schedule	105
Simulation and Clinical Practice Centers	93	Progression requirements	105
Career Placement	93	Discipline-specific policies	105
Disability Services	93	Arts and Sciences Grading Scale	105
Computer Laboratory	93	<b>Arts &amp; Sciences Minors</b>	<b>105</b>
Laptop Requirements for Students	93	Arts & Humanities Minor	105
<b>ACADEMIC AFFAIRS</b>	<b>95</b>	Diversity, Equity, & Inclusion Studies Minor	106
<b>Academic Purpose and Goals</b>	<b>96</b>	Health Science Minor	107
<b>Graduate School Information</b>	<b>96</b>	Mathematics and Science Minor	108
<b>Undergraduate Academic Programs</b>	<b>97</b>	Philosophy Minor	108
<b>Certificate Programs</b>	<b>97</b>	Psychology Minor	109
<b>Undergraduate Student Learning Outcomes (USLOs)</b>	<b>97</b>	Social & Behavioral Sciences Minor	109
<b>Academic Majors and Minors</b>	<b>97</b>	<b>Health Sciences</b>	<b>110</b>
Academic Major	97	Admission requirements	110
Academic Minor	98	Bachelor of Science in Health Science	110
Time to Completion	98	Program Structure	112
Changing Program and Changing Program Type	98	Bachelor of Science in Healthcare Management	113
		Program Structure	115
		Health Science Upper-Level Course Requirement	
		Policy	116

Health Science Grading Scale	116	<b>Community-Based Primary Care (CBPC) Certificate</b>	<b>149</b>
Progression Requirements	116	Prelicensure BSN Certificate	149
<b>Social Work Program</b>	<b>117</b>	Grading Scale for Nursing Courses	151
Accreditation	117	RN to BSN Certificate	151
Admission Requirements	117	<b>Nursing Program Policies</b>	<b>153</b>
Mission and Guiding Principles of Social Work	117	Upper Division Progression Requirements	153
Learning Outcomes	118	Nursing Program Academic Standing	
Degree Requirements	118	Requirements	154
Program Structure	119	Readmission to the BSN Prelicensure Nursing	
Social Work Electives	120	Program	155
Social Work Grading Scale	120	Prelicensure Program Transfer Limitations	157
<b>Medical Assistant Program</b>	<b>121</b>	Meeting Minimum Credit Hour Requirement	157
Accreditation	121	ATI (Assessment Technologies Institute) in the	
Program Goals	121	Undergraduate Nursing Program	157
Program Objectives	121	ATI Completion Requirement and NCLEX-RN®	
Admission requirements	122	Testing Release	158
Pathways with curriculum schedule(s):	122	Clinical Attendance Expectations	159
Non-Remuneration for Practicum	123	Grading Scale	161
Progression requirements	123	<b>Nursing Assistant Program (NA)</b>	<b>161</b>
National Certification	124	Program Approval	162
Medical Assistant Grading Scale	124	Admission requirements	162
<b>Gerontology Certificate</b>	<b>124</b>	Courses/program requirements	162
Program Outcomes	125	Nursing Assistant Grading Scale	163
Admission requirements	125	<b>GRADUATE PROGRAMS</b>	<b>164</b>
Required Courses for the Certificate	125	<b>Mission and Purpose of Methodist College</b>	
Progression requirements	125	<b>Graduate Degree Programs</b>	<b>165</b>
Gerontology Grading Scale	125	<b>Graduate Student Learning Outcomes</b>	<b>165</b>
<b>Division of Nursing</b>	<b>126</b>	Master of Science in Nursing: Nurse Educator	
Nursing Program Philosophy	126	Program	165
Undergraduate Nursing Program Outcomes	127	Master of Science in Nursing: Generalist Program	168
Accreditation	128	Master of Science in Nursing: Prelicensure	
Student Nursing Organizations Student Nurses'		Program	169
Association (SNA)	128	Post-Master's Certificate: Nurse Educator	171
Sigma Honor Society	128	<b>Academic Status</b>	<b>172</b>
Program Descriptions	128	Good Standing	<b>Error! Bookmark not defined.</b>
BSN: Prelicensure (BSN: PL)	129	Academic Probation	<b>Error! Bookmark not defined.</b>
Bachelor of Science in Nursing Prelicensure		Academic Dismissal	<b>Error! Bookmark not defined.</b>
Accelerated (BSN: Accelerated)	136	<b>Progression in the MSN PL Graduate Program</b>	<b>173</b>
Bachelor of Science in Nursing Prelicensure			
Second Degree Accelerated (BSN: Second Degree)	141		
Bachelor of Science in Nursing Programs - Starting			
January 2022	146		
RN to BSN	148		



ATI (Assessment Technologies Institute) in the Graduate Nursing Program	173
<b>Grading Scale for Graduate Programs</b>	<b>174</b>
<b>COURSE DESCRIPTIONS</b>	<b>175</b>
<b>METHODIST COLLEGE PERSONNEL</b>	<b>222</b>

# **College Information**

## Methodist College Profile

Methodist College is a private, not-for-profit, four-year college affiliated with Carle Health. The College has graduate, undergraduate, and professional programs, educating the health professionals of the future. Faculty are dedicated to creating optimal learning experiences in diverse settings, including the traditional classroom, online learning, simulated patient and client experiences, and real-world experiences in clinical, administrative, and community settings.

## Governance

The Methodist College Board of Directors is the governing body of Methodist College. The Chancellor of the College, who is the Chief Executive Officer of Methodist College, reports directly to the Methodist College Board of Directors and administers the College through the power vested in them by the Board of Directors.

### Board of Directors

Dr. Jerry Bell Chair

Vacant Vice Chair

Vacant Secretary

Dr. Laurie Shanderson, Chancellor

Ms. Pam Howe

Dr. Ryan Finkenbine

Ms. Leanne Skuse

Dr. Mary Harvey

Ms. Jeanine Spain

Mr. Jamie Harwood

Dr. Anthony Stankowski

### Leadership

Dr. Laurie Shanderson, Chancellor

Dr. Amer Qatanani, Vice Chancellor of Academic Affairs

Dr. David Burkitt, Vice President of Finance and Operations

Mr. Jason Garber, Vice President of Enrollment Management

Dr. Blanca Miller, Dean of Nursing

Dr. Octavian Gabor, Chair of Liberal Arts and Sciences

## Mission Statement

Methodist College is committed to educating and preparing future health and human services professionals for careers that meet community and regional healthcare industry needs.

## Vision Statement

Methodist College will deliver quality transformational experiences that enable future healthcare leaders to enhance and contribute to positive health outcomes for our community.

## Values

Healthcare professionals are guided by strong core values. At Methodist College, faculty, staff, and students are dedicated to our values.

Human Dignity	Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.
Integrity	Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.
Inquiry	An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.
Social Justice	Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

## Institutional Goals

The faculty and staff of Methodist College are dedicated to achieving the following goals:

- Provide rigorous academic experiential learning opportunities required of healthcare industry professionals.
- Support a positive, student-centered learning environment.
- Foster quality instruction and innovative programs.
- Offer quality student support services and programs.
- Recruit and retain a diverse qualified workforce.
- Demonstrate fiscal responsibility and accountability.
- Provide resources to support institutional mission.
- Recruit and retain a qualified, diverse student body.
- Cultivate collaborative community relationships to support the mission and vision of the college.

## Carle Health Values

Methodist College, as an institution under the Carle Health umbrella, embraces the Carle Health values:

Excellence

Integrity

Inclusivity

Compassion

Accountability

## Federal Regulations and Compliance

### Equal Opportunity/Non-Discrimination

Methodist College welcomes persons from all backgrounds and beliefs to join our College community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all students and others who participate in our programs and activities.

Methodist College is committed to providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other status protected by law (“protected status”). This is reflected in all policies, programs and procedures of the College.

Methodist College complies with federal, state, and local equal opportunity laws and strives to keep the workplace, and all programs and activities, free from all forms of illegal discrimination and harassment, as well as free from all forms of disrespectful conduct even where such conduct does not constitute a legal violation. (See separate policy on Sexual and Other Forms of Harassment and Grievance Procedures for more details.)

### Students with Disabilities

Methodist College is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) which prohibit discrimination against individuals with disabilities. These laws require the College to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities.

Those with questions about disability accommodations or who wish to request an accommodation, including prospective students who may need a disability accommodation during the admissions process, should contact the ADA Coordinator.

### Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to protecting the privacy of their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the Methodist College (the "College") receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed. This right, however, may not be used to inspect and review the financial records of a student’s parents or confidential letters and statements of recommendation as to which the student has waived his or her right to inspection and review and the letters and statements related to admission to the College, application for employment or receipt of an

honor.

2. The right to request an amendment of the student's education record that the student believes is inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the College official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy. The student's right to request amendment may not be used to challenge grades.
3. The right to a hearing regarding the request for an amendment of the student's education records. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, as a result of the hearing the College decides the information in the record is inaccurate, misleading or otherwise in violation of the student's privacy rights, the record will be amended accordingly. If the request for amendment is denied, the student will have the right to place a statement in the record commenting on the contested information in it or stating why the student disagrees with the decision of the College, or both. Any such statement will be maintained with the contested part of the record for as long as the record is maintained and will be disclosed whenever the College discloses the portion of the record to which the statement relates.
4. The right to prevent the College's disclosure of the student's personally identifiable information from the student's education records in most circumstances. Except to the extent that FERPA authorizes disclosure without consent, the College must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA, however, permits the disclosure of the student's information without his or her consent in certain specified circumstances. Those circumstances include, but are not limited to, the following:
  - a. The College may make disclosures to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent) institutional services or functions that the College would otherwise use employees to perform; a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.
  - b. The College also may make disclosures to parents in three situations. First, disclosure of a student's personally identifiable information to parents, as well as to others with a need to know, is permitted without a student's written consent in the event of a health or safety emergency. The College may disclose education

records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under age 21 at the time of the disclosure and has violated a law or College rule or policy governing the consumption or possession of alcohol or a controlled substance.

- c. The College also will disclose educational records to officials of another postsecondary institution where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
5. The right to opt out of the disclosure of directory information.
- a. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information, which may be released without the student's consent. The College defines directory information as the student's name, local and home addresses, telephone number, e-mail address, place and date of birth, dates of attendance, enrollment status, degrees and awards received, participation in organizations or activities, and previous educational institution attended. The release of this information may be in written or electronic form, including images of the student.
  - b. FERPA permits the College to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release all directory information to members of the College family, defined as administrators, faculty, employees and directors. Other releases will be limited to those situations in which the College, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student's career interests or when the College believes the release would serve to advance the interests and image of the College. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or registry, licensure or certification services. Another example would be the release of directory information in connection with College sanctioned alumni affairs.
  - c. Students who wish to restrict the release of certain directory information must submit the appropriate form to the Registrar during the first ten days of each academic term. This form can be found at the Office of Records Management and Registration. Upon receipt of such a request, the Office of Records Management and Registration will designate that the student's directory information is confidential and not to be released outside the College except to individuals, institutions, agencies and organizations as otherwise authorized by FERPA. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the student subsequently authorizes its release. A student may not, however,

opt-out of disclosure of the student's name, institutional email address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

6. The [right to file a complaint](#) with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office with the United States Department of Education. Complaints can be sent electronically to [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov) or mailed in paper format to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

#### Health Insurance Portability and Accountability Act (HIPAA) Policy

Methodist College assures compliance with HIPAA through clear articulation of the federal requirements and annual updates through Net Learning. All employees and students are required to complete HIPAA training each year. Failure to do so, or failure to comply with the requirements herein, may result in disciplinary action in accordance with Methodist College policies up to and including termination of employment or dismissal from the College for egregious offenses. Employees and students who have access to patient records due to the nature of their work shall access these only on a professional need to know basis.

#### Client Confidentiality Policy

Through the various educational experiences, students are privileged to confidential information. As pre-professionals, students must adhere to the professional behaviors as directed by, for example, the American Nurses Association Code of Ethics for Nurses with Interpretive Statements, which includes maintenance of confidentiality and requirements documented in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Methodist College students may not disclose any information regarding clients, their families or information pertaining to any student placement or volunteer experience while representing the College.

Every Methodist College student will be required to sign the "Student Confidentiality Form" at New Student Orientation. The confidentiality policy will be re-emphasized in each clinical course.

### Introduction to Methodist College

#### Overview

Methodist College is an affiliate of Carle Health and is a private, non-profit, independent college located in Peoria, Illinois. Transfer credits are evaluated according to guidelines for articulation by each academic department.



Methodist College offers degrees in Nursing, Health Science, and Social Work. Methodist College also offers Medical Assistant, Nursing Assistant, and Gerontology certificates. The LENSES/General Education curriculum includes arts and sciences courses supportive of the student's major and the student's individual interests, as well as a number of minors for students pursuing baccalaureate degrees.

Methodist College offers graduate programs that are tailored to the working professional nurse career opportunities or to pursue a doctoral degree. The graduate program offers three options to obtaining a Master of Science in Nursing (MSN) degree. The Nurse Educator and Nurse Generalist programs are designed for licensed nurses; while the prelicensure program is designed for individuals who have a prior bachelor's degree in another subject, who want to earn an MSN degree for career opportunities or to pursue a doctoral degree. The Nurse Educator graduate can pursue employment as academic or clinical educators. The graduate program also offers a post master's educator certificate.

The Bachelor of Science in Nursing (BSN) degree includes the prelicensure, the accelerated prelicensure, and the second degree program for those individuals who desire to earn a BSN degree. These options prepare the graduate for licensure through successful completion of the National Council Licensure Exam RN®. The BSN degree is also awarded to those completing the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) option for those registered nurses prepared at the diploma or associate degree level.

The Bachelor of Science in Health Science program offers degrees in Healthcare Management and Health Science. These degrees prepare students for a broad array of leadership and management positions in healthcare and human services. The Healthcare Management degree is designed as a full baccalaureate program for new students; for transfer students who have earned an associate degree; or for students transferring college level credits from another institution. The Health Sciences program is designed specifically for professionals with an earned certificate (like Medical Assistant) or with a completed Associate in Applied Science degree. Both degrees prepare graduates for working in entry level administrative positions or entry level leadership positions in healthcare or human service settings.

Graduates can work in departments like human resources, purchasing, finance, information technology, any medical department, or serve community organizations and coordinate care with other professionals like social workers and healthcare providers. Seasoned professionals can manage healthcare departments and organizations. The degrees in the Bachelor of Science in Health Science are designed to provide a broad foundation in which to build an exciting career.

The Bachelor of Social Work degree program prepares students to be social work generalists who are change-agents. Social workers facilitate human well-being and respond to diverse human needs within the context of their practice environment. Social Workers engage with individuals and communities in a variety of settings and organizations. Social workers can work in schools, child care, assisted living, corporations, private practice, public programs, healthcare entities or human service agencies. Social workers can also work in government or advocacy

agencies in order to influence public policies and laws. Most importantly, social workers work with people to improve quality of life on an individual, family, community, or national level.

The Bachelor of Science in Medical and Life Sciences is designed to be both rigorous in content to prepare students for an immediate career yet also flexible so students can matriculate into a variety of advanced degree programs. The baccalaureate degree can lead to professional careers related to biology, healthcare, public health, research, or laboratory work. The degree can also lead to admission to professional schools and degree programs in medicine, pharmacy, dentistry, and physician assistant.

The Gerontology Certificate prepares students for work with the older adult population and can be completed alone or within the Bachelor of Science in Nursing (BSN), the Bachelor of Science in Health Science (BSHS), the Bachelor of Science in Healthcare Management (BSHCM), the Bachelor of Social Work (BSW) or the Bachelor of Science in Medical and Life Sciences (BSMLS).

The Medical Assistant Certificate program prepares students for national certification as a Medical Assistant (several national organizations offer the certification exam including the Medical Assistants work in three distinct areas: providing direct patient care in clinical settings such as hospitals, clinics, physician offices, schools, or nonprofit organizations; conducting and reporting testing or managing medical labs; and managing the administrative functions in healthcare organizations. Medical Assistants are in high demand across the country and national certifications transfer between states.

The Nursing Assistant program is designed as an occupational preparation course for the Nursing Assistant state certification examination. Students will study simple body structure and function, normal growth and development, principles of infection control, disease processes, and medical terminology. The student will receive skill training in patient-nursing assistant relationships; taking and recording vital signs, bathing, feeding, dressing, and transporting patients in hospitals; and cardiopulmonary resuscitation. The course will provide advanced skill training in catheter care, range of motion, bowel and bladder training, and care of the dying. Upon completion of the nurse aide program, the student is eligible to take the State of Illinois Nurse Aide Certification Exam that leads to employment as a Certified Nursing Assistant.

The General Education program at Methodist College is called LENSES--(*Learning Experiences Nurturing Student Enlightenment and Success*). LENSES/General Education expands a student's single focus on their major to a spectrum of interdisciplinary experiences that enriches learning and reinforces how different areas of study are connected. The Liberal Arts & Sciences courses in the LENSES program instill foundational knowledge and skills that students can carry forward to their professional careers including citizenship, critical thinking, communication, cultural humility, problem solving, and teamwork.

Methodist College recruits and educates qualified students from culturally, racially, and ethnically diverse backgrounds who are interested in an educational environment that promotes academic excellence.

Students will be provided an outstanding education with innovative and exceptionally qualified faculty in a state-of-the-art building, with rich experiential learning opportunities.

### History

Methodist College can trace its history to 1900 when the deaconesses of the Methodist Episcopal Church opened the Deaconess Home and Hospital and its Training School for Nurses. In 2000, Methodist School of Nursing closed and Methodist College was established in response to the growing need for baccalaureate prepared registered nurses. This response to national trends affecting changes in the healthcare delivery system, the nursing profession, and nursing education, served to support the expansion from a single-purpose nursing program to a multi-departmental academic institution.

The RN-BSN online program was started in 2008 to create an educational pathway for licensed nurses with either an associate's degree in nursing or nursing diploma.

In January 2010, Methodist College began offering a second degree Bachelor of Science in Nursing program for those students who have previously completed a non-nursing bachelor's degree. This option provides a unique opportunity for those individuals committed to a professional career in nursing to earn a second bachelor's degree. This program is designed for those students who have demonstrated academic ability and success by previously earning a bachelor's degree. The second degree program is an accelerated program that can be completed in five consecutive semesters of full-time study. Graduates of the program are eligible to take the NCLEX-RN® licensure examination.

In the fall 2012 semester, enrollment started in the Bachelor of Science in Health Science degree and Gerontology Certificate programs. In 2012, Methodist College initiated the Arts and Sciences curriculum to provide general education courses for students in all academic programs, thus offering students the opportunity to enter Methodist College as traditional first-year students immediately upon graduation from high school.

In fall 2015, the College initiated the Master of Science in Nursing degree to provide graduate education for BSN prepared nurses to pursue careers in Clinical and Academic Nurse Educator roles. In fall 2018, the college added the Generalist option in the Master of Science in Nursing program and a Master of Science in Nursing Prelicensure program in fall 2019.

In spring 2017, the college added Nursing Assistant and Medical Assistant certificate programs in response to employment demands in healthcare.

The Bachelor of Social Work degree started with its inaugural cohort in fall 2017, with the first class graduating in May 2020. The Social Work program is accredited by the Council on Social Work Education's Commission on Accreditation (CSWE)

One of the biggest opportunities for the college was the move in July 2016 to a new campus in north Peoria. The new campus provides 88,000 square feet of educational classrooms and labs, faculty and staff offices, fitness and recreational space, and a cafe and campus store. In addition,

a new 112-bed student housing complex, Prairie Sky Apartments, was built behind the campus to provide a living and learning community for students.

In 2019, the Bachelor of Science in Health Science with a concentration in Healthcare Management was changed to become the Bachelor of Science with a major in Healthcare Management. The change in titling was approved by the Higher Learning Commission.

#### Accreditation and Approval

Methodist College is authorized by the Illinois Board of Higher Education. The Bachelor of Science in Nursing and the Master of Science in Nursing Prelicensure programs are approved by the Illinois Department of Financial and Professional Regulation which also approves the graduates of the nursing program to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN®). These entities ensure that the citizens of Illinois have access to quality higher education and that the graduates are licensed as safe to practice nursing.

Methodist College is affiliated with the Higher Learning Commission (HLC) and has maintained an accredited status since 2008. The College's baccalaureate degree program in nursing and master's degree program in nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The general purposes of accreditation are to ensure quality, assure congruence with best practices in higher education, provide access to federal funds, and ease transfer of credit.

The Social Work program is accredited by the Council on Accreditation of the Council on Social Work Education (CSWE).

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB)

#### Continuing Nursing Education Accreditation

Methodist College (OH-343, 6/1/2016) is an approved provider of continuing nursing education by the Ohio Nurses Association (OBN-001-91), which is authorized by the American Nurses Credentialing Center's Commission on Accreditation.

#### Memberships

Methodist College and its programs are members of the following organizations:

- American Association of Colleges of Nursing, Inc. (AACN)
- American Association of Collegiate Registrars and Admissions' Officers (AACRAO)
- American Council on Education (ACE)
- American Health Sciences Education Consortium (AHSEC)
- American Library Association (ALA)
- Association of American Colleges & Universities (AAC&U)
- Association of College and Research Libraries (ACRL)
- Association of Governing Boards (AGB)

- Association of University Programs in Health Administration (AUPHA)
- Consortium of Academic and Research Libraries in Illinois (CARLI)
- Consortium of Hospital-Affiliated Colleges and Universities (CHACU)
- Council of Independent Colleges (CIC)
- Council for Higher Education Accreditation (CHEA)
- Council on Social Work Education (CSWE)
- Federation of the Independent Illinois Colleges and Universities
- The Illinois Association of Colleges of Nursing (IACN)
- Illinois Library and Information Network (ILLINET)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)
- National Council for State Authorization Reciprocity Agreements (NC-SARA)
- National College Testing Association
- National League for Nursing (NLN)
- Online Computer Library Center (OCLC)
- Private Illinois Colleges and Universities (PICU)
- Reaching Across Illinois Library Systems (RAILS)

## Methodist College Campus

### The Campus

The campus is located at 7600 N. Academic Drive in Peoria, Illinois. The campus encompasses a total of 13 acres which will accommodate future growth of the institution.

### Prairie Sky Apartments

The Prairie Sky Apartment complex is located at 7700 N. Academic Drive, adjacent to the main campus building. The housing complex is available to Methodist College students as well as interns, residents, and college-level students from other local institutions.

### Simulation Education

The College has a state-of-the art Simulation Center boasting multiple high and medium fidelity manikins, and a Clinical Practice Center that provides a practice area for students as well as other learning resources. Simulation experiences are embedded in curricula across the college.

### Campus Store

The Campus Store provides students with access to various supplies for school; college-branded merchandise; and food options for students, faculty, and staff.

### Fitness Center and Recreation Center

All Methodist College students and employees may access the Fitness Center which is located on the college campus and available for use during campus access hours. The Recreation Center is located across the hall from the Fitness Center and features games and activities for student use.

### Tobacco-Free Environment

Methodist College is a tobacco free campus. Students and visitors who smoke on campus are subject to strong disciplinary action. The use of tobacco products in any form (i.e., cigarettes, chewing tobacco, snuff, pipes, electronic cigarettes or other related electronic devices, etc.) is prohibited on Methodist College property. This includes land, buildings, parking lots, leased spaces, Methodist College-owned vehicles, and privately-owned vehicles on Methodist College property.

# **Admissions**

## Admission to Methodist College Programs

### Undergraduate Admission Process

The process for applying for admission to an undergraduate program at Methodist College is as follows:

1. Submission of a complete application for admission and application fee;
2. Submission of official transcripts (see Transcript Requirements section below);
3. Submission of official SAT score (school code 1503) or ACT scores (school code 1078)  
*\*not required for students who have earned 30 or more college-level credits;*
4. Proof of graduation from a state-approved high school program (Diploma or GED Certificate) *\*not required for students who have earned a college degree (associate or higher);*
5. Students who are home schooled or from a school that is not accredited by the Illinois Board of Higher Education will be required to submit transcripts from the organization/program through which they obtained their materials for homeschooling.

### Nursing CAS

Applicants can also submit applications through NursingCAS ([www.nursingCAS.org](http://www.nursingCAS.org))

1. Individuals completing their applications through NursingCAS need to complete the application per the NursingCAS instructions.
2. If updates or materials are sent to NursingCAS subsequent to the initial submission of the application, please notify Methodist College Admissions, [admissions@methodistcol.edu](mailto:admissions@methodistcol.edu).

### Transcript Requirements

Based on their educational history, students have different requirements in regards to what official transcripts are needed to complete an admissions application. Official transcripts are defined as being delivered via a secure electronic provider (such as Parchment) or in a sealed envelope received directly from the educational institution. A transcript turned in by a student is only considered official if it is still in the sealed envelope provided by the educational institution.

1. Students who have earned less than 30 college-level credit hours must submit:
  - a. Official transcripts from all high school programs attended
  - b. Official transcripts from all colleges attended
  - c. An official copy of an ACT or SAT score (either via their official high school transcript or an official ACT/SAT transcript)
2. Students who have earned 30 or more college-level credit hours, but haven't yet earned a college degree (associate or higher) must submit:
  - a. Proof of graduation from a high school program (this can be unofficial or official)
  - b. Official transcripts from all colleges attended
3. Students who have earned a college degree (associate or higher) must submit official transcripts from all colleges attended



### Undergraduate Admission Criteria to the College for First Time Freshmen

Methodist College conducts a holistic assessment of each student's academic portfolio. The following criteria are used in assessment of admission status:

1. High school grade point average minimum of 2.5 (on a 4.0 point scale)\*
2. Minimum ACT score of 19 or SAT score of 980
3. Demonstrated readiness or ability to successfully complete college-level coursework as demonstrated through high school grade point average, , and SAT/ACT scores.

*(NOTE\*: Different criteria may be required for other programs. See the program information in the Catalog.)*

### Application Requirements for Students with Earned College Credit

Methodist College affords students the opportunity to transfer credits from another accredited college or university. The following criteria are required for admission:

1. An applicant with earned college credits must hold a cumulative GPA of 2.5 (on a 4.0 scale). This GPA is calculated from an average of all post-secondary work completed.
2. Transfer students must provide official transcripts from each college or university attended. Students who have been academically dismissed from another college/university may not be eligible for admission to Methodist College pending further evaluation by the department.

*(NOTE\*: Different criteria may be required for other programs. See the program information in the Catalog.)*

### Additional Admissions Requirements

Prior to enrollment in an academic program at Methodist College, some students are required to complete and file the following with the Office of Admissions:

1. Applicants for all programs: DCFS (Department of Children & Family Services) background check;
2. Criminal background check.

*(NOTE\*: A background check that reveals a misdemeanor or felony conviction may affect the student's admission or enrollment status at the college.)*

### **English Proficiency Requirements for Methodist College Admission**

Methodist College welcomes applicants from all over the world, and we recognize that English proficiency can be a challenge for some international students. To ensure that students can succeed in their academic pursuits, Methodist College requires proof of English language proficiency from applicants whose first language is not English.

Applicants can demonstrate English proficiency by taking one of the following exams and achieving the indicated score. Test results are only valid for two years from the date of the test. Test results must still be valid the month your Methodist College program starts, or they cannot be accepted.

<b>English Proficiency Requirements</b>	<b>Undergraduate Degree</b>	<b>Master's Degree</b>
<b>TOEFL PBT</b>	Minimum score of 500	Minimum score of 530
<b>TOEFL iBT</b>	Minimum score of 61	Minimum score of 71
<b>IELTS</b>	Minimum score of 6.0	Minimum score of 6.5
<b>Pearson Test of English Academic</b>	Minimum score of 44	Minimum score of 50
<b>Duolingo</b>	Minimum score of 105	Minimum score of 110
<b>A high school diploma completed at an accredited/recognized US high school</b>	Accepted	Accepted
<b>30 Semester Credit Hours Completed</b>  <b>A transcript indicating completion of at least 30 semester credit hours with an average grade at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or accepted foreign equivalent where the language of instruction was English.</b>	Average grade of "C" or higher	Average grade of "B" or higher.

Note: All test results must be valid for two years from the date of the test and must still be valid at the start of the Methodist College program.

It is important to note that meeting the minimum English proficiency requirements does not guarantee admission to Methodist College. Admission decisions are based on a comprehensive review of all application materials. Applicants who do not meet the minimum English proficiency requirements may be considered for conditional admission, which may require enrollment in English language courses at an approved language school until the minimum English proficiency level is achieved.

- *Illinois Central College (ICC) has an approved language program that Methodist College observes. (English Second Language (ESL) - Illinois Central College (icc.edu))*

If you have any questions or concerns regarding English language proficiency requirements, please contact the Methodist College Admissions Office for more information. We are committed to helping international students achieve their academic and personal goals.

### *Military Service Members*

Military Service Members interested in attending Methodist College should speak with their Education Services Officer (ESO) or counselor within their Military Service prior to enrolling at Methodist College.

### *Graduate Admissions Process: Master of Science in Nursing (Post Licensure)* *Application Process through the Methodist College website*

The process for applying for admission to the Master of Science in Nursing Nurse Educator or Generalist programs at Methodist College is as follows:

1. Submit a completed graduate program application ([www.methodistcol.edu/apply](http://www.methodistcol.edu/apply)).
2. Pay the non-refundable application fee.
3. Submit official transcripts from all previously attended post-secondary institutions of education.
4. Provide two letters of reference. One should be a personal and the other an academic reference.
5. Submit a copy of a current, unrestricted licensure to practice as a Registered Nurse in Illinois.

Complete and send all documents to the Office of Admissions [admissions@methodistcol.edu](mailto:admissions@methodistcol.edu). All required materials must be received before students will be considered for admission. Transcripts should be sent to the Office of Records Management and Registration at [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com).

### *Nursing CAS Application Process*

Applicants for graduate admissions can also submit applications through NursingCAS ([www.nursingCAS.org](http://www.nursingCAS.org)).

1. Individuals completing their applications through NursingCAS need to complete the application per the NursingCAS instructions.
2. If updates or materials are sent to NursingCAS subsequent to the initial submission of the application, please notify Methodist College Admissions, [admissions@methodistcol.edu](mailto:admissions@methodistcol.edu).

*Application Enrollment Periods: Master of Science in Nursing (Post Licensure)*

Graduate students in the MSN (Post Licensure) programs are primarily admitted to start their programs in fall semesters. Students may be admitted to these graduate programs in the spring term with administrative approval.

*Program Capacity: Master of Science in Nursing (Post Licensure)*

There are limited spots available in the Master of Science in Nursing programs, therefore applicants are encouraged to apply and submit all official documents by our published deadlines. If the number of qualified applicants exceeds the number of available spots in the program, applicants will be offered admission based on the criteria listed in the Order of Admissions section below.

*Admission Requirements: Master of Science in Nursing (Post Licensure)*

To be accepted into an MSN (Post Licensure) program, applicants must meet the following admissions criteria:

- Hold a Baccalaureate Degree in Nursing from a regionally accredited institution with a nationally- accredited program.
- Have earned a cumulative GPA of at least 3.0 on a baccalaureate degree or a cumulative GPA of at least 3.0 for the last 60 hours of baccalaureate studies.
- Have a copy of a current, unrestricted licensure to practice as a Registered Nurse in Illinois.

*Order of Admissions: Master of Science in Nursing (Post Licensure)*

Admission is offered in the order that accepted students pay their intent to enroll deposit. If multiple applicants have the same payment date and there are not enough spots available in the program, the applicant with the highest GPA will be offered admission.

*Graduate Admissions Process: Master of Science in Nursing (Prelicensure)*

***Application Process through the Methodist College website***

The process for applying for admission to the Master of Science in Nursing Prelicensure program at Methodist College is as follows:

1. Submit a completed graduate program application ([www.methodistcol.edu/apply](http://www.methodistcol.edu/apply)).
2. Pay the non-refundable application fee.
3. Submit official transcripts from all previously attended post-secondary institutions of education.
4. Provide two letters of recommendation. One personal and one academic reference.
5. Provide a writing sample answering the following 3 questions limited to 2,000 characters.
  - a. What was your reason for choosing nursing as a career?
  - b. Do you have any additional information that you would like us to know about you that has not been previously considered in the application?
  - c. What academic challenges have you faced and how did you overcome them?

Complete and send all documents to the Office of Admissions [admissions@methodistcol.edu](mailto:admissions@methodistcol.edu). All required materials must be received before students will be considered for admission. Official transcripts should be emailed to the Office of Records Management and Registration at [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com).

### ***Nursing CAS Application Process***

Applicants can also submit applications through NursingCAS ([www.nursingCAS.org](http://www.nursingCAS.org)).

1. Individuals completing their applications through NursingCAS need to complete the application per the NursingCAS instructions.
2. If updates or materials are sent to NursingCAS subsequent to the initial submission of the application, please notify Methodist College Admissions, [admissions@methodistcol.edu](mailto:admissions@methodistcol.edu).

### ***Application Enrollment Periods: Master of Science in Nursing (Prelicensure)***

Graduate students in the MSN Prelicensure program will start their program in the fall semester.

### ***Program Capacity: Master of Science in Nursing (Prelicensure)***

There are limited spots available in the Master of Science in Nursing programs, therefore applicants are encouraged to apply and submit all official documents by our published deadlines. If the number of qualified applicants exceeds the number of available spots in the program, applicants will be offered admission based on the criteria listed in the Order of Admissions section below.

### ***Admission Requirements: Master of Science in Nursing (Prelicensure)***

To be accepted into the MSN Prelicensure program, applicants must meet the following admissions criteria:

- Hold a bachelor's degree from an accredited college or university
- Obtain a cumulative GPA at least 3.0/4.0 for all post-secondary coursework
- Complete the required science prerequisite courses with a grade of B or better:
  - Human Anatomy & Physiology (8 semester hours)
  - Microbiology (4 semester hours)

*To ensure the transferability of science prerequisites, please visit*

<https://www.transferology.com/school/mcon>

Applicants will not be reviewed for admission until all admissions criteria are met. This also applies to applicants with science courses in progress.

### ***Order of Admissions: Master of Science in Nursing (Prelicensure)***

Admission will be offered to qualified applicants in chronological order based on the final date all admissions documents are received. If multiple applicants have the same submission date and there are not enough spots available in the program, the applicant with the highest GPA will be offered admission.

Admission Application Fee Waivers: Master of Science in Nursing (Prelicensure)

Methodist College will offer application fee waivers to certain individuals to support the educational initiatives of internal constituents and high-need groups. The following groups are eligible for application fee waivers:

- Veterans must show documentation from the U.S. Department of Veteran Affairs
- Alumni
  1. Will be verified through the Methodist College Office of Records Management and Registration
  2. However, this does not include students who have been dismissed and are applying for re- admission
- Methodist College employees will be verified by Methodist College Human Resources
- Carle Health employees will be verified by Methodist College Human Resources
- Federally qualified low-income students must show proof by submitting one of the following:
  1. Documentation of enrollment in the Federal Free or Reduced-Price Lunch program (FRPL).
  2. A copy of the Student Aid Report (SAR). Prospective applicants can retrieve the PDF by logging into their FAFSA account.
  3. Proof of government assistance such as food stamps.
  4. Proof of enrollment in a low-income assistance program like TRIO or Upward Bound.
  5. An official letter printed on letterhead from a school counselor attesting to the prospective applicant's financial situation
- Students currently enrolled in any Methodist College Dual Enrollment programs with local high schools will be verified by the Methodist College Office of Records Management and Registration

Students can be identified by the Office of Admissions as being eligible for the application fee waiver, or they may self-identify to staff as being eligible for the waiver.

After documentation is received, the fee will be waived by giving the prospective student a code specific to their classification. The code shall only be provided by the Office of Admissions staff after verification of the student's status. The prospective student will enter the code into the Methodist College admissions application, bypassing the application fee requirement.

Students who have already paid the application fee will not be eligible for a refund.

Special Admissions Types

Readmission to the College and admission to the College as a non-degree seeking student (student at large) are facilitated by the Office of Records Management and Registration on behalf of the academic divisions. Individuals who have questions about either of these options should direct their queries to [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com) after reading the information below.

*Non-Degree Seeking Students (Student-At-Large) Admission Process*  
*Non-degree-seeking students will be admitted as a Student-At-Large*

- A. If the applicant is currently enrolled at an accredited post-secondary institution, they must provide official transcripts from the institution in which they are currently enrolled. The Program Chair/Director will review applications and reserves the right to request additional information as needed.
- B. If the student is not currently enrolled at an accredited post-secondary institution, but has previously completed college-level coursework, the student must provide official transcripts:
  - a. Documenting any needed prerequisite coursework for the course(s) in which they wish to enroll as indicated in the College Catalog course descriptions and/or
  - b. As indicated by the appropriate Program Chair/Director. If the student is a high school (or equivalent) graduate with no post-secondary coursework, they must provide official high school transcripts and SAT or ACT scores.
- C. First time college students at Methodist College will be placed in 100-level courses according to the table noted in the Credit Transfer Policy. Students may need to take additional coursework (prerequisites) as indicated by the responsible Program Chair/Director.
- D. Additional information may be requested by the responsible Program Chair/Director through the Office of Records Management and Registration.

This information will be communicated to the applicant through the Office of Records Management and Registration. The Registrar will facilitate the receipt of official documentation and admission decisions.

*Information for Non-Degree Seeking Students*

- 1. Non-Degree Seeking Students will be admitted to classes on a space-available basis following the open registration period for enrolled Methodist College students;
- 2. Non-Degree Seeking Students are not eligible for financial assistance; and
- 3. Non-Degree Seeking Students are not guaranteed admission to the college in a degree-seeking program in subsequent semesters.

*Readmission to the College*

Methodist College considers applications for readmission subsequent to dismissal or withdrawal from the College in a fair, consistent, and equitable manner. Readmission is conferred only when a review of the student's record is conducted and determined that future success is likely. Readmission to the College or any academic program is not guaranteed.

Application for readmission may be made after a minimum of one regular (fall or spring) semester of non-enrollment. Exception: Cohort-based programs (e.g. Second degree accelerated BSN and RN-BSN), in which continuous enrollment is part of the normal degree progression may use any intervening semester (i.e. fall, spring, or summer as the required semester of non-enrollment for application for readmission).

Readmission processes are facilitated by the Office of Records Management and Registration. Questions regarding readmission applications should be directed to [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com).

To be considered for readmission, applicants must:

1. Be in good financial standing with the College. This means that any outstanding balances must be resolved before an application will be accepted; and
2. Applicants must have a GPA sufficient to reasonably attain a cumulative GPA of 2.0 in no more than two semesters.
3. Students who are readmitted will be on Academic Probation until the required cumulative GPA of 2.0 is attained.
4. Only complete readmission applications submitted will be reviewed. To be complete, applicants must:
  - a. Submit the Methodist College Application found on the Methodist College website.
  - b. Submit official transcripts from all post-secondary institutions attended while absent from Methodist College.
  - c. Provide a letter of appeal to the committee. This letter should include information addressing the factors that led to the student's departure from Methodist College, what the student has been doing in the interim, and the student's plan for success should they be readmitted to Methodist College.

NOTE: Students must seek readmission to specific programs in accordance with any published, discipline specific policy subsequent to attaining readmission to Methodist College. This may require a secondary readmission process. Details regarding program-specific readmission policies can be found under academic program information, specifically Nursing Program Readmission. Not all academic programs require a secondary review.

The completed application and all previous academic records will be reviewed by a Readmissions Committee.

1. During this review, the Readmissions Committee will render a decision on the readmission application.
2. Criteria evaluated by the Readmissions Committee will include both evidence showing resolution of the problem that led to dismissal, and a plausible plan for success.
3. If additional information is needed, the student may be asked to appear before the committee to discuss his or her plan for success upon readmission. If appearance is required, the student will be notified by the Registrar of the date and time of this meeting.
4. At this point, students who are seeking readmission to the prelicensure nursing programs and who have been approved for readmission to the College will follow the processes outlined in the section devoted to this matter (Nursing Program Readmission).
5. Students will be notified of the readmission decision in writing by the Registrar via electronic mail to the email address indicated on the application for readmission. **For individuals requesting readmission to a program that requires a secondary review, i.e. Nursing, the letter will be sent directly from the Dean overseeing the Division.**
6. If a student wishes to appeal a readmission decision, the student must submit an appeal to



the Chancellor within thirty (30) days of the negative readmission decision. The Chancellor has one week (five business days) to consider the appeal. The Chancellor's decision will be sent via the United States Postal Service with a return receipt requested. The Chancellor's decision is final.

Questions about the readmissions process should be addressed to the Registrar via email, [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com).

## **Health Record Requirements**

## General Health Requirements

Upon admission into Methodist College, all students are required to provide documentation of required health records for each program of study. This documentation is provided to a third-party vendor; students will be provided information about this system upon admission and payment of the non-refundable enrollment deposit. It is the responsibility of the student to create an account and maintain updated records and/or renewals of immunizations, as well as CPR certification. Costs associated with required records are the responsibility of the student.

*Failure to complete and provide documentation of the required health records will result in the implementation of a hold on the student's account and/or immediate removal from all courses*

## Health Records Required by the State of Illinois

All newly admitted and re-admitted students to Methodist College are required to provide proof of immunity for tetanus, diphtheria, pertussis, measles, mumps, rubella and meningitis. Documentation of immunity must be completed and submitted by the first day of a student's incoming semester. If the student is unsure of their semester's starting date, please consult the Methodist College academic calendar.

- Measles, Mumps, & Rubella (MMR)- two doses
- Tetanus, Diphtheria, and Pertussis (Tdap)- must be within the last ten years renewed every ten years
- Meningococcal- for students born after 1995, administered on or after their 16<sup>th</sup> birthday

## Health Records Required for Students Enrolled in any Methodist College Program

### *COVID-19 Vaccination Requirement for All Methodist College Students*

Methodist College is committed to providing a safe environment that protects the health of students, patients, healthcare workers, visitors, and the communities we serve. Recognizing the serious consequences that COVID-19 can have, compliance with the COVID-19 vaccination program outlined within this policy is required of all Methodist College students. This requirement for all Methodist College students aligns with our parent company, Carle Health. All Methodist College students are required to submit proof that they are fully vaccinated. Both two-step or single dose vaccinations are acceptable. Requests for Medical and/or Religious Exemptions are available upon request. Please contact Health Records for these requests. This policy applies to all current and newly enrolled students, even those in online programs or taking online classes for the semester regardless of their residency location.

## Health Records Required for Each Program

In addition to the immunizations required by the State of Illinois, there are health requirements specific to particular programs of study.

*Bachelor of Science in Nursing (BSN), Accelerated BSN, Second Degree BSN, Master of Science in Nursing (Prelicensure, Generalist, and Nurse Educator programs)*

Required upon admission:

- State of Illinois requirements
- Department of Child and Family Services Background Check
- Fingerprint Background Check (conducted at New Student Orientation or at another designated time)
- Hepatitis B (three doses)
- 2-step tuberculin skin test (TB) - followed by an annual 1-step (TB)
- Varicella (two doses, titer, or had disease)
- Urine Drug Screen (at least 5-panel)
- Seasonal Influenza Vaccine (to be completed annually)

Required for clinical and/or internship:

- CPR Certification (Must be Basic Life Support for Healthcare Providers via the American Red Cross, the American Heart Association, or Methodist College. Online courses will not be accepted unless they are accompanied by a hands-on portion.)

*Bachelor of Social Work*

Required upon admission:

- State of Illinois requirements
- Hepatitis B (three doses)
- Varicella (two doses, titer, or had disease)
- Department of Child and Family Services Background Check
- Fingerprint Background Check (conducted at New Student Orientation or at another designated time)
- Seasonal Influenza Vaccine (to be completed annually)

Required for field placement: As determined by Director of Field Placement

*Bachelor of Science in Healthcare Management*

Required upon admission:

- State of Illinois requirements
- Hepatitis B (three doses)
- Varicella (two doses, titer, or had disease)
- Seasonal Influenza Vaccine (to be completed annually)
- Fingerprint Background Check (conducted at New Student Orientation or at another designated time)
- 2- tuberculin skin test (TB) - followed by an annual 1-step (TB)
- Department of Child and Family Services Background Check

Required for internship: As determined by Program Director

Bachelor of Science in Health Science

Required upon admission:

- State of Illinois requirements
- Hepatitis B (three doses)
- Varicella (two doses, titer, or had disease)
- Seasonal Influenza Vaccine (to be completed annually)
- Fingerprint Background Check (conducted at New Student Orientation or at another designated)
- 2- tuberculin skin test (TB) - followed by an annual 1-step (TB)
- Department of Child and Family Services Background Check Required for internship:
- Determined by Program Director

Medical Assistant Certificate

Required upon admission:

- State of Illinois requirements
- Fingerprint Background Check (conducted at New Student Orientation or at another designated time)
- Hepatitis B (three doses)
- 2-step tuberculin skin test (TB), followed by a annual 1-step (TB)
- Urine Drug Screen (at least 5-panel)
- Seasonal Influenza Vaccine (to be completed annually)

Required for externship:

- CPR Certification (Must be Basic Life Support for Healthcare Providers completed at Methodist College. Online courses will not be accepted unless they are accompanied by a hands-on portion.)

Nursing Assistant Certificate

Required upon admission:

- State of Illinois requirements
- Hepatitis B (three doses)
- 2-step tuberculin skin test (TB)
- Urine Drug Screen (at least 5-panel)
- Department of Child and Family Services Background Check
- Fingerprint Background Check (conducted at New Student Orientation or at another designated time)
- Seasonal Influenza Vaccine (to be completed annually)

## Health Records Compliance

It is each student's responsibility to verify they are compliant with the health record policy and up to date with all immunizations and clinical/internship requirements.

Before the beginning of each semester, students are required to turn in updated records for any expiring immunization or or required renewal that will occur within said semester.

- Fall semesters: students who have health requirements expiring *any time* throughout the fall semester must submit updated records by **August 14**
- Spring semesters: students who have health requirements expiring *any time* throughout the spring semester must submit updated records by **January 16**
- Summer semesters: students who have health requirements expiring *any time* throughout the summer semester must submit updated records by **May 20**

Failure to remain compliant with the health records policy will result in the following: registration hold, immediate removal from classes, and/or inability to attend

Clinical/internship. Students who are dropped from their courses will only be able to add classes up to the add/drop dates as stated in the Academic Calendar and only once they become compliant with all health records requirements.

## Health Record Exemptions

Students can request an exemption from required immunization(s) or health record(s) for the following reasons:

- Exemption due to a medical condition
- Exemption due to religious beliefs

Students requesting an exemption must obtain the Health Requirement Exemption Form from the Health Records Clerk. Submitted forms will be reviewed and verified within two business days of receipt.

For medical exemptions: the form must be completed and submitted with documentation from a healthcare provider verifying the immunization(s) cannot be administered due to health reasons.

For religious exemptions: the form must be completed and submitted with a signed statement detailing the student's objection to the immunization(s) on religious grounds. The objection must set forth the specific religious belief that conflicts with the immunization(s). The religious objection may be personal and need not be directed by the tenets of an established religious organization. General philosophical or moral reluctance to allow immunizations *will not* provide a sufficient basis for an exemption.

Students who are granted an exemption must complete titers for the exempted immunization(s). If the titer reveals a non-immune result the student must either receive the vaccination or complete a declination form. If a non-immune, non-vaccinated student is exposed to a disease, the student is required to sit out of their clinical/internship for the duration of the disease's incubation period.

There are specific clinical experiences in the nursing program that require an annual one-step TB test for students to participate in those rotations. Completing this clinical experience is mandatory to successfully complete that clinical rotation. Students are encouraged to communicate with their instructor as needed regarding this clinical requirement.

### Documentation Requirements and Specifications

All health records must be verified by a healthcare provider.

#### **Measles, Mumps, Rubella**

Immunity can be documented with the following records:

- Record that immunization has been given (series of two)
- Positive titer of MMR antibodies (specific results must be provided, verified by a healthcare professional)

#### **Varicella**

Immunity can be documented with the following records:

- Stated history of the disease
- Record of Varicella vaccines (series of two)
- Positive titer of varicella antibody (specific results must be provided, verified by a healthcare professional)

#### **Hepatitis B**

Immunity can be documented with the following records:

- Record of three Hepatitis vaccines, with the second shot being given one month after the first, and the third shot being given six months after the first.
- Positive titer of Hepatitis B antibody (specific results must be provided, verified by a healthcare professional)

#### **Tuberculosis**

- For certain programs, a two-step TB test is required- initial tuberculin injection in forearm, read 48-72 hours later, another tuberculin injection in the opposite forearm, test is read 48-72 hours later. Two-step TB tests completed within the past year are acceptable for submission.
- If a student is unable to tolerate a TB test, a QuantiFERON Gold Blood draw can be done. QuantiFERON Gold Blood draws completed within the past year are acceptable for submission.
- Any students with positive TB test results must have a chest x-ray. Chest x-rays completed within the past five years are acceptable for submission.
- 1- step to be completed annually

## **Tetanus, Diphtheria, and Pertussis (Tdap)**

Immunity can be documented with the following records:

- Record of immunization, must be renewed every ten years
- Positive titer of Tdap antibodies (specific results must be provided, verified by a healthcare professional)

## **Meningitis**

Required if student was born after 1995:

- Record of Meningococcal vaccination

## **Urine Drug Screen**

- Some programs require a urine drug screen. An acceptable urine drug screen must be at least 5-panel and facilitated by a healthcare provider or authorized testing service.

## **Seasonal Influenza Vaccine**

- Seasonal influenza vaccines are required for all students. Documentation of the influenza vaccine must be provided to Methodist College as instructed.
- Medical and Religious Exemptions available upon request.

## **Cardiopulmonary Resuscitation (CPR)**

- Required course: Basic Life Support for Healthcare Providers
- Certification accepted from Methodist College, American Heart Association, or the American Red Cross
- Virtual courses will only be accepted if they are accompanied by a hands-on skill session
- Renewed every two years
- Proof of CPR must be uploaded into the CastleBranch portal and/or provided to the Health Records Clerk

## **Malpractice Insurance**

Methodist College has a blanket malpractice insurance policy for all students. The cost of insurance is

\$10/semester and is built into student fees. The malpractice insurance covers students in all academic programs in all types of external educational experiences including service learning, clinical, internship, and field placement settings.

## **Department of Child and Family Services (DCFS) Background Check**

A DCFS background check is required for certain programs. If the program requires a



DCFS background check, an authorization form will be available in the CastleBranch portal. Fill out the DCFS authorization form and upload it to CastleBranch or submit it to the Health Records Clerk. The Health Records Clerk will submit all forms to DCFS and update Castle Branch portals when results are received. . If a student’s background check reveals an offense, they may be removed from their program of study or the College altogether. The decision to remove a student from the program of study will be made by the Program Chair/Director. This decision will be communicated in writing through a letter mailed to the student’s address on record in the student management system with a return receipt requested.

Appeals can be made to the Chancellor through a formal, written letter which must be received within five days of the student’s receipt of the letter from the Program Chair/Director. The decision of the Chancellor will be communicated in writing as indicated in the section above. The Chancellor’s decision is final.

### **Fingerprint Background Check**

A fingerprint background check is required for certain programs. If your program requires a fingerprint background check, this will be conducted at New Student Orientation or at a scheduled time completed before the first day of class (at the student’s expense). If a student is unable to obtain a fingerprint background check at Methodist College prior to the first day of class, they must obtain a fingerprint background check on their own time from an authorized vendor with documented completion not later than the first day of class. If a student’s background check reveals an offense, they may be removed from their program of study or the College altogether.

Students who already have a record existing in the IDPH Healthcare Worker Registry do not have to undergo fingerprinting again but must complete a record change (at the student’s expense). Students are able to complete the record change as a part of the new student orientation process.

### **Out-of-State Online Students in Programs Requiring a Background Check**

A student who does not reside in Illinois must complete a fingerprint background check with an approved vendor prior to starting courses on campus.

If a student’s background check reveals an offense, they may be removed from their program of study or the College altogether. The decision to remove a student from the program of study will be made by the Program Chair/Director. This decision will be communicated in writing through a letter mailed to the student’s HOME address on record in the student information system (CAMS) with a “return receipt requested.”

Appeals can be made to the Chancellor through a formal, written letter which must be received within five days of the student’s receipt of the letter from the Program Chair/Director. The decision of the Chancellor will be communicated in writing as indicated in the section above. The Chancellor’s decision is final.

## **Tuition and Billing**

## Tuition and Fees

### Payment Schedule for all Programs

*(Except Nursing Assistant - See specific CNA Schedule)*

All correspondence regarding billing will be transmitted electronically to the student's college-assigned email address. It is the responsibility of the students to check their Methodist College email for messages regarding their balance and/or messages regarding College Billing Policies, which are subject to change without notice.

Students are also responsible to review the details of their current tuition and fee charges and their pending and posted Financial Aid (if any) in their Ledger student information system (CAMS), the student data system. Tuition and fees are due and payable per the following schedule unless alternative arrangements have been agreed upon with the College Bursar.

A student is responsible for their "net balance" (meaning, balance after pending Financial Aid is subtracted) as follows:

***Fall, Spring, and Summer*** tuition is always due on or before the first day of class.

NOTE: A \$50 late fee will be applied after 30 days per semester to any account not paid in full or be enrolled in a Payment Plan by the first day of classes, regardless of what specific day of the week a student's first class of the term begins.

#### Fall tuition 3 payment plan due dates:

One-third of the net tuition is due on or before the first day of class. One-third of the net tuition is due on or before September 15.

The remaining third of net tuition is due on or before October 15.

#### Fall tuition 5 payment plan due dates:

One-fifth of the net tuition is due on or before the first day of class.

One-fifth of the net tuition is due on or before the 15th of the next 4 months

#### Spring tuition 3 payment plan due dates:

One-third of the net tuition is due on or before the first day of class. One-third of the net tuition is due on or before February 15.

The remaining third of net tuition is due on or before March 15.

#### Spring tuition 5 payment plan due dates:

One-fifth of the net tuition is due on or before the first day of class.

One-fifth of the net tuition due on or before the 15th of the next 4 months.

#### Summer tuition payment plans:

One-half of the net tuition is due on or before the first day of class.

The remaining half of net tuition is due 30 days after the start of the summer semester the student is attending (dates vary depending on summer session start date).

### Payment of Tuition and Fees

Methodist College accepts electronic payments via ACH and credit card\*.

*\*There is a non-refundable 2.75% convenience fee with a minimum of \$3.00 for payments over \$22.00 and less than \$110.00 assessed to credit and debit card transactions. There is a \$0.50 per transaction fee for ACH payments. If a payment plan is desired, this can be set up through your CAMS ledger account (click on Cashnet) for a \$35 fee per term.*

*If a student is enrolled in 100% online classes, they will receive a parking credit for that term after the term starts.*

**Students are neither allowed to graduate from their degree or certificate program nor be cleared to sit for licensing examinations until all tuition and fees have been paid in full.**

### Payment Schedule for Nursing Assistant Program

Please see the program specific payment plan document.

Note: Methodist College will withhold names of Nursing Assistant students from the State of Illinois to sit for the Certification of Nursing Assistant examination until all tuition, fees, and outstanding balances are paid in full.

### Payment Extension Policy

Payments are due as outlined in the Tuition and Fees section. Payment extensions beyond the final tuition due date are rare exceptions. However, in order to avoid referring the account to a collection agency, Methodist College will, as a last resort, accept monthly payments. If a student requires an Extended Payment Agreement, they must apply for an extension using the Extended Payment Agreement form. This form must be submitted to the Bursar's office prior to the last payment due date of the given semester (failure to do so will result in a \$50 late fee). The minimum monthly payment allowed will be 20% of the total balance, (but not less than \$50) and the balance must be paid in full within six months.

The written agreement must include the written signature of both the student and a representative of the Bursar's Office.

All extensions will be evaluated by the Business Office on a case-by-case basis. One factor which will be weighed heavily is the degree to which the student has evidence of demonstrating personal responsibility for their financial account leading up to their request. The student will be notified via email of the approval or denial of the payment extension. Failure to comply with the modified due dates in the approved Extended Payment Agreement will result in additional late fees, a block of the registration for subsequent semesters, a dropping of classes for which the student registered prior to the default, and/or student's account being turned over to collections.

### Collection Policy

If no payments have been received in accordance with the Tuition and Billing Policies and Procedures, the student will receive an email informing them of their 30-day delinquency on their tuition. Additional fees will be assessed, and a hold will be placed on their ledger. If no response is received, a second email will be sent within 30 days of the first letter, at which time, additional late fees will be assessed to the student's ledger. If no response is received from the second email, the student will be informed of their account being turned over to collections, at which point the student will have to settle their account with the collection agency directly. Any student turned over to collections by Methodist College will not be allowed to apply or be considered for readmission until delinquency is rectified.

### Refund Processing Policy

Refund requests will be submitted for processing within 10 business days of loan disbursement. Please allow for additional time for check printing, processing, and mailing. It is the responsibility of the student to make sure the "billing" address listed in CAMS is correct, as all checks are mailed to this address. There will be no in-person check pickups allowed.

Direct Deposit refunds are available through enrollment in Cashnet through your CAMS account.

### 2023-2024 Tuition Refund Schedule

Please refer to the Academic Calendar for dates specific to adding, dropping, and withdrawing from courses.

<b>Fall 2023 Terms</b>	
Drop Period (16-week 8/15/23-12/4/23 or 1st 8-week 8/15/23-10/9/23 class sessions)	Refund %
On or before 8/29/2023	100
8/30/23/2023-9/6/2023	75
9/7/2023-9/12/2023	50
9/13/2023	0
Drop Period (2nd 8-week class session 10/10/23-12/4/23)	Refund %
On or before 10/24/2023	100
10/25/2023-10/31/2023	75
11/1/2023-11/7/2023	50
11/8/2023	0

<b>Winter 23/2Terms</b>	
Drop Period (January 3, 2023-January 13, 2023)	Refund %
On or before 1/5/2023	100
1/6/2023	50
1/7/2023	0
<b>Spring 2023 Terms</b>	
Drop Period (16-week 1/17/23-5/7/23 or 1st 8-week class sessions 1/17/23-3/12/23)	Refund %
On or before 1/30/2023	100
1/31/2023-2/6/2023	75
2/7/2023-2/13/2023	50
2/14/2023	0
Drop Period (2nd 8-week class session 3/20/23-5/14/23)	Refund %
On or before 4/3/2023	100
4/4/2023-4/10/2023	75
4/11/2023-04/17/2023	50
4/18/2023	0
<b>Summer 2023 Terms</b>	
Drop Period (May Term Session running 5/22/2023-5/26/2023)	Refund %
On or before 5/22/2023	100
5/23/2023	50
5/24/2023	0
Drop Period (Summer Term I Session running 5/22/2023-8/6/2023)	Refund %
On or before 6/5/2023	100

6/6/2023-6/12/2023	75
6/13/2023-06/19/2023	50
6/20/2023	0
Drop Period (Summer Term II Session running 5/30/2023-6/26/2023)	Refund %
On or before 6/5/2023	100
06/6/2023-6/12/2023	75
6/13/2023-6/19/2023	50
6/20/2023	0

### Undergraduate Tuition and Fee Schedule

*Bachelor of Science in Nursing Prelicensure and Second Degree Program Tuition and Fee Schedule\**

#### **Tuition**

\$677 per credit

#### **Fees**

Application Fee	\$25
Enrollment Deposit	\$100
Laboratory Fee	\$110/semester
Technology Fee	\$225/semester
Student Development Fee	\$75/semester
Testing Fee	\$430/semester
Internship Course Fee	\$100
Graduation Fee	\$200 (final semester only)
Parking Fee	\$30/semester
Malpractice Insurance	\$10/semester

**Other Fees (if applicable)**

Late Payment Fee	\$50 (noted above)
Tuition Refund	See refund schedule
Transcript Fee	See Student Record Policy

**Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)**

Uniforms and Accessories	\$300
Books/Supplies	\$2,000 - \$2,500
Examsoft™	\$15.33/semester
Laptop	\$500 to \$2,500
CastleBranch (Health Record)	\$43 (Onetime fee)
Course Proficiency Fee	Cost varies by exam
CPR Certification (required for clinicals)	\$77
Fingerprinting & Background Check	\$30 to \$55 (Onetime fee)
Cap and Gown	\$40 (final semester only)
NCLEX-RN® Application/License	\$389 (final semester only)

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

RN – BSN Program Tuition and Fee Schedule\*

**Tuition**

\$677 per credit (25% discount for Carle Health Methodist, Proctor and Pekin nurses)

**Fees**

Application Fee	\$25
Enrollment Deposit	\$100
Technology Fee	\$225/semester



Graduation Fee	\$200 (final semester only)
Malpractice Insurance	\$10/semester

***Other Fees (if applicable)***

Late Payment Fee	\$50 (noted above)
Tuition Refund	See refund schedule
Transcript Fee	See Student Record Policy

***Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)***

Lab Coat with Methodist College Emblem	\$50
Books/Supplies	\$1,000 - \$1,500
Laptop	\$500 to \$2,500
Course Proficiency Fee	Cost varies by exam
CPR Certification (required for clinicals)	\$77
Fingerprinting & Background Check	\$30 to \$55 (Onetime fee)
Cap and Gown	\$40 (final semester only)

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

*Bachelor of Science in Health Science, Bachelor of Science in Healthcare Management, and Bachelor of Science in Social Work Tuition and Fee Schedule\**

***Tuition***

\$677 per credit

***Fees***

Application Fee	\$25
Enrollment Deposit	\$100
Student Development Fee	\$75/semester

Technology Fee	\$225/semester
Graduation Fee	\$200 (final semester only)
Parking Fee	\$30/semester
Malpractice Insurance	\$10/semester

***Other Fees (if applicable)***

Late Payment Fee	\$50 (noted above)
Tuition Refund	See refund schedule
Transcript Fee	See Student Record Policy

***Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)***

Books/Supplies	\$1,000 - \$2,000
CastleBranch (Health Record)	\$43 (One time fee)
Examsoft™ (Not in Social Work)	\$15.34/semester
Laptop or Desktop	\$300 to \$2,500
Course Proficiency Fee	Cost varies by exam
Cap and Gown	\$40 (final semester only)

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

*Gerontology Certificate Tuition and Fee Schedule\**

*For students not currently enrolled in a Baccalaureate program at Methodist College*

***Tuition***

\$677 per credit

***Fees***

Application Fee	\$25
Enrollment Deposit	\$100

Technology Fee	\$225/semester
Student Development Fee	\$75/semester
Parking Fee	\$30/semester
Malpractice Insurance	\$10/semester

**Other Fees (if applicable)**

Late Payment Fee	\$50 (noted above)
Tuition Refund	See refund schedule
Transcript Fee	See Student Record Policy

***Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)***

Books/Supplies	\$1,000
Laptop or Desktop	\$300 to \$2,500
CastleBranch (Health Record)	\$43 (Onetime fee)
Fingerprinting & Background Check	\$30 to \$55 (Onetime fee)
Course Proficiency Fee	Cost varies by exam

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

Medical Assistant Tuition and Fee Schedule

***Tuition***

\$146.15 per credit

***Fees***

Application Fee	\$25
Enrollment Deposit	\$100 (applied to first tuition payment)
Technology Fee	\$225/semester
Student Development Fee	\$75/semester

Parking Fee	\$30/semester
Malpractice Insurance	\$10/semester

***Other Fees (if applicable)***

Graduation Fee	\$200 (final semester only)
Late Payment Fee	\$50 (noted above)
Tuition Refund	See refund schedule
Transcript Fee	See Student Record Policy

***Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)***

Certification Test Fee	\$125 or \$250 (depending on membership)
Examsoft™	\$15.34/semester
CPR Certification	\$55
Methodist College Scrubs	\$60 per set
CastleBranch (Health Record)	\$43 (One time fee)
Books/Supplies	\$3,500
Laptop	\$300 to \$2,500
Clinical Equipment	\$100
Course Proficiency Fee	Cost varies by exam
CPR Certification (required for clinicals)	\$77
Fingerprinting & Background Check	\$30 to \$55 (Onetime fee)
Cap and Gown	\$40 (final semester only)

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

Nursing Assistant Tuition Payment Schedule and Reimbursement Schedule

**Tuition**

Tuition for the Nursing Assistant program is \$1,500.

**Fees**

Billable through your student account for the program total \$80 and include:

\$50 Technology Fee

\$30 Parking Fee

**Miscellaneous costs:**

- \$25 application fee (paid to the College prior to admission to the NA Program)
- \$55 Fingerprinting-Background Check Fee (*paid at Orientation, which is held the Thursday before the start of classes*)
- \$65 Certification Test Fee (not payable to Methodist College, but payable to take the exam in order to become Certified)
- \$50 lab coat (optional)
- \$60 Methodist College scrubs
- \$40-\$100 clinical equipment
- Textbooks are available at the Methodist College library. Textbooks can be checked out from the library for the duration of the class and then returned when the course is completed.
- Students are required to purchase the workbook for a cost of approximately \$25. (*The workbook is purchased before Orientation, which is held before the start of classes*)
- \$10 medical malpractice insurance

**Nursing Assistant Program Payment Plan Schedule**

Payment	Semester Schedule
\$100 Intent Deposit (covers fees)	Due before orientation
\$750 Tuition Down Payment	Due before classes begin
\$750 Tuition Balance	Due before clinicals begin

If all fees and tuition are not paid by the final deadline date in the 7th week of the program, then a Billing Hold will be applied to the account. This will prohibit the student from taking the Illinois Nurse Assistant Competency Exam (INACE) with the Illinois Department of Public Health.

***Nursing Assistant Program Refund Schedule***

Refund	Semester Schedule
Full refund of tuition paid	On or before 7th Day of Semester
75% refund of tuition paid	Day 8 to Day 14 of Semester
50% refund of tuition paid	Day 15 to Day 21 of Semester
Zero refund	Day 22 and after of Semester

**Graduate Tuition and Fee Schedule\***

*MSN: Nurse Educator, Nurse Generalist, & Post-Master Certificate*

***Tuition***

\$779 per credit

***Fees***

Application Fee	\$25
Enrollment Deposit	\$100
Technology Fee	\$225/semester
Malpractice/Liability Insurance	\$10/semester
Graduation Fee	\$200 (final semester only)
Parking Fee	\$30/semester

**Other Fees (if applicable)**

Late Payment Fee	\$50 (noted above)
Tuition Refund	See refund schedule
Transcript Fee	See Student Record Policy

***Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)***

Books/Supplies	\$2,000 - \$2,500
Examsoft™	\$15.33/semester

Laptop	\$500 to \$2,500
Castle Branch Account (Health Records)	\$35 (One time fee)
Course Proficiency Fee	Cost varies by exam
CPR Certification (required for clinicals)	\$77
Fingerprinting & Background Check	\$30 to \$55 (Onetime fee)
Shadow Health	\$99 (Faculty members will provide information in appropriate courses)
Academic Regalia	\$50 (final semester only) *

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

MSN: Prelicensure Tuition

**Tuition**

\$825 per credit

**Fees**

Application Fee	\$25
Enrollment Deposit	\$100
Laboratory Fee	\$110/semester
Technology Fee	\$225/semester
Testing (ATI) Fee	\$430/semester
Activity Fee	\$75/semester
Malpractice/Liability Insurance	\$10/semester
Internship Course Fee	\$100
Graduation Fee	\$200 (final semester only)
Parking Fee	\$30/Semester

**Other Fees (if applicable)**

Late Payment Fee	\$50 (noted above)
Tuition Refund	See refund schedule
Transcript Fee	See Student Record Policy

***Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)***

Uniforms and Accessories	\$300
Books/Supplies	\$2,000 - \$2,500
Examsoft™	\$15.33/semester
CastleBranch (Health Records)	\$43 (Onetime fee)
Laptop	\$500 to \$2,500
Course Proficiency Fee	Cost varies by exam
CPR Certification (required for clinicals)	\$77
Fingerprinting & Background Check	\$30 to \$55 (Onetime fee)
Shadow Health	\$99 (est. Faculty members will provide information in appropriate courses)
Academic Regalia	\$50 (final semester only) *

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

**Prairie Sky Apartments (Methodist College Student Housing)**

1BR/1BA 1 Student (Single BR and BA)	\$950 per person, per month/12-month term
2BR/1BA 2 Students (Single BR)	\$720 per person, per month/12-month term
Two-occupant Suite Option (Occupants have a private bedroom, bathroom, and study/leisure room – kitchen and living space are shared between the 2 apartment mates)	\$820 per person, per month/12-month term



4BR/2BA 4 Students (Single BR)	\$620 per person, per month/12-month term (available only to scholarship recipients and 2018-19 legacy students)
--------------------------------	--

*Monthly rental rates are based on 12 equal payments and include utilities, trash, cable, and Wi-Fi. Rates are guaranteed from January 1 through December 31. Monthly rental rates per semester are available. A monthly surcharge of \$75 per month will apply for a semester lease. Semester lease dates run from the Saturday before classes begin through the Monday following graduation for Fall and Spring semesters.*

### Tuition and Fee Definitions

Application Fee: Covers the cost of establishing the applicant’s file. This fee is nonrefundable.

ATI Fee: Covers the cost of suite of services and examinations required in the BSN pre-licensure programs. These include pre-tests for self-assessment, standardized testing of nursing knowledge, review materials, books, and review for NCLEX-RN®.

Graduation Fee: Covers graduation administrative costs (cap and gown expenses are not included). Enrollment Deposit: Provides assurance of prospective student’s intent to enroll in Methodist College. This fee will be applied to the first tuition bill and is nonrefundable.

Laboratory Fee: Covers the cost of the disposable equipment and supplies used in laboratory classes, the Learning Resource Center, and the Simulation Center.

Late Registration Fee: Covers the cost to register after course registration has closed.

Miscellaneous Fees: Paid to sources other than the College. (*Prices will vary*)

- *Uniforms and Accessories*: Uniforms, shoes, stethoscopes, and other equipment as required by programs. Cost varies.
- *Books and Supplies*: Cost varies each semester.
- *Laptop*: See Minimum Laptop Computer Specifications in this Handbook.
- *Course Proficiency Fee*: Amount student pays to take the written or performance examination to meet criteria for waiver of selected course(s).
- *Cap and Gown*: The cost of cap and gown for graduation ceremony; paid in last semester only.
- *NCLEX-RN® Application*: The cost to apply to sit for the *NCLEX-RN®* – This is a dual registration, in which applicant applies to both Continental Testing Services, Inc. for background check and to Pearson VUE for exam; paid in last semester only.
- *NCLEX-RN® Fingerprinting Fee*: Methodist College schedules an on-campus appointment with a licensed Live Scan vendor for fingerprinting that all NCLEX applicants must utilize, unless they are testing out of state. (Note: current practical nurses licensed in Illinois are not required to be fingerprinted when applying for a license as a registered professional nurse, but they are still required to register with CTS and Pearson VUE); paid in last semester only.
- *Examsoft™*: The testing service used to deliver examinations; paid each semester by students in courses with objective testing as stated in the syllabus.

Parking Fee: Covers the costs associated with provision of security officers, lighting, and parking lot maintenance. *If a student is enrolled in 100% online classes, they will receive a parking credit for that term after the term begins.*

Student Development Fee: Covers the costs associated with providing student activities such as co- curricular events, career fairs, and social events.

Technology Fee: Covers the use and support of educational technology such as WiFi, student computer laboratory, learning management system, classroom technology, and limited printing services.

Transcript Fee: Covers the cost involved in providing transcripts through Parchment, Inc.

Tuition: Guarantees the student's enrollment into the program and courses; entitles student to College services from the date of payment through the end of that enrollment period.

## **Financial Aid**

## Overview

The mission of Methodist College Financial Aid Office is to provide all students (new, continuing, or re- entering) with the information and guidance needed to successfully navigate the financial aid process. College success is measured by persistence and achievement of degree completion. Understanding financial aid options is critical to success.

The financial aid office is the first point of contact for discussing any aspect of financing a college education at Methodist College. The financial aid office's primary responsibilities include:

- Discussing and facilitating externally funded tuition payment options (federal and state student loans, grants, scholarships, and work study)
- Conducting loan entrance and exit interviews
- Completing certifications for federal Pell Grants and federal Direct Loans credit to a student's tuition and fee account
- Administering federal work study programs
- Monitoring a student's academic progress and enrollment/withdrawal status
- Administering Veterans' education programs
- Notifying students about outside scholarship options

Students at Methodist College interested in applying for federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) before any determination of aid is available. Eligibility for aid is determined by an analysis of the information provided on the FAFSA and is made by federal and state agencies who disburse financial aid. In the school release section of the FAFSA, students must indicate Federal school code **006228** for Methodist College.

## Financial Aid Programs

Methodist College participates in several federal and state financial aid programs to assist degree-seeking students in meeting their educational costs. Medical Assistant students may be eligible for financial aid.

Nursing Assistant students are not eligible for financial aid. The following is a brief overview of the most common available financial aid programs.

### Federal Pell Grants

Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. The Federal Pell Grant is not a loan, and does not need to be repaid. To be considered for this grant program, a student must complete the Free Application for Federal Student Aid.

### Federal Supplemental Educational Opportunity Grants

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid. To be considered for this grant program, a student must complete the Free Application for Federal Student Aid.

### Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. To be considered for this aid program, a student must complete the Free Application for Federal Student Aid.

### Federal Direct Stafford Loans

Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program, are low-interest loans for eligible students to help cover the cost of higher education. Direct Stafford Loans include both Direct Subsidized Loans and Direct Unsubsidized Loans. To be considered for this loan program, a student must complete the Free Application for Federal Student Aid.

### Federal Direct PLUS Loans for Parents

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. Please contact our office for information on how to apply for this program.

### Illinois Monetary Award Program

The Monetary Award Program (MAP) provides grants to Illinois residents who attend [approved Illinois colleges](#) and demonstrate financial need. To be considered for this grant program, the student must complete the [Free Application for Federal Student Aid](#) (FAFSA).

### Veteran's Benefits and Transition Act of 2018 Compliance

On December 31, 2018, the President signed into law the Veterans Benefits and Transition Act of 2018. It contains a provision (Section 103) that takes effect on August 1, 2019.

Beginning on that date, any student using Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill® benefits, even though the United States Department of Veterans Affairs has not yet paid tuition and fees, no institution (public, not-for-profit or for profit), can have a policy in effect that:

- prevents enrolling,
- assesses a late penalty fee,
- requires securing alternative or additional funding, or
- denies access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid.

However, an institution may require such students to:

- produce the VA's Certificate of Eligibility by the first day of class,
- provide written request to be certified, and
- provide additional information needed to properly certify (many of you have your own form that must be completed each term and that's still allowed).

This law requires the Illinois State Approving Agency to disapprove all programs of education not in compliance with 38 USC 3679(e).

### Workforce Investment Act

Methodist College's Bachelor of Science in Nursing program is an approved program for Illinois Workforce Investment Act funding. Students should consult with the Methodist College Financial Aid office about their specific situation and apply to the local Workforce Investment office for your county, which can be located via this website: [www.servicelocator.org](http://www.servicelocator.org) (use your zip code).

### Institutional Scholarships

Students at Methodist College interested in institutional scholarships have the ability to apply twice a year, once in the fall and once in the spring.

The application for scholarships is online under the financial aid section of the Methodist College website.

Students who wish to apply for scholarships must also complete a Free Application for Federal Student Aid (FAFSA) form. This form is only available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Outside Scholarships and Financial Aid

Students at Methodist College who receive outside scholarships or other external sources of financial aid must notify the Office of Financial Aid of these awards as soon as possible. Students should be aware that these awards may reduce the student's need for previously awarded federal or state financial aid. These reductions are required by law and are not appealable.

### Satisfactory Academic Progress

#### General Information

Eligibility for financial aid requires that a student meets the Satisfactory Academic Progress "SAP" policy.

The purpose of Methodist College's policy on "Satisfactory Academic Progress" is to ensure that all students meet the federal, state, and local financial assistance/veterans benefits programs requirements for eligibility. (Title 34, Section 668.32f and 688.34).

Methodist College evaluates all students for compliance with this policy at the end of each academic semester, and at the time of disbursement of any benefits. Evaluation will also occur when a student changes their major. The policy consists of a completion requirement, a grade point average requirement, and a maximum time frame requirement. This policy supersedes all previous policies.

Students in all programs except nursing may progress with a cumulative GPA of 2.0 or greater. Nursing majors should review their more rigorous GPA requirements listed in this policy. Nursing majors have an additional requirement of earning grades of "C" or better in the coursework listed specifically in this policy.

Students placed on Financial Aid SAP Warning may continue to receive financial aid assistance for one semester. Failure to achieve Financial Aid SAP requirements in that semester will result in SAP Denial, which may be appealed, as provided below; if an appeal is granted, it will result in a semester of SAP Probation.

#### Notification to Students

Students will be notified in writing if they are placed on Satisfactory Academic Progress Warning or Denial. Students will be sent email notification to their College email account or mailed a letter. This includes notification to any student that may be eligible for financial aid, regardless of whether the student currently receives aid.

#### Definitions

*Attempted courses:* All courses, including remedial coursework, transfer credits accepted for transfer towards the student's Methodist College degree program, grades of incomplete (I) are considered attempted courses. Any withdrawal from a nursing course is considered an attempt for nursing only. Withdrawals from coursework in health science, social work or gerontology are not considered as attempts in those majors, regardless of when the withdrawal occurred; for all other courses, those dropped prior to expiration of the add/drop period that do not receive a grade are not included in the SAP calculations. All hours attempted regardless of whether Federal Student Aid was applied for or received for those hours, count in SAP calculations.

*Successful completion:* Grades of A, B, C, and I are considered successful grades in all majors. Grades of F and W are not considered successful grades in all majors. Grades of D are considered successful completion grades in all majors except Nursing. For nursing majors, a grade of D in BIO205, BIO206, BIO201, ENG101, ENG201, MAT101, MAT201 and for coursework specific to a student's major ("nursing" courses) are not considered successful.

Please refer to the [Incomplete Grade Policy](#) for information about the academic administration of incomplete grades.

#### Special Treatment of Repeated Courses

Students are only allowed to repeat grades of D or lower in nursing courses one time. Whereas a student fails to successfully complete a course on a second attempt, the student will be placed on Financial Aid SAP Denial for all courses.

#### Completion (Pace) Requirement

Methodist College students must complete all coursework, including transfer credits at a pace of 67%. This measure is calculated by taking all attempted courses and dividing by those courses which are successfully completed.

Failure to meet the 67% pace requirement for one semester will result in a Financial Aid SAP Warning. Failure to meet pace in the next semester will result in SAP Denial.

#### Grade Point Average Requirement

Methodist College students must maintain the GPA as prescribed by the Methodist College Academic Progression Policy. Transfer hours are not calculated in the student's cumulative

GPA. Students will be considered as on Financial Aid SAP Warning or Denial in the following situations:

- Failure to maintain a cumulative (based on all attempted courses) GPA of 2.0
- Nursing majors will receive a SAP warning for earning a grade of D or F in a nursing course, BIO205, BIO206, BIO201, ENG101, ENG201, MAT101, MAT201. Earning a second D or F in the courses listed above will result in a SAP Denial.
- Earning a grade of F in a LENSES/General Education course will result in a SAP warning. Two failures will result in a SAP denial.

Nursing students must have a cumulative GPA in all lower-division coursework of 2.0 or higher upon completion of N2416.

Students in Health Sciences and Social Work must maintain a 2.0 GPA in all lower division coursework. Students failing to meet this requirement will be placed on SAP Warning.

Failure to meet the GPA requirement in the next semester will result in SAP Denial.

#### Maximum Time Frame Requirement

The maximum time frame a student has to complete their degree is equal to 150% of the hours required for the completion of the degree. For example, if a student must earn at least 122 hours to complete a degree, the maximum hours allowed are 183. Students lose eligibility for Title IV funds (1) if they fail to complete their degree in this timeframe, or (2) when it becomes mathematically impossible for them to

do so. A maximum timeframe SAP warning will be given to students at least two semesters before they would reach the maximum time frame. This rule does not apply to veterans benefits.

#### SAP Warning

Students failing to meet SAP requirements will be placed on Financial Aid SAP Warning for one semester. If the student fails to meet the requirements in the subsequent semester, they are automatically placed in SAP Denial Status. A student is eligible for all types of education benefits while on SAP Warning.

Situations exist where a student may not receive a warning and be placed immediately on SAP Denial. Any time a student is dismissed from a program they are automatically placed on SAP denial for that program.

#### SAP Denial

A student is ineligible for any type of educational benefits while on SAP Denial. The student may appeal the SAP Denial status, (see student appeals).

#### Reestablishing Eligibility

If a student changes majors, the student's SAP Denial status will be reviewed automatically. Only courses that apply to the new degree program will be included in the reevaluation of SAP. If the student is found to be in good standing based on the courses that apply to the new degree program and or different SAP standards that apply to the new degree program as noted earlier in



this policy, the student will automatically be put into good standing and would not need to appeal.

The student can choose to take courses and “cash pay” or find alternative assistance until sufficient coursework has been successfully completed to put the student in “good standing” in accordance with the SAP policy. If a student has reestablished themselves by this method, no appeal is needed.

#### Student Appeals for SAP

A student may write to appeal his/her SAP Denial. The letter should be written to the Director of Financial Aid and include the following: a narrative explaining why the student failed to meet the SAP Policy requirements, a description of what the student will do to ensure they will regain good standing, and any other relevant supporting documentation.

Acceptable reasons for appeal can include but are not limited to death of a close relative, an injury or illness to the student, divorce, natural disasters, or other extreme circumstances generally outside the control of the student.

Appeals may be granted or denied. Students will be notified in writing of the decision to grant or deny an appeal. If the appeal is granted, the student will be placed on Satisfactory Academic Progress Probation. An academic plan may also be implemented. The student’s status will continue to be reviewed after each semester. The goal is that the student will regain good standing within the following semester or per the terms of the academic plan. If the student does not meet SAP requirements or meet the requirements of the student’s academic plan, the Director of Financial Aid will place the student on SAP Denial again.

Student’s academic plans will continue to be evaluated per the terms of the plan. A student wishing to appeal their SAP Denial Appeal by the Director of Financial Aid must request an appeal from the Chancellor.

**NOTE:** A student may be allowed to enroll in classes at Methodist College, even though they are on Satisfactory Academic Progress Denial. Satisfactory Academic Progress is a Financial Aid, Scholarships & Veteran's Benefits Policy, not a registration or admissions policy. If a student is on Satisfactory Academic Progress Denial status, they will not be automatically dropped from his/her classes. Neither paying for

your own classes nor sitting out for an enrollment period is sufficient for a student to re-establish eligibility for Financial Aid. Denial upon the course’s completion.

#### Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence before completing a semester or period of enrollment. The federal Title IV financial aid programs (excluding work-study) must be recalculated in these situations. Return calculations are only performed for students who begin attendance. If a student fails to attend, aid will be cancelled and, if funds were disbursed, those funds will be returned to the appropriate program.

The College's refund policy is separate from considerations relating to the return of financial aid funding, and either policy may result in a student owing a debt to the College.

If a student leaves the institution prior to completing all of a semester or period of enrollment, the financial aid office recalculates eligibility for Title IV funds. Students are reminded that courses taught in eight-week terms will have a different calculation than typical term of 16 weeks. Approved leaves of absence are excluded from return calculations, however failure to return from an approved leave of absence would then result in a recalculation and return of aid if needed. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

A student is considered to have withdrawn from a semester or payment period if the student does not complete all the days in the semester or payment period that the student was scheduled to complete. A student will also be considered as withdrawn if they cease attendance in all Title IV eligible coursework.

If a student withdraws and/or earns non-passing grades in all coursework at the end of the term and it is determined the student failed to attend the courses, they will also be considered as withdrawn on the last date of academic activity in each course.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student *may* be required to return a portion of the funds. If a student is required to return funds to the Dept. of Education, the financial aid will notify the Dept. of Education and they will contact the student to provide information on how to return the funds. The student returns these funds to Federal Loan Programs based on the terms and conditions of the promissory note of the loan. Pell Grant funds may also have to be paid back by the student. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution. Information regarding the return of funds will be sent to the student's current email within two weeks of their official withdrawal date.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent (PLUS) Loans

- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

### **Example of a Return**

Bernard, a Title IV aid recipient, enrolls for 18 credit hours spring semester. The dates of the spring semester are January 6, 2017, through May 2, 2017. The semester includes a spring break that begins March 1 and ends March 9; classes resume March 10. In January, Bernard failed three quizzes. Feeling overwhelmed by his academic performance, he officially withdraws on January 30, 2017.

What percentage of Bernard's Title IV aid for the semester did he earn? Number of calendar days in the semester = 108 (excluding the 9-day break) Number of calendar days attended = 25  
 $\text{days attended} / \text{108 days in semester} = .2314 = 23.1\%$

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 45 days of the student's withdrawal. Any post- withdrawal disbursement due to the student will be applied to the student's account with appropriate written authorization from the student, and a notice of the disbursement will be sent to the current email address for the student.

The institution must return the amount of Title IV funds for which is responsible no later than 45 days after the date of determination of the date of the student's withdrawal.

## **Enrollment and Records**

## Student Records

The Office of Records Management and Registration maintains all permanent, official, and final records of students.

Only the Registrar can release student records. Student records are maintained in a fire-protected filing cabinet and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Transcripts and other student information will not be released if a student has an outstanding financial or other obligation to Methodist College.

## **Transcripts**

- A transcript of a student's academic record is kept in electronic files, filed in a permanent record folder, or housed on an archival record medium in the Office of Records Management and Registration.
- **Official Transcripts:** Official transcripts are documents that are produced by the Office of Records Management and Registration and must be ordered according to the instructions in this policy. Whether issued as secure .pdf documents or printed on blue tamper proof security paper, official transcripts are important to third parties so that they can be assured of authenticity (originating directly from Methodist College) and content accuracy. Official transcripts are issued in portrait format and contain the seal of the university and the signature of the College Registrar.
- **Unofficial Transcripts:** Unofficial transcripts, also known as grade reports, are available to current students and previously enrolled students who matriculated at the College beginning in 2006 from CAMS. They are a means by which students may review their academic record and are generated in portrait format.
- Transcripts that are being sent directly to another educational institution may be requested by submitting an official request to the Office of Records Management and Registration.
- **Transfer Transcripts:** For students and applicants who attended previous institutions of higher learning, official transcripts must be submitted. Official transcripts are those sent through mail or in person, received in signed, sealed envelopes. They are also those sent via Parchment, eScrip- Safe, or the National Student Clearinghouse directly to Methodist College from the college/university where coursework was attempted. If your school requires an email address to send a transcript electronically, please use [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com).
- Educational records received by Methodist College from other institutions will not be duplicated and distributed. Methodist College is only able to provide official records for coursework completed at this institution.
- Each graduate will receive one official transcript, free of charge, when they receive their diploma.

### Requesting a Transcript

An official transcript should be requested through Parchment:

- Online Requests through Parchment can be completed by accessing this link <http://www.parchment.com/u/registration/463639/account>
- Methodist College offers official transcripts in electronic and postal mail formats through its partnership with Parchment. Students may select a transcript in either format upon each request.
- Once the College is notified by Parchment of a student's request for an official transcript, Methodist College will review the student's record for accuracy and submit the record to Parchment. Parchment will then deliver the transcript on behalf of the College electronically or through postal mail, as per the student's request.
- Parchment charges a fee of:
  - \$7.50 for each electronic transcript request plus processing fees charged by Parchment.
  - \$10.00 for each postal-mailed transcript request plus processing fees charged by Parchment.
  - Not all institutions accept electronic transcripts. Please be sure to check with the institution before requesting them.
  - Overnight service is an option to most students at an additional cost, but may not be available to individuals who have not been enrolled for 10 or more years or for requests received during college closures (e.g., weekends, official college closures/breaks, unanticipated closures due to inclement weather, or the like). See Parchment's website for overnight service details.
- Parchment should be contacted for questions concerning the registration or ordering process or for user interface issues. Inquiries concerning a transcript that cannot be released because of a hold should contact the college office that placed the hold.

### Unofficial Transcripts

Unofficial Transcripts can be obtained through the student's online portal. Unofficial transcripts are not available to students who matriculated prior to 2006.

### Requesting a Degree Verification

All degree verifications should be requested through the National Student Clearinghouse:

- Online degree verification requests can be made by accessing this link: <http://nscverifications.org/welcome-to-verification-services/>
- Degree verifications are typically used by prospective employers wanting to verify a degree has been completed.
- The requestor follows the procedure on the Clearinghouse website.
- The Clearinghouse will facilitate the verification of data and communicate the results with the requestor.

### Other Enrollment Verification Requests

There are a number of other requests that students, current and former, need to make in the course of their daily business. Those requests are submitted to the Welcome Window, W104, through the completion of a Permission to Release Educational Information form (sometimes referred to as the FERPA form).

### Inspection and Review of Educational Records

- A student wishing to review his/her educational records should make arrangements with the Registrar.
- Students may consent to disclosures of personally identifiable information except to the extent that the law authorizes disclosure without consent.
- If a student feels his/her record is not correct, he/she may request review by the Registrar.

### **International Transcript Policy**

1. Students planning to attend Methodist College who have previously attended post-secondary institutions outside of the United States will need to have their transcripts evaluated for equivalency to US curricular standards.
2. These transcripts need to be evaluated by a professional evaluation agency holding Membership with the National Association of Credential Evaluation Services (NACES).
3. In order for transcripts to be used for transfer credit purposes, a course-by-course evaluation must be completed. While credential-only reports will be accepted as proof of degree, no coursework will be able to be applied to the student's academic record.
4. From the NACES website:
  - a. NACES® is an association of independent, nongovernmental organizations providing credential evaluation services to individuals who have completed part or all of their education outside the United States. NACES® is committed to formulating and maintaining the highest ethical and professional standards in the field of educational credential evaluation.
  - b. NACES® member organizations demonstrate a high level of expertise in the evaluation of credentials earned outside the United States. They maintain significant professional involvement in organizations such as NAFSA – Association of International Educators, and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Member organizations also have extensive and current libraries and databases housing pertinent resources regarding educational systems, institutions and credentials from countries across the world.
5. As with all other official academic records, the official transcript evaluation, as provided by the evaluator, must be received and processed by the Office of Records Management and Registration.
6. Upon receipt of the official evaluation, coursework will be evaluated for equivalence to Methodist College curriculum.
7. To find the list of current NACES members, visit this website:

<http://www.naces.org/members.html>.

8. Institutions must be members at the time of receipt of the official record.

### Credit Transfer Policy

- Credit earned at an accredited institution is transferable provided the course is equivalent in content to the curricular course requirements of Methodist College.
- Only credit hours of LENSES/General Education courses with a grade of C or higher will be transferred into Methodist College.
- In cases where a passing grade with no equivalent weighted letter grade has been issued, Methodist College will accept the course for transfer with some limitations on transferability.
  - Typically, this is seen in institutions where they offer a “Pass/Fail,” “Credit/No-Credit,” “Satisfactory/Unsatisfactory” grading option to students
  - Methodist College will accept courses with this grading modality provided that the institution from which the student earned the credit defines a grade of ‘P’ (or other appropriate notation) as equivalent to an earned grade of ‘C’ or better.
  - If the credit-granting institution reports a passing grade for courses in which a ‘D’ or better is earned **or** where the passing grade is not defined, Methodist College will not accept the course for transfer.
  - The **undergraduate and graduate nursing programs** will only accept approved nursing courses with an earned grade of B or higher will be considered for transfer. Courses with a posted grade of P/F, C/NC, S/U are not eligible for transfer.
- Methodist College will only accept course credit at the same level that it was earned at the source institution.
- The Grade Point Average (GPA) from the source institution will not be calculated into the Methodist College GPA.
- Students, at the baccalaureate level, must complete at least 30 hours in their major at Methodist College to qualify for graduation.
- The graduate nursing program restricts transfer credit to nine (9) semester credit hours of approved courses with a grade of B or better from an accredited nursing program.

### Transfer Course Review Process

Methodist College uses Transferology as its hub for all transfer-related activity. Current equivalencies are maintained in this database and student requests are initiated using this resource. An applicant or student wishing to inquire about the transferability of their previous coursework should do the following:

1. Visit <https://www.transferology.com/school/mcon>
2. Create a student account or log into a previously created student account. This is of no cost to the student.
3. Enter school and course information for each post-secondary institution attended



and then search for matches.

4. This will provide the student with a list of courses that have been evaluated by Methodist College and a list of courses that have not previously been evaluated. Methodist College receives a list of these courses and regularly reviews these courses for equivalence to Methodist College curricula.
5. If a student wishes Methodist College to evaluate a course that has not previously been evaluated or one that has been previously denied, a syllabus for each course needs to be sent to [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com). The Office of Records Management and Registration then works with the appropriate Program Chair/Directors to initiate the review process using Transferology as the communication and review platform.

If, during the process of completing the initial course audit, the Office of Records Management and Registration did not accept a course for transfer and the applicant or student wishes to have it reviewed, the student can provide a copy of the course syllabus to the Office of Records Management and Registration electronically to [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com). If a course has not been accepted during the initial review process, information from the syllabus is needed to complete the review. Once the syllabus is received by the Office of Records Management and Registration, the Office of Records Management and Registration will work with academic leadership to review the course. Once those reviews are completed, the Office of Records Management and Registration will communicate with the student and update the course accordingly in Transferology.

#### Credit Conversion

If a student has taken courses at an institution that uses quarter credit or units other than semester credits, your quarter credits/units will be converted to semester credits. For example, the conversion factor is 0.67 semester hours for every 1 quarter hour. Similar ratios exist for institutions offering different types of credit hour definitions than Methodist College.

If a student has attended an institution that uses non-semester credits, you will not lose credits in the conversion. The academic review of the course looks at content equivalence, so if a course has been determined to be equivalent to a Methodist College course, you will receive full credit for the course.

#### Illinois Articulation Initiative

Methodist College accepts LENSES/General Education coursework from post-secondary institutions in the state of Illinois who have had their coursework evaluated through the Illinois Articulation Initiative

(IAI). Courses meeting the IAI general education requirements will be transferred to Methodist College as is appropriate by the degree requirements outlined by student program needs.

#### Testing Information

##### Credit by Examination (CLEP)

Credit for college-level achievement in LENSES/General Education courses may be awarded through the CLEP administered by the College Board ([www.collegeboard.org](http://www.collegeboard.org)). Proficiency

examinations are given on national test dates and are designed to give credit for knowledge gained in programs without college credit or for courses, which are not transferable. Information is available on the College Board website, <https://clep.collegeboard.org/>. Credit will be entered on a student’s official record upon receipt of official scores, provided the student achieves at or above the level accepted by Methodist College. CLEP tests will be accepted for transfer if a student scores at or above the fiftieth percentile. Credit will be given as a grade of “CR” and will not be computed in the student’s GPA.

Students can obtain a list of CLEP Examinations currently acceptable as equivalent to Methodist College requirements in the Student Center of Desire to Learn. The equivalency sheet is found first by going to “Office of Records Management and Registration and Registration Information.” From there, they are in the “Articulation Guide” folder.

Credit	Credit for the above courses will be entered on student transcripts as ‘CR’ and will not be calculated in the student’s GPA.
Testing and Fees	Testing service, site, and fees are the responsibility of the student. Information about testing and fees can be found on the College Board website: <a href="https://clep.collegeboard.org/">https://clep.collegeboard.org/</a>
Receipt of Scores	Students must request that scores be submitted directly from the Excelsior Testing Service to the Methodist College Registrar. Methodist College’s College Board code is 1503.
Time Limit	There is no time limit for CLEP scores.

For CLEP testing information, visit: [www.collegeboard.com/testing](http://www.collegeboard.com/testing).

Excelsior UExcel Credit by Exam for General Education Credits

Excelsior Testing is used to grant credit for specific course work in the Arts and Sciences. If the student score is equivalent to an A, B, or C, credit for that course will be transferred.

Methodist College accepts Excelsior UExcel Credit by Exam courses to award credit for specific coursework in the Arts and Sciences. Courses will only be reviewed for transfer if a student has earned an A, B, or C in the course.

Credit	Credit for Excelsior UExcel Credit by Exam courses will be entered on student transcripts with the earned grade recorded.
Testing and Fees	Testing service, site, and fees are the responsibility of the student.
Receipt of Scores	Students must request an official transcript from Excelsior College before any courses will be recorded on the student’s Methodist College academic record.

Time Limit	There is no time limit for Excelsior scores.
------------	--

For Excelsior testing information, visit <https://www.excelsior.edu/exams/uexcel-home>.

Advanced Placement Examinations (AP)

Advanced Placement Examinations are used to grant credit for specific course work. If the student scores equivalent to a 3, 4, or 5 on the AP Placement Exam, credit for that course will be awarded.

Credit for college-level work in LENSES/General Education courses may be awarded through Advanced Placement examinations, administered by the College Board. Proficiency examinations are given on national test dates and are designed to give credit for knowledge gained in programs taught in the high school setting. Information is available on the College Board website, <https://apstudent.collegeboard.org/home>. Credit will be entered on a student’s official record upon receipt of official scores, provided the student achieves at or above the level accepted by Methodist College. An AP exam will be transferred to the student record if a student earns a score 3, 4, or 5. Credit will be given as a grade of “CR” and will not be computed in the student’s GPA.

Students can obtain a list of AP Examinations currently acceptable as equivalent to Methodist College requirements in Transferology.

Credit	Credit for the above passed courses will be entered on student transcripts as CR with no grade recorded.
Testing and Fees	Testing service, site, and fees are the responsibility of the student.
Receipt of Scores	Students must request that scores be submitted directly from the Advanced Placement Program to the Methodist College Office of Records Management and Registration.
Time Limit	There is no time limit on Advanced Placement Exam scores.

For Advanced Placement Exam information, visit <https://apstudent.collegeboard.org/home>

Credit through Military Experience

This credit may be granted for service schools where equivalence in terms of college courses has been recommended for college credit in the “Guide to the Evaluation of Educational Experiences in the Armed Services,” published by the American Council on Education. Appropriate documents must be submitted to the Office of Records Management and Registration electronically to [registrar@methoistcol.edu](mailto:registrar@methoistcol.edu) for an evaluation of these posted credits.

## College Placement Testing

Methodist College uses a standard process to determine the placement of new undergraduate students in mathematics, biology, and English based on Accuplacer, ACT scores, SAT scores, and/or completion of transfer college credits in corresponding courses.

The following table will determine the placement of new students entering Methodist College, establish options for seeking placement through standardized examinations, and identify the process for appeal to repeat a placement exam.

### Placement in 100-Level Courses

New students at Methodist College will be placed in 100-level courses according to the following table if they meet one of the following criteria.

<b>Minimum Placement Cut Scores</b>	<b>Accuplacer</b>	<b>ACT</b>	<b>SAT</b>	<b>Validated 100-Level or Higher Course or Administrative Approval</b>
<b>Mathematics</b> MAT101: Concepts of Mathematics	276+ Accuplacer Next-Gen Arithmetic	20+	500+	Equivalent course with “C” or better Equivalent course with “C” or better
MAT102: College Algebra and Trigonometry	237+ Accuplacer Next-Gen Advanced Algebra and Functions	22+	530+	
<b>Biology or Chemistry</b>	59+ Methodist College Science Exam	N/A	N/A	Equivalent course with “C” or better
<b>English/Writing</b>	195+ Accuplacer Next-Gen Reading  <b>AND</b> 5+ Accuplacer Next-Gen Writing  <b>AND</b> Methodist College Writing Sample	19+	410+	Equivalent course with “C” or better

### Placement in Developmental Courses:

1. Students who do not meet one of the above criteria for BIO and/or MAT will be placed in the appropriate developmental course.
2. Students who do not meet one of the above criteria for ENG will:
  - a. Place into ENG101 with the addition of either one or two reading and writing

labs in the form of ENG100A Reading and Writing Lab and ENG100B Writing Conventions Lab

- b. Students will complete and submit a writing sample to determine if they need only ENG100A Reading and Writing Lab or both ENG100A Reading and Writing Lab and ENG100B Writing Conventions Lab

### **Options for Seeking Approval to Enroll in 100-Level (or Higher) Courses:**

1. Students who place in appropriate developmental-level courses as indicated above may seek placement in 100-level courses through completion of one of the following methods:
  - a. Students may take, or re-take, the ACT and achieve a minimum cut score or above.
  - b. Students may take, or re-take, the SAT and achieve a minimum cut score or above.
  - c. Students may take the appropriate Methodist College Placement Test(s) in mathematics, biology, and/or English to seek placement in the appropriate 100-level course(s).
  - d. Students may elect to repeat a placement test once to strive for a better score.
2. Appeal to retake the Methodist College Placement Test(s). A student who has taken a Methodist College Placement Test may appeal to the Chair of Arts & Sciences to re-take one or more Methodist College Placement Test(s) in mathematics, biology, and/or English.
  - a. The appeal must be submitted in writing with a rationale for the request.
  - b. If the appeal is granted, the exam will be scheduled no sooner than one week from the date of the first administration of the exam to allow for additional preparation.
3. A student who successfully completes a foundational-level course at Methodist College may advance to a 100-level course in that subject.

### **Methodist College Academic Progression**

To ensure students demonstrate adequate comprehension and application of course content before progressing, a student must maintain a cumulative GPA of 2.0 or greater to remain in good academic standing. A student whose cumulative GPA falls below 2.0 will be placed on academic probation. The student will have 2 semesters to achieve a cumulative GPA of 2.0. The students who fail to achieve a 2.0 at the end of the second semester of academic probation will be dismissed. A student who is academically dismissed may apply for readmission as per the stated college readmission policy.

### **Academic Progression and Non-Progression**

1. Progression Status:
  - a. In Good Standing
    - i. At the end of the semester, a student must have earned a cumulative

- grade point average of at least 2.0 to be in academic good standing.
    - ii. “Good Standing” will be posted on the student’s academic record.
  - b. Academic Probation
    - i. A student will be put on academic probation at the end of a semester if their cumulative grade point average is below 2.0. This includes first-term students who withdraw from their entire slate of courses.
    - ii. “Academic Probation” will be posted on the student’s academic record.

#### Removal from Academic Probation

The student is removed from academic probation at the completion of the semester when the cumulative GPA is 2.0 or higher. This must be done within 2 semesters of being placed on academic probation.

#### Non-Progression Status:

#### Academic Dismissal:

1. Failure to achieve a cumulative GPA of 2.0 or higher within 2 semesters of enrollment after being placed on academic probation.
2. Sanctions imposed for violations of the academic integrity and honesty portions of the Student Code of Conduct Policy
3. “Academic Dismissal” will be posted on the student’s academic record.

#### Official Communications

Communications regarding academic standing and progression, both at the College level and program level, will be communicated to the students by the Office of Records Management and Registration within one week of the dates that final grades are due. These letters will be uploaded to the student’s document tracking in their CAMS student portal. Students will receive a general email indicating that a change has been made to their academic status and instructions on how to access the information in CAMS will also be provided. No physical letters will be mailed to students.

#### Registration and Credit Load Maximum Policies

Course registration is managed through the Office of Records Management and Registration. The Director of Academic Advising and faculty mentors are available during the registration period to assist students in their selection of courses. Registration may be completed through the dates posted in the academic calendar.

To register, students should:

1. Review the course schedule
2. Meet with their advisor for an enrollment review
3. Register online through the CAMS student portal during the assigned registration period.

### Credit Load Maximum

Administrative approval must be obtained for a semester course load of 18 credit hours in the spring or fall academic terms and 13 credit hours in the summer term each academic year, excluding students enrolled in graduate, BSN: 2nd Degree, and BSN: Accelerated programs. Students seeking this approval will be directed by their academic advisor to the appropriate Dean or Program Chair overseeing their major.

### **Nursing Students**

Clinical courses are offered in the summer term for students in the BSN: 2<sup>nd</sup> Degree and BSN: Accelerated programs.

### Student Registration Classification

A student is classified according to the number of credit hours they are enrolled in a semester.

#### Undergraduate Students

- Full-time (12 hours per semester)
- Three-quarter time (9-11 hours per semester) Half-time (6-8 hours per semester)
- Less than half time (1-5 hours per semester)

#### Graduate Students

- Full-time (6 hours per semester)
- Part-time (fewer than 6 hours per semester)

### Leave of Absence Policy

A student may request a Leave of Absence (LOA). The LOA is meant to be a short-term break in a student's studies when extenuating circumstances, personal or medical, make continuing studies difficult.

The student who requests a Leave of Absence must be making satisfactory progress in all coursework and be in Good Academic Standing. Students who are on Academic Probation with the College are not eligible to take a leave of absence.

Leaves of absence are granted for 180 days after the day that the Leave was requested. This means that, in order to maintain active student status, individuals must be enrolled in courses no later than 180 days after the request is made. Students who do not return by that time will be administratively withdrawn from the College.

The student must request the Leave of Absence in writing to their Dean for approval. The letter should state the reason for the request.

### **Procedure**

1. Students requesting a leave of absence will need to download the [Leave of Absence form](#).
2. Students will then meet with financial aid and obtain their signature.
3. Following the meeting with financial aid, the student will request to drop or

- withdraw from their courses using the [Schedule Change](#) form.
4. Once financial aid signatures have been obtained and courses have been dropped/withdrawn, the student will meet with the Office of Records Management and Registration.
    - a. The Office of Records Management and Registration will confirm that the student is eligible for a Leave of Absence.
    - b. The Office of Records Management and Registration will verify the start date of the LOA and the last day to return from the LOA.
  5. After that meeting, the LOA paperwork will be processed by the Office of Records Management and Registration. When a student is ready to return, the student must contact the Office of Records Management and Registration via the [MC.OfficeofRecordsRegistrar@carle.com](mailto:MC.OfficeofRecordsRegistrar@carle.com) email address.
  6. All steps in the LOA process must be completed by either:
    - a. The last day to drop classes for a given term as noted in the academic calendar or
    - b. At the same time that the student withdraws from the entirety of the term's course load.
    - c. Students who do not complete their Leave paperwork within these guidelines will be administratively withdrawn from the College.

### Military Leave of Absence Policy

Methodist College supports students who are members of the United States Armed Forces and reserve units. A student who is a member of the U.S. military, National Guard, or other armed forces reserve unit who is called or ordered to active duty may be granted a Military Leave of Absence (MLOA) from Methodist College for the period of active duty and up to one year after returning from active duty.

Length of absence from the college cannot exceed five years. Absences that extend beyond five years will result in the student being administratively withdrawn from the College.

### **Procedure**

1. Students requesting a leave of absence will need to download the [Leave of Absence](#) form.
2. Students will then meet with financial aid and obtain their signature.
3. Following the meeting with financial aid, the student will request to drop or withdraw from their courses using the [Schedule Change](#) form.
4. Once financial aid signatures have been obtained and courses have been dropped/withdrawn, the student will meet with the Office of Records Management and Registration.
  - a. The student will submit a copy of the official orders indicating the date in which the student is to report for active duty.
  - b. The Office of Records Management and Registration will verify the start date of the MLOA.
5. After that meeting, the MLOA paperwork will be processed by the Office of Records Management and Registration.



6. When a student is ready to return from active duty, the student must contact the Office of Records Management and Registration via the [MC.OfficeofRecordsRegistrar@carle.com](mailto:MC.OfficeofRecordsRegistrar@carle.com) email address.
  - a. Students returning from Military Leave of Absence will have a new audit assigned reflecting the curriculum in place at the date of re-entry.
  - b. Students who are dishonorably discharged, discharged for bad conduct, or who are sentenced through court martial are not eligible to return to Methodist College following the MLOA.

### Medical Withdrawal

A medical withdrawal is appropriate when, by recommendation of a licensed health care provider, a student cannot continue enrollment in all of his/her courses because of a serious physical and/or psychological condition. In extraordinary situations, where it can be clearly demonstrated that an incomplete or failing grade in the class at the time of withdrawal is directly related to the severe medical or mental condition, a student may request a withdrawal without grade penalty. The request for withdrawal from all courses without grade penalty must be approved by the Vice President for Academic Affairs.

Required documentation from the student:

1. **A signed letter from the student** requesting a medical withdrawal that outlines the medical condition, the ways the condition has interfered with the student's ability to be successful as a student and steps already taken or intended for addressing the condition.
2. **A letter, signed and dated on letterhead, from a licensed health care provider** that must stipulate that the student is experiencing a medical issue that would significantly impair the student's academic performance. The letter should also include:
  - A statement recommending that the student withdraws from all classes.
  - Anticipated duration of the medical issue (i.e., when the student is expected to be able to return to his/her studies).

The College may request additional information which may include:

- Clarification letter from the licensed health care provider.
  - Request from the student to allow the Vice Chancellor of Academic Affairs to contact the student's health care provider to consult on the student's health matter. If such consultation is believed to be reasonable and necessary, the student must complete any documentation required by the health care provider necessary to allow a temporary waiver of HIPPA privacy rights in relation to the Vice Chancellor of Academic Affairs.
3. **Completed and signed *College Withdrawal* form (required only if the expected duration of the medical condition will exceed 180 days from the date of diagnosis; available from the Office of Registration and Records).**

Upon receipt of the required paperwork listed above, the request will be reviewed by the Vice Chancellor of Academic Affairs. Medical withdrawals can be approved for all classes after the semester has ended. In such cases, W grades will remain on the student's transcript.

**Financial Aid and Medical Withdrawal:** Regulations regarding the repayment of financial aid funds may mean students who withdraw might owe a repayment of the funds they received, even if approved for a medical withdrawal. This repayment is above and beyond the amount that is refunded in tuition and fees. The amount owed is based on the last date the student attended class. If the student has attended at least 60% of the semester, they are not likely to owe a repayment. Refunds, however, will not be approved if the request is submitted more than two months after the semester has ended.

Students receiving financial aid, veterans, and other students who are participating in special aid or support programs should check with the Financial Aid Office to determine if withdrawing from classes will result in possible eligibility issues and/or a necessary repayment of funds.

### Registration for Auditing Class Policy

Audit registrations are accepted only after the first day of classes for each semester and are contingent upon space availability. The audit form is available in the Office of Records Management and Registration.

Students may not change class registration from 'audit' to 'credit' or from 'credit' to audit.' Students will be assessed the per hour semester rate for auditing the course.

Permission to audit a course entitles the student to attend class but not to hand in papers, take part in discussion, or receive evaluations. An auditor does not receive College credit for the course audited. The audited course will not appear on the student's transcript.

### Post-Withdrawal Course Auditing Policy

Students, with permission from the Dean of Nursing and the instructor of record, may choose to participate in theory sections of nursing courses after withdrawing from the course. Students may not participate in clinical sections of nursing courses after withdrawing from the course.

### Special Course Enrollments

#### Independent Study Courses

Independent Study allows students to pursue a planned course of highly individualized study, as opposed to learning in a classroom format, with periodic checks by a supervising instructor to monitor student progress. To be successful in Independent Study, students must be highly motivated and well organized. At the end of the semester, the supervising instructor will issue a grade determined by the quality and scholarship of the student's work.

- Students may receive credit for only one Independent Study project each semester,
- Independent Study credits are applied only to the elective requirement for any degree.
- Independent Study projects may not duplicate any course already offered by the College.

- An Independent Study may be designed as either a one- two-, or three-credit course, depending on the project, but will not be approved for more than three credit hours.

Students who wish to pursue an Independent Study must complete an *Independent Study Proposal Form* with their instructor. Forms are available in the Office of Registration and Records. The Independent Study proposal must be approved by the appropriate instructor, the appropriate Division Dean or Chair, and the Vice Chancellor of Academic Affairs. Copies of the approved *Independent Study proposal* are filed with the student's academic advisor, the Vice Chancellor of Academic Affairs, and the Office of the Registration and Records. This procedure must be completed prior to registration for the Independent Study and before work on the Independent Study begins. Any Independent Study must be officially approved prior to the seventh week of the semester.

Course numbers used for Independent Study include the department prefix and the numbers 198, 298, 398, and 498 (e.g. HUM198).

#### Arranged Basis Enrollment Courses

Arranged Basis Enrollment applies to courses listed in the Methodist College catalog but not offered during a specific term or to courses offered at a time which conflicts with another required course. Students wishing to enroll in an arranged course must submit a *Request for Arranged Basis Enrollment* form to the instructor. If willing, the instructor will then submit a course syllabus and the signed request form for approval by the appropriate Division Dean/Chair or Lead Faculty member. The request must then be approved by the Vice Chancellor for Academic Affairs. Approval will be based on the student's academic record and need for the requested course. Arranged Basis Enrollment must be completed within the set enrollment period of the specific term/session.

No more than two required courses in a program may be taken on an arranged basis unless approved by the appropriate Division Dean/Chair or Lead Faculty member. The student is responsible for completing all course requirements included in the regular course syllabus.

#### Semester Length

The standard fall and spring semesters are scheduled to include 15 weeks of instruction and 1 week of final examinations. Summer semesters and the Nursing Assistant program are planned to include a minimum of 15 hours per credit. The length of the semester may vary by course. These variable terms are published at the time the term schedule is made available prior to registration.

#### Credit Hour Definition

Academic units offering courses for Methodist College academic credit must adhere to the federal definition of a credit hour for the assignment of credit hours earned per course.

#### Federal Credit Hour Definition

*A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:*

1. *one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
2. *at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. 34CFR 600.2 (11/1/2010)*

Methodist College Credit Hour Definition

1. Theory classes are calculated at a ratio of one clock hour (defined as a 50-minute hour) to one credit hour and a minimum of two hours of out-of-class student work each week;
2. Laboratory experiences are calculated at a ratio of two clock hours (defined as a 50-minute hour) per credit hour;
3. Clinical experiences are calculated at a ratio of three clock hours (defined as a 50-minute hour) per credit hour; and
4. Practicum, internship, and field placement experiences are calculated at a ratio of four clock hours (defined as a 50-minute hour) per credit hour.

Section Prefixes

As a way to help streamline communication regarding course properties, a key of prefixes has been established and is integrated into the section information available at the point of student registration. Prefix information is shared with students throughout the registration process and section information is available at the point of registration as well as on the student degree audit once the student has officially enrolled in the class.

<b>Section Prefix Legend</b>
A=Asynchronous Online (No regularly scheduled virtual meeting time; instructors may schedule virtual meetings periodically as course needs determine)
B=Blended (the course has some online components and some in person components)
C=Second 8 Weeks
D=DEI
E=Eureka
F=First 8 Weeks
H=Summer III (Second 5 weeks)
M=May Term
N=Special Term

R=Summer II (First 5 weeks)
S=Service Learning
T=Travel
U=Summer I
W=Winterim
X=Special Term
Y=Synchronous Online (Designated virtual meeting time)

### Grading Standards

**I--Incomplete:** The grade of I is reported by the instructor. The student must complete the work by the date established by the instructor, but no later than the date grades are due for midterm of the next full-length semester, as indicated by the appropriate Academic Calendar or the final grade of F will be issued. See [Incomplete Grade Policy](#) for more information.

**S--Satisfactory:** S correlates to letter grade of C or higher.

**U--Unsatisfactory:** U correlates to letter grade of D or lower.

**W--Withdrawal:** W Withdrawal from a course. A student is permitted to withdraw under a W grading mark from a course until the date specified on the academic calendar. Students complete a Drop/Withdrawal form that is signed by their academic advisor of record and submits it to the Welcome Window, room W104. The form is processed by the Office of Records Management and Registration and a grade of W is assigned for the course at that time.

**WF—Withdrawal Failing:** WF Withdrawal Failing from a course. The grading mark of WF will be given when a student withdraws or is administratively withdrawn from the class after the posted deadline for withdrawal in the specific campus program and the student is doing “D” or “F” work. This mark is calculated as an “F” in the grade point average..

### Incomplete Grades

- I. Incomplete grades may be issued by instructors following a student request. An incomplete grade is to be reserved for times where unforeseeable circumstances have negatively affected a student’s ability to complete the course by the end of the term. The incomplete grade should be awarded only when the amount of work remaining to be completed is reasonable (e.g. approximately 30% or less).
- II. Once an instructor and student meet to discuss the terms of an incomplete, the instructor will have the appropriate Program Chair/Director approve the Incomplete Grade form. The Program Chair/Director will then share the Incomplete Grade Form with the Office of Records Management and Registration.
- III. Incomplete grade requests must be received by the Office of Records Management and Registration by no later than the term’s grade submission deadline as noted in the Academic Calendar. The latest date that an incomplete grade must be resolved is

as follows:

- a. Spring: Due by last day of summer term
- b. Fall: Due by the date that midterm grades are due for the spring term
- c. Summer: Due by the date that midterm grades are due for the fall term

*Due is defined as the date that the Office of Records Management and Registration must receive the finalized grade. The academic calendar provides these dates.*

- IV. Incomplete grades must be completed and final grades issued by the instructor by the date that midterm grades are due for the subsequent full-term semester. Incomplete grades not completed by that time will result in the Office of Records Management and Registration issuing a grade of F for the course.

As part of the process of issuing incomplete grades, the student and instructor determine a mutually agreeable deadline for coursework to be completed.

The deadlines noted above are the final dates that incompletes will be accepted, if the incomplete grade form indicates an earlier timeline, that date is the date the final grade must be received. In this case, if the final grade is not received by that agreed-upon date, a grade of 'F' will be issued for the course by the Registrar. No extensions may be given from this initially agreed-upon deadline.

- Incomplete grades cannot be issued if a final grade has been issued by the instructor.
- When incomplete grades are given in a term, students may not enroll in coursework for which the incomplete grade granted is a pre- and/or corequisite.
- Once incomplete grades are finalized, the student record will be reviewed and academic decisions will be revisited as needed depending upon the final outcome of the course. Failing grades may lead to College and/or program dismissal.

### Final Course Grade Appeal

Students may appeal a final course grade (this appeal process is for the grade that is assigned at the conclusion of the class and not the grade that is assigned to the final exam). The grievance procedure shall not be used to challenge individual examination items, to challenge a grade prior to assignment of the final course grade by the faculty member, or to challenge a policy of Methodist College. In all cases, the student must represent himself/herself during the grievance process.

#### **Definition**

A final grade appeal may be filed only if the grade has been derived in a manner not consistent with the fair and equitable application of grading criteria found in the course syllabus and/or if the student believes the grade to have been miscalculated based on the criteria specified within the course syllabus document.

#### **Procedure**

Students who wish to file a grade appeal of their final course grade must do so within five business days of notification of the final grade or within five days of the end of the session, whichever comes first.

The student's grade appeal must begin with the faculty member and proceed through the appropriate Program Chair/Director. While a final appeal can be made with the Chancellor, the Appeal Process begins with the course instructor according to the process below.

- I. Faculty Review
  - a. The student first meets with the faculty member(s) teaching the course to review the concern in an effort to resolve the disputed grade. At this meeting it is the student's responsibility to provide a formal, written statement providing the rationale for the grade appeal. Their rationale must be directly related to the definition of grounds for grade appeal stated above.
  - b. After review, the faculty member shall provide a written decision regarding the grade appeal indicating whether the grade will be changed to the student in an email sent to the student's Methodist College email account; CC the Program Chair/Director.
- II. Program Chair/Director and Committee Review
  - a. If the meeting between the faculty member and the student does not result in resolution of the disputed grade, the student will provide a formal, written statement providing the rationale for the grade appeal to the Program Chair/Director. The student will also schedule a meeting at a mutually agreeable time with the Program Chair/Director. The meeting with the Program Chair/Director will only take place once final grades have been posted.
  - b. In the meeting request email, the student will also provide the faculty member's written decision and all additional pertinent supplemental information/documentation.
- III. The Program Chair/Director shall have seven (7) business days from the time of first contact with the student to investigate the appeal.
- IV. If the Program Chair/Director finds that the appeal has substance, the grade was derived in a manner not consistent with the fair and equitable application of grading criteria found in the course syllabus and/or the grade was miscalculated based on the criteria specified within the course syllabus document and the grade must be revised,
  - a. The Program Chair/Director will notify the faculty member of the decision and ask them to change the grade.
  - b. The student will be cc'd on the letter to the faculty member and their copy will be sent via email to the student's Methodist College email address.
- V. If the Program Chair/Director does not find a rationale for a grade change, the student will be notified via Methodist College email that a committee-led investigation will be conducted to determine the outcome of their appeal.
  - a. Within five (5) business days, the Program Chair/Director will appoint an ad hoc committee to investigate the facts surrounding the appeal. The Program Chair/Director will include all pertinent supporting documentation that has

- been obtained.
  - b. The committee membership will include three unbiased individuals in the Academic Affairs area with no connection to the course section for which the grade is disputed. The ad hoc committee will identify a chairperson who will report the findings of the committee to the Program Chair/Director.
  - c. A period of five (5) business days shall be afforded to the committee to deliberate and gather additional information. If the case is complicated, the committee chair can request that the Program Chair/Director extend the deadline up to five (5) additional business days with rationale.
  - d. The committee will make a recommendation to the Program Chair/Director.
  - e. Within three (3) business days of receiving the report, the Program Chair/Director will send the results of the Investigation Committee's findings to the Student via the Student's Methodist College email address.
  - f. The Student has the right to a final appeal to the Chancellor.
- VI. If the Student does not appeal within five (5) business days, the Program Chair/Director will forward the decision to the Chancellor as well as all other forms and documentation for the file.
- VII. Chancellor Review -- Final Review
- a. The student has five (5) business days to appeal the Program Chair/Director's decision to the Chancellor
  - b. The student must also provide all pertinent supplemental documentation obtained in the process.
  - c. The Chancellor will review all provided documentation and request necessary clarification or additional information.
  - d. The Chancellor will communicate their decision within five (5) business days to the Student via their Methodist College email address and CC the Program Chair/Director and Faculty member\*\*. No report of the outcome will be provided via the telephone or email.
  - e. The appeal process ends, and the Chancellor's decision is final.

### Adding/Dropping a Course

Students are to use the online Student Portal to make adjustments to their enrollment until 11:59pm the day before the first day of classes each term. Once the online enrollment period has closed, students must complete an electronic Add/Drop Form, which can be found on the Methodist College website. Once the drop day has passed, students may withdraw from courses, earning a posted grade of 'W' until the last day to withdraw from a class. All of these dates are posted in the published College calendar.

Schedule change requests must be received by 4pm of the posted deadline to ensure appropriate processing.

### Administrative Drop/Add

Each Methodist College student is responsible for ensuring that they are enrolled for the appropriate courses for each term of enrollment. Methodist College, however, reserves the right to modify student enrollments when determined necessary and appropriate by the College.



Administrative Drop for Non-Attendance

Students who are reported as non-attending by their faculty member by the last day to drop a course for the term will be administratively dropped from the course.

Course Repeat Policy

Students who originally earned a D, F, W or WF in a course may not repeat the same course at Methodist College more than two times. Once a course is attempted at Methodist College, the student may not receive credit for the course through transfer articulation or other sources of college credit (e.g. CLEP, Excelsior, or similar programs). If a student elects to repeat a course, only the highest grade earned is included in the student’s Methodist College cumulative grade point average and used for awarding credit towards a degree requirement. All grades earned will be recorded on the student’s official transcripts and other institutions may include repeat grades in evaluating the student’s record.

Students seeking an exemption from this maximum number of attempts under this course repeat policy must submit a written request to the Division Dean/Chair or Lead Faculty member of the academic program in which the course is offered and must demonstrate a compelling need for the exception. Any request must be approved by the Division Dean/Chair or Lead Faculty and the Vice Chancellor for Academic Affairs.

Grade Point Average (GPA) Calculation and Scale

At Methodist College, the Grade Point Average (GPA) is calculated on all coursework completed at the College. Transfer courses are not used in the calculation of the GPA. The GPA is calculated on all hours attempted and all hours earned. Methodist College does not ascribe to a ‘repeat-delete’ policy, so the calculated GPA includes all attempts of courses taken at the College.

The GPA is calculated on all hours attempted and all hours earned, and is based on the 4-point scale illustrated below:

<b>Letter Grade</b>	<b>Definition</b>	<b>Quality Points Per Unit</b>
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0.00 (Computed in GPA)
I	Incomplete	No quality points issued until the final grade is submitted by the instructor. When the final grade is issued, the GPA will update based on the final grade.

S	Successful	0.00 (Not computed in GPA)
U	Unsuccessful	0.00 (Not computed in GPA)
W	Withdrawal	0.00 (Not computed in GPA)
WF	Withdrawal Failing	0.00 (Computed in GPA)

### **Definition of Terms to Calculate GPA:**

- **Credit Hours:** Methodist College assigns credit hours based on a semester calendar system. Credit hours are the hours assigned to a course. This number is listed in both the schedule of classes and the catalog.
- **Grade Value:** This is the numerical value assigned to a grade. It is also known as quality points. The scale used is reflected in the table above
- **Total Quality Points:** This is the quantity used to determine the ‘value’ of grades earned. Quality points are determined by multiplying the number of credit hours for a course by the quality points for each course taken.
- **Attempted Hours:** These are the credit hours for which a student enrolls past the last day to drop a course for a term.
- **Earned Hours:** These are credit hours successfully completed each term.
- **Duplication:** When the same course is repeated, all grades earned for the course are included in the calculation of the GPA.

### Program Completion

#### Graduation and Program Completion Requirements

1. Commencement activities are held in December and May. Students who complete their degree requirements in the summer are invited to participate in December commencement activities.
2. All students completing graduate or undergraduate degree programs, or the medical assistant certificate program will be assessed a graduation fee included in their final semester fees. These fees will be assessed prior to the beginning of a term. If a student that is charged a fee changes their expected graduation date, those fees will be refunded and reassessed during the updated semester of intended graduation. Graduation fees are not optional and cover expenses related to the entire graduation process exclusive of ceremony costs. Students not attending commencement activities will be required to pay graduation fees.
3. Students planning to complete a degree or certificate program in a given term must complete the online application for graduation by the deadline established by the Office of Records Management and Registration. Diplomas and/or certificates will not be ordered if the application is not received by this deadline.
4. Students wishing to participate in the commencement ceremony will purchase, at their own expense, a complete set of academic regalia from the vendor approved by the College.

- a. The set for undergraduate students (those receiving bachelor's degrees and completing the Medical Assistant certificate) includes the following: Cap, gown, tassel (in the appropriate color of the student's academic program), and graduation stole.
  - b. The set for graduate students includes the following: Cap, gown, tassel (in the appropriate color of the student's academic program), master's hood, and graduation stole.
  - c. Students completing the Nursing Assistant Certificate program participate in a completion ceremony at the conclusion of the course.
5. Only students certified by the Office of Records Management and Registration as being eligible to graduate following the submission of a term's final grades are eligible to participate in commencement activities including Senior Celebration and Commencement. The requirements that must be met to earn the degree or certificate include:
6. All coursework outlined in the student's degree audit must be completed. Depending on program requirements; students must obtain, at a minimum, 120-122 credit hours to earn their baccalaureate degree.
  - a. Methodist College graduates must have, at a minimum, a cumulative 2.0 GPA for all coursework completed at the College.
  - b. In order to establish 'residency' at the College, graduates must earn at least 25% of the credit hour requirements at the College.
  - c. Graduates completing 120 or 122 credit hour programs must complete at least 30 credit hours of Methodist College coursework.
  - d. For BSN: Accelerated, BSN: Prelicensure, BS: MLS, BSW, BS: HCM, and BSHS students enrolled at Methodist College beginning with the fall 2017 term, all components of the Community Engagement requirement must be fulfilled. *Students will not graduate or be eligible to sit for licensing exams without this requirement completed.*
  - e. All financial obligations to the College must be completed in order to be eligible to graduate; there must not be any outstanding indebtedness to the College
  - f. All library materials must be returned to the College library in order to be cleared to graduate.
7. All students will receive their diploma, diploma cover, and any earned honor cords whether or not they attend the ceremony. Barring any unusual circumstances, the Office of Records Management and Registration will mail these items within one month of the date degrees are conferred.

#### Commencement Participation Requests

In some cases, students are very near to completing their graduation requirements and wish to participate in the commencement ceremony with their peers. Students may participate in commencement under these conditions:

1. No more than two outstanding courses totaling seven (7) credits remain in their degree audit. Those credits cannot include internship, externship, field study, or

practicum.

2. All outstanding credits can be completed in the following term
3. The student is registered for the outstanding credits
4. The Community Engagement graduation requirement has been completed and approved (if applicable)
5. This policy does not constitute a waiver of remaining credits or graduation requirements. All outstanding credits and graduation requirements must be completed in order for the degree or certificate to be conferred
6. Students who meet these criteria and wish to request to participate in commencement prior to their degree completion must complete the Commencement Participation Request form.
  - a. Students will first discuss this option with their Program Director who will review the student's degree audit in CAMS to ensure that the above criteria have been met.
  - b. The student will then request approval from the Program Chair/Director for their degree program.
  - c. The student will then submit the form to the Registrar for final review.
  - d. Once all approvals have been sought and granted, the Registrar will upload the finalized form to the student's document tracking in CAMS.
7. Forms must be received no later than two weeks prior to the date that final grades are due for anticipated graduates.
8. Students will not receive their diploma/certificate and other graduation materials until the degree is completed.

### Institutional Withdrawal

Institutional Withdrawal is the withdrawal from or discontinuation of all courses in which the student is enrolled. There are two pathways for students who wish to withdraw from the College. The first is for people who choose to withdraw prior to the last day to withdraw from classes for a given term. The second is for individuals who decide to withdraw from the College following the last day to withdraw from courses and prior to the beginning of the subsequent term. This process is managed exclusively by the Office of Records Management and Registration (not faculty, Program Directors, Chair, or Deans).

1. Prior to the last day to withdraw from courses.
  - a. Students wishing to withdraw from all courses in the middle of the semester may do so and will need to complete both course withdrawal and college withdrawal forms.
  - b. Students must meet with financial aid and obtain the needed signature on the College Withdrawal form.
  - c. As a last step, the student will meet with the Office of Records Management and Registration. During that meeting, the Office of Records Management and Registration representative will verify the return of the student badge and complete the process of withdrawing the student.
  - d. Institutional Withdrawal and the date of the withdrawal will be posted to the student's transcript.

2. Following the last day to withdraw from courses and prior to the first day of classes for a subsequent term.
  - a. Students who wish to withdraw from the College after the last day to withdraw from classes will earn an assigned grade of A, B, C, D, or F in that term's courses.
  - b. The student will complete the College Withdrawal form and meet with financial aid.
  - c. They will meet with the Office of Records Management and Registration to finalize the paperwork.
  - d. If grades have not been submitted, the withdrawal will not be processed until the term's grades have been posted. Once grades are submitted, the Office of Records Management and Registration will finalize the student's withdrawal in the system.
  - e. Institutional Withdrawal and the date of the withdrawal will be posted to the student's transcript.
3. Students who withdraw from the College and decide to return will need to complete an Application for Readmission to the College. Readmission to the College is not guaranteed and subject to readmission criteria at the time the student applies for readmission.

### Administrative Withdrawal

Students who do not enroll in subsequent mandatory terms and who do not take a leave of absence will be withdrawn from the College with the withdrawal date effective the last day of enrollment for the most recent term in which they were enrolled.

Administrative withdrawals will be processed by the Office of Records Management and Registration following the last day to add courses for a mandatory semester. "Administrative Withdrawal" and the date of the last day of classes for the most recent enrollment term will be noted on the transcript.

Students administratively withdrawn from the College may apply for readmission to the College should they wish to enroll in future terms. Readmission is not guaranteed and subject to readmission criteria at the time the student applies for readmission.

Mandatory terms are, for most programs, fall and spring. The Second Degree program includes mandatory terms as stated in the plan of study.

## **Campus Life and Support Services**

## Campus Life

### Residence Life

The Prairie Sky Apartments at Methodist College is a student housing development offering convenient, apartment-style student housing for eligible Methodist College students, as well as students from other colleges in the Peoria area. The College has partnered with Cullinan Properties, Ltd. to offer the finest in student apartment living.

The complex is located at 7700 N. Academic Drive, Peoria, Illinois, 61615, north of the main campus building. Prairie Sky Apartments offers one- and two-bedroom options as well as a two-bedroom suite in a convenient location. These affordable private bedroom options come fully furnished. The complex is located in the Grand Prairie community of Peoria which includes retail, entertainment, lodging, and food.

Each apartment has a full kitchen with microwave, stove/oven, refrigerator, and mounted 37-inch television in the living room. A private bedroom includes a twin-sized bed, study desk and dresser. The two-bedroom suite option provides each resident a private bedroom and a study room. All floors contain a community lounge for study and social activities. The building has on-campus laundry facilities. The price per unit includes rent, cable/Internet, water, and utilities.

The apartments are staffed by the Director of Vice President of Finance or Director of Operations and two Resident Advisors (RA) who are responsible for facilitating a safe and secure community environment conducive to supporting the Methodist College mission.

### ***Room Assignments for Residential Life***

Priority for room assignments will be based on the following factors:

- Assignment is dependent upon space availability.
- Priority is extended to current residents, then based on date of application.
- Continuing senior residents have priority over junior residents; continuing junior residents have priority over continuing sophomore residents; continuing sophomore residents have priority over continuing freshmen residents.

Policies are provided to residents in the signed housing lease and in the Resident Manual. Residents should understand that violations of the housing contract or policies in the Resident Manual will result in disciplinary actions as serious as expulsion from the apartments. Additionally, a resident may also be subject to disciplinary action under the Student Code of Conduct. For more information, please contact a Resident Advisor or the Vice President of Finance or Director of Operations.

### Student Health Insurance

Methodist College encourages all students to carry health insurance; however, the College does not provide any direct student health insurance to its students. Students who need health insurance coverage should visit the official Healthcare.gov website to get information on getting coverage under the ACA: [www.healthcare.gov](http://www.healthcare.gov)

Any issues involving the administration, coverage, or payment of the policy acquired through the Healthcare Marketplace or any other insurer is handled between the student and the provider. Methodist College is not responsible for any unpaid or uncovered services.

### Student Organizations

#### Student Government Association (SGA)

The Methodist College Student Government Association (SGA) is the governing organization of the student body and serves to meet the needs of student constituents. Methodist College students serve as officers and representatives for their peers to enhance their experience at Methodist College, both inside and outside of the classroom.

#### Student Nursing Association (SNA)

The Student Nurses' Association at Methodist College is a student-lead organization that promotes leadership and provides professional development opportunities for the nursing students at Methodist College. We engage in service projects, fund raising, and student advocacy efforts.

#### Multicultural Student Union (MCSU)

The purpose of the Multicultural Student Union (MCSU) is to foster unity and a climate of inclusion for all current patrons and alumni at Methodist College. The group promotes academic excellence, professional development, leadership, and community engagement. MCSU provides multi-cultural programming that is intentional and requested by the student body of Methodist College.

#### Phi Kappa Phi Honor Society

Phi Kappa Phi is a nationwide honor society with over 300 chapters in the United States and the Philippines. This honor society was founded to recognize excellence in all academic disciplines. The Society's mission is "To recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others." Methodist College was installed as the 353rd chapter.

Membership is by invitation and is extended to students who represent academic excellence. For more information about Phi Kappa Phi, visit [www.PhiKappaPhi.org](http://www.PhiKappaPhi.org).

### Student Services

#### Center for Student Success

The Center for Student Success (CSS) is located on the west side of the Methodist College campus and offers free academic assistance to all currently enrolled students in a welcoming and supportive environment. With a mission of inspiring students to develop skills and strategies to become successful, independent learners, our professional and peer staff are available to meet student needs for a variety of subjects. The CSS aims to support students in an e- learning environment; therefore, a multitude of online resources are available 24/7 in addition to virtual appointments and instant text or chat services during regular business hours. Empowering all students to realize their academic potential and ultimate success is the CSS vision; all services,



physical spaces, virtual resources, and collaborative activities are thoughtfully crafted to help facilitate a transition from that vision to each student's reality.

## *Services*

### *Tutoring*

The CSS has two full-time professional staff members along with several peer tutors trained in providing tutorial assistance in subjects such as mathematics, biological and physical sciences, nursing, as well as paper editing and writing assistance. Individual or group tutoring appointments are available (in person or virtual) by appointment or walk-in during normal business hours. Students are encouraged to contact the Director or Coordinator via email to schedule tutoring appointments to prevent delays in service or potential wait-times, as scheduled students are prioritized over walk-ins.

### *Supplemental Instruction*

Healthcare careers require completion of notoriously difficult curricula. To further assist Methodist College students, the CSS provides Supplemental Instruction (SI) for select courses. SI leaders are students who have successfully completed the course in a previous semester and have been recommended by their faculty to lead current students in pre-planned, interactive group activities. Each week, students reinforce course concepts through fun games, friendly competitions, practice questions, exam preparation activities, and more during one-hour SI leader-led sessions conducted on campus outside of normal class time.

### *Workshops and Presentations*

At various times throughout each semester, the CSS holds supplemental workshops on the Methodist College campus that are open to the entire study body. Past workshop topics include time management, test-taking strategies, study skills, and more. In addition, incoming new students are briefly exposed to the CSS services offered at Methodist College, learn key skills for long-term success as a college student, and have an opportunity to interact with CSS staff during new student orientation.

### *Academic Planning*

To ensure optimal academic status, Methodist College students can voluntarily meet with CSS staff for a variety of confidential and individualized activities including grade or GPA calculations, goal setting, progression, midterm action, or probation planning, and academic skills assessment.

### *Collaborations and Remediation*

Methodist College faculty and staff work collaboratively with the CSS to provide timely interventions for students identified as academically at-risk during the semester. The faculty referral process allows for the completion of a confidential referral form when an area in need of academic improvement or remediation is identified in one of their

students. CSS professional staff contact the student upon retrieval of the referral and schedule an appointment to conduct a needs assessment and create an individualized plan of action. In addition to faculty referrals, CSS staff collaborate with Methodist College faculty by conducting in-class workshops on various topics per the faculty's request. Prior topics include the importance of progression planning, course-specific study techniques, and patient prioritization strategies.

### ***Physical Spaces***

The CSS has a large study lounge equipped with tables, chairs, computers, select office supplies, and printers along with a large assortment of helpful study tools including hand-held study cards on a variety of topics, 3-D models of muscles and bones, a variety of textbooks and workbooks, calculators and rulers, and a large dry erase board for student use. Adjacent to the study lounge is a new quiet study area where students have access to either a private study room or a seat at one of the new individual study corrals.

For in-person tutoring or writing assistance, professional and peer tutor offices are located on each side of the CSS in rooms W172, W174, and W178. CSS hours may vary, so please check with the Director or Coordinator for times and availability.

### ***Virtual Resources***

Methodist College strives to ensure equal access to academic support; therefore, the CSS is consistently updating and expanding their existing online offerings along with innovating new ways to provide student support in a virtual format. Currently, the CSS D2L page, Methodist College CSS webpage, and the CSS YouTube channel are each available 24/7 to every Methodist College student. For students who commute, those who are distance learners, or if a preference is indicated, virtual tutoring is available by appointment

### ***Library Services***

The library is located at the center of Methodist College, adjacent to the Commons area. It serves as a collaborative learning space and is an excellent resource for students, faculty, and staff. The library's website is accessible from the quick links of the College's homepage or directly at <https://library.methodistcol.edu/>

### ***Space***

The College's library offers students a quiet place for individual or group study with table and carrel seating. Members of the College community may also reserve study rooms found within the library and Student Commons through the library's website or at the library's circulation desk. The library provides access to desktop computers, a printer, and a copy machine. Students can also wirelessly print to the library's printer.

### ***Resources***

The library has a targeted collection of more than 5,000 physical items including: books, magazines, videos, and other objects to meet the academic needs of the College. The

library also provides on-campus and remote access to nearly 70 databases, 95,000 e-journals, 300 academic e-books, 25,000 popular reading e-books, as well as video, audio, and digital images. Library staff creates research guides with tutorials and additional help available on the library's website.

### ***Reference***

Library staff is(?) trained to help individuals find information from a variety of sources. Reference questions and research advisory is available in the library, by phone or email. Call (309) 672-4937 or e-mail [mclibrary@methodistcol.edu](mailto:mclibrary@methodistcol.edu) during hours of operation and staff will assist as soon as they are able. During library hours, patrons? (again, staff and faculty have used both) may text or chat with library staff.

### ***Reserves***

Many course textbooks, along with material for class assignments, are placed on reserve at the circulation desk. Reserve items may not leave the library.

### ***Library Instruction***

Classroom instruction, group sessions and one-on-one consultations are available to assist students on how to best use library resources. To schedule, call (309) 672-4937 or e-mail [mclibrary@methodistcol.edu](mailto:mclibrary@methodistcol.edu).

### ***Interlibrary Loan (ILL)***

In an effort to provide essential, expanded access to information, the library provides interlibrary loan (ILL) services for all students, staff and faculty. The purpose of ILL service is to locate and obtain documents from other libraries to lend to Methodist College. Such requests may be made through the library's website, at the circulation desk, or by e-mail to [mclibrary@methodistcol.edu](mailto:mclibrary@methodistcol.edu).

### ***Academic Advising***

The mission of the advising program at Methodist College is to empower students to become self-directed learners and decision makers who will develop and implement sound educational and career plans consistent with their personal values, goals and career aspirations in healthcare. Collaborative relationships between students and advisors will assist students in the successful transition to college life and develop students' appreciation for the academic community to which they belong.

### ***Advising***

The incoming student population at Methodist College is diverse and multidimensional. The Advising Department recognizes that not all new students at Methodist College are first-year college students. The advising structure is designed to maximize students' increased needs of advisement support during the first year of coursework at Methodist College.

Students should meet with their Professional Advisor or Faculty Advisor when they experience academic difficulties or need direction or support at Methodist College.

The Advisor can guide the student to resources at the College to support them in achieving success. The College offers rich support services for students, including counseling, tutoring, coaching, and ADA accommodations. Faculty Advising appointments can be scheduled during faculty office hours which are posted on each faculty member's office door. Students can also schedule an appointment with the Director of Academic Advising. Students should meet with their advisor when the following situations occur:

- Students who receive a D/F in any course at mid-term should meet with their assigned advisor or the Director of Academic Advising.
- Students who receive a D/F as a final grade should meet with their assigned advisor or the Director of Academic Advising prior to enrollment in the next semester's coursework.
- Students on probation should meet with their assigned advisor or the Director of Academic Advising prior to enrollment in the next semester's coursework.

### ***Students' Responsibility***

The following are guidelines to help students prepare for meetings with their advisors:

1. Become familiar with the courses included in the degree program. Read the course descriptions in the catalog.
2. Know which courses are pre- or corequisite to other courses. Prerequisites must be completed before taking a specific course. Corequisites may be taken concurrently.
3. Make a list of courses planned for the following semester, prior to meeting with your advisor. Double check the pre- and/or corequisites. Make an alternative list of courses to take if first choices are not available.
4. Meet periodically with advisors to develop and review the degree plan. It is best to schedule a degree planning meeting with the advisor at a time other than the advising session prior to a registration period.

Advisors are in place to help guide students, but the ultimate responsibility of scheduling courses and making an education plan resides with the student.

### ***Continuing Student Advisement and Faculty Advising***

Once students successfully complete their first year of coursework at Methodist College, they will transition to an assigned Faculty Advisor for the remainder of their college experience. The Faculty Advisor/Student relationship will focus on research, career, and professional development as well as on the prescriptive tasks of building schedules, course conflicts, and resource referrals. Faculty Advisor will aid students in graduation planning and will initiate conversations regarding application for degree, registration for important exams, and other requirements related to entry into the professional field of healthcare. Students may meet

with their Faculty Advisor at their discretion at any point throughout their college experience. While Faculty Advising appointments are not required for registration, they are strongly recommended for successful degree completion.

Any questions related to the advising/mentoring experience should be brought to the appropriate Program Chair/Director.

### The Testing Center

The mission of Testing Services is to support student retention and success by providing examinations in a secure environment with ethical practices that facilitates academic success. Testing Services supports the institutional mission of Methodist College by promoting the intellectual and academic well-being of students through ADA accommodated testing, placement testing, and occasional course-specific make-up testing, as well as certification and other exams for the community (such as CNA). Testing Services also adheres to the NCTA Professional Standards and Guidelines to assure high quality operations and test integrity.

The Testing Center is certified by the National College Testing Association and provides proctoring services for students who need to take examinations missed in the classroom, ADA (Americans with Disabilities Act) exams for students meeting accommodation requirements, and community testing services. The Center is located behind the Parliament next door to the Student Lounge.

Testing Center information is located at [methodistcol.edu/testing-services.aspx](http://methodistcol.edu/testing-services.aspx)

Make-up exams must be approved by the instructor and scheduled with Testing Center staff using proper procedures. Exam scheduling information can be found at the Testing Center. Students are encouraged to plan in advance due to limited resources and space.

ADA accommodations are arranged between the student and the ADA Coordinator. Questions about disability accommodations and requesting accommodations should be directed to the ADA Coordinator. Testing Center staff will work with students once the proper paperwork and an ADA accommodation has been extended by the ADA Coordinator. Testing space and resources are limited, so students are encouraged to plan in advance and are expected to be flexible in their availability.

Community testing services are also supported by the Testing Center. The Center periodically hosts Certified Nursing Assistant (CNA) examinations through the State of Illinois. Information on qualifying for the exam and registering for the exam can be collected at the Testing Center or on the D2L Student Center site (under Academic Affairs). The Testing Center also proctors the Certified Medical Assistant exam through the National Healthcareer Association. Registering for this exam is managed by the Director of the Medical Assistant Program.

### Campus Safety

Methodist College strives to provide a safe and secure campus and to keep the public informed about crime on its campus in accordance with the requirements of Public Law 101-542, Title II,

1990 (Clery Act). Campus crime statistics are reported annually on the Methodist College website.

Methodist College Campus Security is authorized to help maintain a safe environment by protecting life and property. Security officers have the same arrest powers as private citizens, in accordance with Illinois law.

Any suspicious activity or serious crime should be reported immediately to the Campus Security Office. The Chief of Campus Security will notify the Methodist College community in the event of the threat of a serious crime or if a serious crime occurs.

The Campus Security Office is located at the main entrance of the campus. Uniformed officers are available Monday-Friday 6:30 a.m. – 11:00pm and Saturday/Sunday 6:30am – 8:00pm on all days the College is open to respond to employee, student, and visitor needs. The College is locked with access by approved employee and student name badges. Individuals concerned about his/her personal safety may request an escort from the Security Office. An officer will walk with or drive the individual to his/her destination.

In addition, campus security is maintained by using security cameras to monitor entrances and parking lots. This is monitored in the Campus Security Offices.

Campus Security maintains visibility by patrolling the campus regularly on foot or in marked security vehicles. To help maintain a safe and secure campus, reasonable precaution for one's safety needs to be exercised by faculty, students, staff, and visitors.

Campus Security can be reached at 309-672-4500.

### ***Parking Tips***

(P) Park in visible areas.	(S) Start your car after locking doors.
(A) Ask for an escort.	(A) Always have your cell phone with you.
(R) Remove valuables from car.	(F) Find your keys before you walk.
(K) Keep calm and ready.	(E) Examine your surroundings and car.

### ***Personal and Career Counseling***

In an effort to promote the holistic development of the student, Methodist College recognizes that students may need counseling services to better manage personal or student-related stress. Methodist College employs a licensed counselor to assist students with their mental health needs in the Offices of Access, Support, and Inclusion Services (OASIS). The student counselor also provides career counseling services to students including career exploration and preparation.

### ***Faculty Development & Instructional Design***

Faculty Development & Instructional Design ensures excellent learning outcomes across the college by developing the skills of both faculty and students. The Director assists students in mastering online learning systems (such as Desire to Learn) and student management systems

(such as CAMS). The Director also guides faculty to achieve excellent learning outcomes through development of teaching methodologies and pedagogies.

#### Simulation and Clinical Practice Centers

The Methodist College Simulation Center and Clinical Practice Center (CPC) provide a safe learning environment for students of all programs to grow in skill development, critical thinking/clinical reasoning, professionalism, and communication. This is accomplished through the use of patient simulators, instructional technology, and the application of evidence-based scenarios that facilitate the transition from theory to practice. clinical assessment and decision-making in clinical practice. Students are supervised by experienced professional staff and faculty while gaining confidence to perform all functions of their role. Check the schedule for hours of operation and guided practice sessions. The Centers are closed on days that Methodist College is closed.

#### Career Placement

All students are assisted with career placement prior to graduation from Methodist College. In addition, recruitment fairs attended by area hospitals and healthcare institutions provide the students with a variety of job opportunities. Services include mock interviews, resume review, cover letter preparation, dress for success coaching, and a listing of open positions for graduating students and full and part-time positions current students may qualify for. Students may contact the Director of Student Affairs for assistance with career placement.

#### Disability Services

Services are offered for students with documented disabilities, including accommodations and limited auxiliary services. A student with a disability who believes he or she needs an accommodation should contact the ADA coordinator. It is the responsibility of students with disabilities to disclose the disability, request needed accommodations, and provide appropriate documentation.

#### Computer Laboratory

There is one computer laboratory for students that is equipped with personal computers and printers. Access to the Internet, EPIC (electronic medical record system), and a variety of software including interactive computer learning programs are available. No food or drink are permitted in the computer laboratory.

#### Laptop Requirements for Students

Students enrolling in graduate and undergraduate prelicensure nursing programs and the medical assisting program are required to own a laptop. All other students, excluding nursing assistant students, are required to own a computer that meets the specifications listed below. The Methodist College campus is wireless. For financial aid purposes, the price of the new laptop can be added into the total price of educational costs.

Make sure all drivers are up to date prior to any exam. Prior to updating any operating system (OS), be sure to verify that Examsoft has a software release supporting the new OS. Surface Pro, Surface Books, and Surface Laptop devices are supported. Non-Surface Pro devices and ChromeBooks are not supported.

**The minimum computer configuration requirements are:**

Please make sure all drivers are up to date prior to any exam. Prior to updating any operating system (OS) be sure to verify that Examsoft has a software release supporting the new OS. Most Surface Pro, Surface Books, and Surface Laptop devices are supported, provided they have a CPU that meets requirements.

*Non-pro Surface devices are NOT supported No Chromebooks are supported*

*iPads and Android Tablets are not supported*

<b>Laptop/Notebook</b>	<b>Specifications</b>
CPU	Intel Core i5 (or AMD Equivalent) or better. Devices with a Microsoft SQ series chips and Qualcomm CPUs will not support necessary software. MacBooks with any Intel CPU or M1 CPUs are OK
RAM	8GB or more preferred
Hard Drive Space	256 GB or greater
Display	11 inches or larger
Screen Resolution	1024x768 or higher
Wireless	802.11 g/n/ac
Internet Connection	Off campus internet connection not below 8mbps upload and download
Operating System	Windows 10 is required. Must be update level 2004, 20H2, 21H1 or higher  Mac OS X 10.14.6 or higher is required
For Support	Working USB, newer devices may require an adaptor
Adobe Reader	Version 9, 11, or DC
MS Office 365 can be attained, free of charge through the college. It can be accessed by logging in to office.com with your student email account.	Additional programs are also required:  Adobe Acrobat plug-in <a href="http://get.adobe.com/reader">http://get.adobe.com/reader</a>



## **Academic Affairs**

## Academic Purpose and Goals

### Purpose:

Academic Affairs is dedicated to providing educational programs and support services which prepare students to be competent healthcare practitioners, responsible leaders, and productive citizens in a democratic society. This is accomplished within a culture of excellence that emphasizes and supports student engagement in and responsibility for learning and faculty commitment to excellence in teaching, scholarship and service. The educational environment recognizes the diverse needs of students and promotes the holistic development of each student. An important element of this mission is the preparation of students for life-long learning, advanced studies, and employment in a complex, diverse, and rapidly changing world.

### Academic Affairs Goals

1. Provide a foundation in LENSES/General Education to support and contribute to the learning outcomes of all academic degree programs.
2. Provide academic degree programs that are responsive to a changing environment in healthcare and in society.
3. Promote excellence in academic offerings through curricular development, delivery, evaluation and improvement.
4. Promote academic competence through a learning environment that promotes immersion, active learning, and integrated learning experiences as well as fostering intellectual, interpersonal, and civic engagement.
5. Sustain a learning environment that recognizes and is responsive to student needs in promoting achievement and student learning in order to facilitate academic engagement, progression, and persistence to graduation.
6. Provide resources through academic support services to foster development of skills that promote student success and lifelong learning.
7. Encourage faculty contributions to the body of knowledge of their discipline and/or education in the discipline through scholarship and research.
8. Support and encourage professional development opportunities for faculty to grow in subject matter expertise, pedagogical knowledge, technology integration and ability to promote learning within a diverse student population.
9. Foster professional development and life-long learning for graduates and healthcare practitioners through continuing education programming.
10. Establish community, educational, and business partnerships/linkages to enhance student learning opportunities and contribute to the welfare of the College and the healthcare needs of the community.

## Graduate School Information

Methodist College offers a Master of Science in Nursing which is designed for students seeking an advanced degree in nursing. Students have three program options to choose from: Master of Science in Nursing: Nurse Educator, Generalist, or Prelicensure. More information can be found in the Graduate Program section in the Catalog/Handbook.

## Undergraduate Academic Programs

Methodist College is focused on providing academic programs that foster ethical, professional and intellectual development, respect and concern for human values, and the joy of creativity and discovery. Emphasis is on developing the whole person by encouraging a lifelong dedication to both learning and service to others. The program strives to cultivate integrity, intellectual and moral courage, responsibility, fairness, and compassion. The undergraduate academic program prepares graduates to be healthcare and human service professionals of the highest caliber and productive and responsible members of a democratic society.

## Certificate Programs

Methodist College offers certificate programs leading to direct employment in professional careers. These programs align with the employment needs of the region while also providing entry level career opportunities. If the professional chooses, our certificate programs lead to baccalaureate degrees as well.

## Undergraduate Student Learning Outcomes (USLOs)

Graduates of the undergraduate academic program will demonstrate mastery of knowledge, skills, and readiness for a career in a healthcare or human service discipline related to communication, civic engagement, inquiry and analysis, and integrative learning. The four concepts are as follows:

- **Communication:** Engages students in the development and expression of ideas through iterative experiences across the curricula.
- **Civic Engagement:** Involves students working to make a difference in the civic life of the local and/or global community through development of knowledge, skills, values, and motivation to make a difference.
- **Inquiry and Analysis:** Reflects a systematic process of exploring issues, objects, or works through the collection and analysis of evidence that results in informed conclusions or judgements.
- **Integrative Learning:** Fosters students' abilities to integrate learning across courses, over time, and between campus and community life. Integrative learning goes across disciplinary lines, incorporating real world experiences toward growth as a lifelong learner.

## Academic Majors and Minors

### *Academic Major*

A major refers to the academic discipline in which a curriculum of prescribed courses leads to an undergraduate baccalaureate degree. A major is a program of study offering both depth and breadth in a particular discipline or field of study.

The academic major is considered a defining and dominant characteristic of the undergraduate degree. The requirements and the curriculum for a major are determined by the academic department faculty offering the major with the appropriate approvals of the Methodist College Faculty Senate, Academic Council, Chancellor of the College, and the Methodist College Board of Directors, as well as review and approval by the appropriate regulatory and accrediting bodies.

Methodist College requires a minimum of 30 semester credit hours of prescribed courses in a specific discipline to complete a baccalaureate degree.

#### *Academic Major Concentration*

A major may offer concentrations, areas of specialization within the field of study. If offered, the academic department may determine if a concentration is an optional or required component of the major.

Generally, students complete a portion of the core major requirements and then select focused courses to complete the concentration. A concentration must include a minimum of 21 semester credit hours of specialized coursework.

#### Academic Minor

A minor is a program of study, with less depth than a major. It may be completed to complement, or as an addition to a major. A minor has a minimum of 15 credit hours (minimum of three (3) lower division and minimum of nine (9) upper division credit hours). The requirements and the curriculum for a minor are determined by the academic department faculty offering the minor with the appropriate approvals through the shared governance structure.

Methodist College students electing a minor can meet with an advisor from participating faculty to help guide them in choosing courses to fulfill the requirements of the minor. A minor must be an elective choice – a student cannot be required to complete one as part of the requirements for a major.

A maximum of six transfer credits can be applied toward an academic minor.

The requirements for each minor are specified in the corresponding department's section in the college catalog.

#### Time to Completion

Students have seven years from the date of initial enrollment in a program to complete a baccalaureate program. Students enrolled in the Medical Assistant Certificate program have four years to complete their program from the date of initial enrollment.

If this timeframe is exceeded, students will be dismissed from the academic program in which they have matriculated. Students may apply for readmission, but major coursework will need to be repeated.

#### Changing Program and Changing Program Type

Methodist College offers programs at three distinct levels of completion: certificate, baccalaureate, and graduate. Depending on one's interest and program success, a student may desire to change academic level or program type. All approved program changes beginning with the first day of the next term.

#### Changing Major into Prelicensure Nursing

If you have never previously enrolled in a nursing program at Methodist College and wish to apply for admission, you will complete the Nursing Admission Request form. This form must be

received by September 1st for a program change effective during the spring term and March 1st for a program change effective during either the summer or fall term.

#### Applying for Readmission to Prelicensure Nursing

If you have been dismissed from a nursing program and wish to be readmitted to that program, complete the Readmission to Nursing Request form. Please note that students are eligible to be reviewed for readmission if and only if they meet all of the criteria noted in the Readmission to the BSN Prelicensure Nursing Program policy.

#### Changing Major from BSN: Prelicensure to BSN: Accelerated

Students currently enrolled in the BSN: Prelicensure program and wish to request entrance to the BSN: Accelerated program, complete the BSNPL to BSN Accel Request form. Please note students are eligible to be reviewed for admission to the BSN: Accelerated program if and only if they meet the following criteria:

1. All lower division LENSES/General Education coursework must be completed. This includes: BIO205, BIO206, BIO201, MAT101, MAT201, ENG101, ENG201, COM101, PHL101, SOC101, PSY101, a Social Science elective, Humanities elective, and a Fine Arts elective.
2. Applicants must have a cumulative collegiate GPA of 3.0 (this includes all coursework taken since completing high school), a Methodist College cumulative GPA of 3.0, and a nursing-program specific GPA of at least 3.0.
3. Applicants may apply for a transfer from BSN: Prelicensure to BSN: Accelerated after successfully completing N2416 Dimensions of Holistic Nursing or N3416 Health Alterations in Nursing Practice. Admission to this program is not granted to students who have progressed further in their nursing degree plan of study.
4. Requests must be submitted by September 1st for a program change effective during the spring term or March 1st for a program change effective during the summer term.
5. Applications received are not guaranteed approval to transition into the BSN: Accelerated program. The Dean of Nursing will review the applications and make a final decision based on the student's likelihood for success in the program.

#### Other Major/Program Change Requests

Students looking to change majors into any other program will complete the Program Change form Non Nursing. This form can be submitted at any point following approval from the appropriate Program Director or Dean.

#### *Timeframe for Program Change Requests*

Program change requests must be made prior to separation from the College. What does this mean?

This means that students who are currently enrolled, including those planning to complete the Medical Assistant certificate and transition into one of the baccalaureate programs, can make the request during their final semesters at the College. Students wishing to make this transition do not need to complete the readmission process unless they take one or more semesters off from

the College. Students separating from the College for one or more semesters will need to go through the readmission process.

#### Community Engagement at Methodist College

The purpose of the Methodist College Community Engagement Program is to establish and promote community and civic engagement at the institutional level. An experiential learning foundation inclusive of reflective planning, academic study, and related engagement in the community will enhance the development of responsible graduates who are concerned with the well-being of the communities around them and promote similar community engagement within faculty and staff.

Effective in the spring 2022 semester, it has been decided to remove the 20 hours of volunteer/community service graduation requirements as service-learning opportunities have been embedded throughout the curriculums. By removing this from graduation requirements, it will allow for students to focus more on their service learning and remove a barrier to attain graduation status. Additionally, due to the removal of the volunteer/community service requirements, the service-learning honors program has been removed.

#### Final Examinations

A schedule for full-term fall and spring blended and in-seat final examinations will be published by the Office of Records Management and Registration for both the fall and spring semesters by the first day of a given semester.

1. Students enrolled in blended courses will confirm with their instructor with regards to course expectations for end of term requirements.
2. When students have three or more final examinations on the same day, they are entitled to arrange an alternative examination time for the last exam or exams scheduled on that day.
3. When students have two final examinations scheduled to meet at the same time, they are entitled to arrange an alternative examination time for the course that meets later in the week during the term or, if the two courses meet on the same day during the term, the course that meets later in the day.
4. Students must make arrangements with the instructor of the affected course(s) by no later than the last day of classes in a given term.

During truncated terms; including eight-week, summer, winterim, and May terms; finals are not scheduled by the Office of Records Management and Registration. Students should contact their instructor for information regarding expectations for final examinations.

The Testing Center is available to proctor final exams, however it is the student's responsibility to make all arrangements with their faculty member. The student must make arrangements with their faculty member(s) and follow all Testing Center protocols in order to test in the Testing Center for any exam.

The Testing Center is particularly busy during Midterm Exams and Final Exams, therefore students must make testing arrangements well in advance.

## Academic Honors and Awards

### Latin Honors

At Commencement, the following honors are presented to students who graduate with the highest cumulative grade point averages:

- Summa Cum Laude - Highest Distinction–3.90-4.00  
Students receive a gold cord.
- Magna Cum Laude - High Distinction–3.75-3.89  
Students receive a silver cord.
- Cum Laude Distinction–3.50-3.74  
Students receive a bronze cord.

### Term Academic Honors

At the end of each semester, the following honors are presented to students. These honors are posted to the student's transcript to recognize their academic accomplishment for that semester's work. They earn these honors by:

#### Chancellor's List

- Completing a minimum of 11 semester hour credits and
- Achieving a semester grade point average of 3.90 to 4.00.

#### High Honors List

- Completing a minimum of 11 semester hour credits and
- Achieving a semester grade point average of 3.75 to 3.89.

#### Honors List

- Completing a minimum of 11 semester hour credits and
- Achieving a semester grade point average of 3.50 to 3.74.

## Academic Class Standing

Students are classified according to the total number of semester hours completed including transfer semester hours. This means if a student has earned 30 credits and is currently enrolled in 12 credits, they are classified as a Freshman. Students are classified as follows:

- Freshman 0-30 semester hours completed
- Sophomore 31-57 semester hours completed
- Junior 58-89 semester hours completed
- Senior 90-122 semester hours completed

## **Academic Divisions, Departments, and Programs of Study**



## Division of Arts and Sciences

### Mission/Philosophy

The Division of Arts & Sciences is dedicated to providing educational programs and support services which prepare students to be competent healthcare and human service professionals, responsible leaders, and productive citizens in a democratic society. At the core of our mission is to educate professionals who will change the world by enthusiastically serving others using critical thinking, outstanding communication, and cultural humility. This is accomplished in an environment that emphasizes and supports student engagement in and responsibility for learning; faculty commitment to excellence in teaching, scholarship, and service; and superior academic support services that foster learning. Arts & Sciences recognizes the diverse needs of students and promotes the holistic development of each one. We prepare students for life-long learning, advanced studies, and employment in a complex, diverse, and rapidly transforming world. We educate change agents.

### Description of Division

The Arts & Sciences Division at Methodist College includes the Liberal Arts and Sciences faculty who champion the LENSES/General Education program and multiple minors, Health Science, Healthcare Management, Social Work, Medical Assisting, and the Gerontology Certificate.

### Liberal Arts & Sciences: LENSES/General Education

As defined by the Association of American Colleges and Universities (AAC&U), a liberal education is one that intentionally fosters, across multiple fields of study, wide-ranging knowledge of science, cultures, and society; high-level intellectual and practical skills; an active commitment to personal and social responsibility; and the demonstrated ability to apply learning to complex problems and challenges (AAC&U, 2007, p. 4).

At Methodist College, the Liberal Arts & Sciences includes disciplines: Psychology, Sociology, Biology, Chemistry, Physics, Political Science, English, Communications, Humanities, Philosophy, Literature, Mathematics, and any subset of these disciplines.

The General Education program at Methodist College is called LENSES and comprises the Core Curriculum of all baccalaureate degrees.

The LENSES program teaches foundational knowledge and skills that students can carry forward to their professional careers and personal life including citizenship, critical thinking, communication, cultural humility, problem solving, and teamwork.

The Liberal Arts and Sciences are infused in LENSES where students explore complex problems, develop critical thinking, and enhance communication skills. The Liberal Arts and Sciences is not only the foundation for a successful healthcare or human service professional, but the Liberal Arts and Sciences is the foundation for remarkable individuals that can positively interact and contribute to modern society.

### Admission Requirements

Any student admitted to Methodist College with the appropriate placement scores and/or transfer equivalencies is ready to begin study in the LENSES program.

Medical Assistant students adhere to specific programmatic admission requirements to complete LENSES requirements which are explained later in this Catalog.

### LENSES/General Education Program and Curricular Requirements

A general education fosters the knowledge, skills, and values essential to all academic disciplines and encourages the pursuit of lifelong learning. LENSES courses are required of all students regardless of the major or professional program. Many majors also require upper-level coursework (300- and 400-level) in LENSES.

The LENSES program is applicable to all baccalaureate degrees. Please see academic majors and programs for foundation course requirements. Where specified, foundation course requirements may be used to satisfy both the LENSES requirement and the foundation course requirement.

- Fine Arts: Three (3) credit hours required, students may select from:
  - ART101, ART102, ART209, THE100, THE101, or applicable transferred equivalent.
- Communication: Three (3) credit hours required, students may select from:
  - COM101 or transferred equivalent
- Humanities: Six (6) credit hours required, students may select from:
  - HST101, HUM101, LIT101, LIT102, LIT103, PHL101, PHL102, or transferred equivalents.
- Social & Behavioral Sciences: Nine (9) credit hours are required, students may select from:
  - ECN101, POL101, PSY101, PSY201, PSY202, PSY203, SOC101, or transferred equivalents.
- Physical and/or Life Sciences: Seven (7) credit hours are required, with at least one course containing a lab, students may select from:
  - AST101, BIO100, BIO103, BIO104, BIO109I, BIO109M, BIO111, BIO112, BIO200, BIO201, BIO205, BIO206, CHM100, CHM101, CHM102, CHM200, CHM201, PHY211, PHY212, or transferred equivalents.
- Mathematics: Three (3) credit hours required, students may select from:
  - MAT101, MAT102, MAT150, MAT200, MAT201, MAT202, or transferred equivalent.
- Writing: Six (6) credit hours required.
  - ENG101 and either ENG201 or ENG250 or transferred equivalents.
- Upper-Level General Education: Six (6) credit hours required: 300-level or above, students may select from:
  - ACT309, ART301, ART309, BIO300, BIO301, BIO302, BIO303, BIO305, BIO309, BIO400, BIO401, BIO402, CHM301, CHM302, CHM303, CHM309, ECN309, ENG301, ENG309, GER300, GER309, GER310, GER320, HST301, HST309, HUM3003, HUM301, HUM302, HUM303, HUM304, HUM309, LIT301, LIT309, MAT309, PH300, PH309, PHI301, PHI302, PHI303, PHI309, POL309, PSY301, PSY302, PSY309, PSY310, PSY401, SOC309, SOC400,

THE309. or transferred equivalents.

### Pathways with curriculum schedule

While no particular progress pathway exists for all LENSES courses, most courses possess at least one prerequisite that must be completed; these include ENG, MAT, and BIO; as well as all upper-division LENSES courses. Lower-level courses that have a prerequisite are often taken during any of the early terms before progressing to the upper-level and a major area of study: ART, HST, HUM, POL, PSY, SOC, etc.

### Progression requirements

Students progress in LENSES with the help of the Director of Academic Advising and faculty mentor. Ideally, students will complete all lower-level LENSES courses during their first two years at Methodist College.

### Discipline-specific policies

All students taking classes from the Division of Arts & Sciences must follow program-specific policies for laptop utilization, learning management software, and email. All other applications are determined by discipline-specific faculty teaching in those courses.

### Arts and Sciences Grading Scale

The Arts & Sciences Division at Methodist College uses the conventional LENSES grading scale.

- 90+ = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 0-59 = F

### Arts & Sciences Minors

#### Arts & Humanities Minor

The field of humanities includes the study and interpretation of language, literature, linguistics, history, philosophy, archaeology, comparative religion, ethics, the appreciation of the arts, and social sciences. The humanities focus on the human environment with particular attention to reflecting on diverse heritage, traditions, and history in relation to the current conditions of life (National Endowment on the Arts).

Methodist College believes that the humanities are integral to developing critical thinking, compassion, and a robust understanding of the human condition. This level of understanding is not only important for professionals entering healthcare and human services but is essential to greater civic engagement and understanding.

Students electing a Minor in Humanities can meet with an advisor from participating faculty to help guide them in choosing 15 credit hours (minimum of 3 lower division credit hours and a minimum of 9 upper division credit hours) of courses to fulfill the minor. Up to 6 credits may be transferred from another institution.

Courses for the minor can be selected from among the following disciplines currently taught at Methodist College:

- ART
- History (HST)
- Humanities (HUM)
- Literature (LIT)
- Philosophy (PHL)
- Theatre (THE)

Courses from other related disciplines taught at other post-secondary institutions will be evaluated and approved through Transferology.

*Diversity, Equity, & Inclusion Studies Minor*

The Diversity, Equity, & Inclusion Studies Minor is an interdisciplinary course of study focusing on the awareness, understanding, analysis, and application of concepts, theories, and issues related to diverse populations, in our community and beyond, and the struggle with and need for equity and inclusion.

Up to 5 courses at minimum must be taken, totaling a minimum of 15 credit hours, from a variety of disciplines. Students electing a Minor in Diversity, Equity, & Inclusion Studies can meet with an advisor from participating faculty to help guide them in choosing 15 credit hours (6 lower division credit hours, 9 upper division credit hours) of courses to fulfill the minor. All of the courses exist in the curriculum and are not exclusive to the minor or certificate. Up to 6 credits may be transferred from another institution, upon approval by the Chair of Arts and Sciences.

Note: every semester Liberal Arts and Sciences Congress may approve additional courses to be included in the Diversity, Equity, & Inclusion Studies Minor based on the content a specific faculty chooses to teach. Those courses will be designated in the student information system. Additionally, the Director of Academic Advising will maintain a list of these courses.

Selection of Lower Division Courses (minimum of 3 credit hours)

- HST101: Eastern & Western Religions
- LIT102: From Screen to Script
- SOC101: Social Forces

Selection of Upper Division Courses (minimum of 9 credit hours with at least one theory-based course indicated by \*)

- ENG301: Finding Yourself Somewhere Else\*
- HST301: Suffering & Forgiveness\*
- HUM301: Beware! Monsters Inside\*
- HUM302: A City Speaks
- HUM303: Who Are You? Exploring Identity\*

- HUM304: Ruining Your Childhood for College Credit\*
- HUM305: Trauma Studies through Popular Culture\*
- HUM3003: Don't Stand So Close to Me
- HS304: Transcultural Healthcare
- SW373: Cultural Humility

Electives are selected from LENSES courses—in order to count toward a minor—with 50% or more of their content focused directly on topics and concepts regarding diverse populations, equity, and inclusion, for example, HST101: Eastern & Western Religions or HUM302: A City Speaks.

Faculty can even take existing courses and incorporate diversity content. For example, LIT102: Screen to Script could cover films and books from authors of diverse populations and about diverse populations, so long as the diversity is directly addressed and analyzed with a focus on equity and inclusion. Qualifying courses will be identified every semester.

In order to earn a minor in Diversity, Equity, and Inclusion Studies, students must successfully complete an upper division, LENSES, critical theory-based course that focuses on concepts and theories necessary to understand the cultural forces that construct our paradigms about diverse populations, the barriers those paradigms create, and how people negotiate them, for example, HUM303: Identity and Sexuality. Qualifying courses will be identified every semester.

### Health Science Minor

The Healthcare Management minor introduces students to relevant healthcare topics such as health information systems, financial management and reimbursement, ethical responsibility in healthcare, and various other healthcare management content driven areas. With this minor, students have the ability to complement their current knowledge base within every health service and healthcare related major, while gaining a competitive advantage in the marketplace. The selected courses provide students with a solid foundation of the delivery of healthcare services, daily operations, and a collaborative skill set for interdisciplinary teamwork. Students selecting a minor in Healthcare Management can meet with an advisor from participating faculty to help guide them in choosing fifteen credit hours. Students will select a minimum of three credit hours in lower division courses, a minimum of nine credit hours in upper division courses, and the required HS312: Principles of Management in Healthcare. Up to six credit hours may be transferred from another institution.

Current Courses Approved for the Healthcare Management Minor Include

- Lower Division Courses (Three credit hours required)
  - HS160: Medical Terminology (Two credit hours)
  - HS200: Healthcare Informatics
- Required Health Science Course (Three credit hours required)
  - HS312: Principles of Management in Healthcare
- Upper Division Courses (Nine credit hours required)
  - HS304: Transcultural Healthcare
  - HS306: Health and Healthcare Systems

- HS320: Law and Ethics in Healthcare
- HS462: Collaboration and Human Resource Management
- HS463: Financial Management in Healthcare
- SW373: Cultural Humility

### Mathematics and Science Minor

The Mathematics and Science Minor develops careful problem solving, critical thinking and comprehensive communication of ideas and complex concepts. The development of mathematical and scientific skills is ideal for professions in healthcare and human services. The robust curriculum in the minor encourages exploration in a variety of topics.

Upper and Lower Division courses in Mathematics and Science from Methodist College, or those approved as transfer credits from other institutions, can be applied to the Mathematics and Science Minor. The “steward” of the minor will review any courses that might qualify for the minor.

Students electing a Minor in Mathematics and Science can meet with an advisor from participating faculty to help guide them in choosing 15 credit hours (minimum of 3 lower division credit hours and a minimum of 9 upper division credit hours) of courses to fulfill the minor. Up to 6 credits may be transferred from another institution. Current courses include:

Courses for the minor can be selected from among the following disciplines currently taught at Methodist College:

- Accounting (ACT)
- Biology (BIO)
- Chemistry (CHM)
- Mathematics (MAT)
- Physics (PHY)
- PH300: Epidemiology
- N3313: Pathopharmacology in Nursing Practice I

Courses from other related disciplines taught at other post-secondary institutions will be evaluated and approved through Transferology.

### Philosophy Minor

Coursework in philosophy as offered at our College helps to cultivate analytic thinking skills, empathy, cultural awareness, and ability to approach various topics from multiple angles. A minor in philosophy will allow students to analyze in depth topics in philosophy, but also to apply philosophical concepts to their major plan of study.

Upper and Lower Division courses in Philosophy from Methodist College, or those approved as transfer credits from other institutions, can be applied to the Philosophy Minor. The “steward” of the minor will review any courses that might qualify for the minor.

Students electing a Minor in Philosophy can meet with an advisor from participating faculty to help guide them in choosing 15 credit hours (at least 3 lower division credit hours, at least 9

upper division credit hours) of courses within the discipline of Philosophy to fulfill the minor. Up to 6 credits may be transferred from another institution.

### Psychology Minor

The Psychology minor benefits students in many practical ways. The curriculum of this program can enhance the challenges that a person pursuing a degree in nursing/health sciences/ pre-professional studies may face in their future professional lives. We believe that intense study of the courses that comprise the psychology minor can help develop students personally as well. Students graduating with a degree in nursing/health sciences/ pre-professional studies from Methodist College who elect this minor course of study will be prepared to assume leadership roles as they steer healthcare organizations and communities toward meaningful goals. Because students enrolling in an academic minor will have the advantage of counseling provided by their assigned advisor and participating faculty from the minor program, they will be able to seek references for employment and graduate work for which these minors may enable our students to seek.

Upper and Lower Division courses in Psychology from Methodist College, or those approved as transfer credits from other institutions, can be applied to the Psychology Minor. The “steward” of the minor will review any courses that might qualify for the minor.

Students electing a Minor in Psychology can meet with an advisor from participating faculty to help guide them in choosing 15 credit hours (3 lower division credit hours, 9 upper division credit hours) of courses within the discipline of Psychology to fulfill the minor. Up to 6 credits may be transferred from another institution. Current courses include:

### Social & Behavioral Sciences Minor

Social and Behavioral Sciences focus on human interaction, behavior, and social context. This minor explores the mental, emotional, and social wellbeing of a population. Therefore, this minor relies on courses from a number of disciplines such as psychology, sociology, political science, economics, and gerontology. The breadth of this minor facilitates a deep understanding of human behavior and humans in functioning in organizations and institutions. A deeper understanding of human behavior in a dynamic social world is advantageous for professionals in healthcare and human services.

Upper and Lower Division courses in Social and Behavioral Sciences from Methodist College, or those approved as transfer credits from other institutions, can be applied to the Social and Behavioral Sciences Minor. The “steward” of the minor will review any courses that might qualify for the minor.

Students electing a Minor in Social & Behavioral Sciences can meet with an advisor from participating faculty to help guide them in choosing 15 credit hours (minimum of 3 lower division credit hours and a minimum of 9 upper division credit hours) of courses to fulfill the minor. Up to 6 credits may be transferred from another institution

Courses for the minor can be selected from among the following disciplines currently taught at Methodist College:

- Economics (ECN)
- Gerontology (GER)
- Political Science (POL)
- Psychology (PSY)
- Sociology (SOC)

Courses from other related disciplines taught at other post-secondary institutions will be evaluated and approved through Transferology.

### Health Sciences

The purpose of the Health Science program is to prepare undergraduate students to be compassionate professionals in the healthcare and human service fields, particularly where healthcare management knowledge, skills, and attitudes are needed. All Health Science degrees are built upon a foundation of Liberal Arts & Sciences, including the physical and life sciences, humanities, arts, social sciences, English, communication, and mathematics. As student's progress through their program, they build upon the solid foundation provided by the General Education program to expand their knowledge, skills, and attitudes through analysis and application in their major.

#### Admission requirements

Admission requirements for the Bachelor of Science in Health Science and Bachelor of Science with a major in Healthcare Management degrees are the same as the undergraduate College admission requirements.

#### Bachelor of Science in Health Science

The Bachelor of Science in Health Science with a major in health science is a degree completion program that meets the needs of adult learners who want to assume leadership roles within health care organizations. The BSHS is designed for graduates of two-year Associate in Applied Science degrees or certificates in healthcare or human service-related fields. It is ideal for medical assistants, respiratory therapists, diagnostic sonographers, registered health information technicians, physical therapy assistants, occupational therapy assistants, and other healthcare professionals.

The BSHS program courses are offered in online formats to meet the needs of adult learners. Online asynchronous courses are where students interact with their classmates and faculty at their own pace following prescribed deadlines. Online synchronous courses are where the students interact with their classmates and faculty at a designated time in a virtual environment (like Teams) and also work at their own pace following prescribed deadlines.

#### Outcomes

1. Model culturally literate behavior in a healthcare environment.
2. Evaluate social, political, and legal forces within the healthcare stratosphere.
3. Apply evidence-based practices in healthcare leadership, management, and human resources.



4. Demonstrate ethical leadership approaches to business and clinical decision making in healthcare organizations.

#### Bachelor of Science in Health Science Curriculum

- Completion of LENSES requirements (See. p. 103)
- Foundation Courses (may be taken toward LENSES requirements)
  - MAT150: Applied Statistics or MAT201: Statistics (3)
  - PSY101: Psychological Inquiry and Applications (3)
- Total Credits Core Liberal Arts & Sciences Courses = 43
- Health Sciences Core Courses
  - SW272: Contemporary Issues in Healthcare (3)
  - HS160 Medical Terminology (2)
  - HS200 Informatics in Healthcare (3)
  - HS304 Transcultural Healthcare (3)
  - HS306 Health and Healthcare Systems (3)
  - HS312 Principles in Healthcare Management (3)
  - HS320 Law and Ethics in Health Care (3)
  - HS321 Strategic Management in Healthcare (3)
  - HS410 Evidence Based Practice in Health Care (3)
  - HS425 Operations Management in Healthcare (3)
  - HS431 Health Policy and Leadership (3)
  - HS455 Internship (6)
  - HS462 Collaboration and Human Resource Management (3)
  - HS463 Financial Management in Healthcare (3)
- Total Credits Health Sciences Core Courses = 44
- Total Electives Credits from AAS Degree = 30
- Total Credits of General Elective Coursework = 3
- Total Credits Required for BSHS in Health Sciences = 120

Program Structure

<b>Semester 1</b>		<b>Semester 2</b>	
Course	Credits	Course	Credits
HS160: Medical Terminology	2	MAT150: Applied Statistics or MAT201: Statistics	3
HS312: Principles in Healthcare	3	HS304: Transcultural Health	3
COM101: Public Speaking and Presenting	3	HS200: Informatics in Healthcare	3
ENG250: Writing for the Professions	3	Life & Physical Science Course w/Lab	4
General Education Elective	3	PSY101: Psychological Inquiry and Applications	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>
<b>Semester 3</b>		<b>Semester 4</b>	
HS363: Research in Healthcare	3	H462 Collaboration and Human Resource Management	3
HS321: Strategic Management	3	HS431: Health Policy and Leadership	3
HS320: Law and Ethics in Healthcare	3	General Education Elective	3
Upper Level Division Gen Ed Elective	3	General Education Elective	3
Life & Physical Science Course	3	Upper Level Division Gen Ed Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Semester 5</b>		<b>Semester 6</b>	
HS463: Financial Management in Healthcare	3	HS455: Internship	6
HS425: Operations Management in Healthcare	3	SW272: Contemporary Issues in Healthcare	3
General Education Elective	3	General Education Elective	3
General Education Elective	3	General Education Elective	3
General Education Elective	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>AAS Electives</b>			<b>30</b>
<b>Total Program Hours</b>			<b>120</b>

### Bachelor of Science in Healthcare Management

The Bachelor of Science in Healthcare Management is designed for students who want a career administering and managing programs in healthcare and human services. The curriculum is designed to meet the skill set of future healthcare and human service leaders, guided by the fundamental practices of healthcare management. Students will graduate from this program equipped with the knowledge and skills to manage the day-to-day operations of various healthcare and human service organizations, including ambulatory clinics, wellness centers, medical practices, nonprofit organizations, public agencies or programs, departments, or projects within healthcare and human service entities. Healthcare managers can engage in the supervision of personnel, strategic planning, resources, projects, and departmental organization.

Healthcare Management courses are offered in online formats to meet the needs of adult learners. Online asynchronous courses are where students interact with their classmates and faculty at their own pace following prescribed deadlines. Online synchronous courses are where the students interact with their classmates and faculty at a designated time in a virtual environment (like Teams) and also work at their own pace following prescribed deadlines.

Like the Health Sciences program, the Healthcare Management program is rich in areas of leadership, communication, team building, and change management. Students will experience courses specific to informatics, healthcare management, and financial management.

#### Outcomes

1. Model culturally literate behavior in a healthcare environment.
2. Evaluate social, political, and legal forces within the healthcare stratosphere.
3. Apply evidence-based practices in healthcare leadership, management, and human resources.
4. Demonstrate ethical leadership approaches to business and clinical decision making in healthcare organizations.

#### Bachelor of Science with a major in Healthcare Management Curriculum

- Completion of LENSES requirements
- Foundation Courses (may be taken toward LENSES requirements)
  - MAT150: Applied Statistics or MAT201: Statistics (3)
  - PSY101: Psychological Inquiry and Applications (3)
- Total Credits Core Liberal Arts & Sciences Courses = 43
- Health Sciences Core Courses
  - BH200 Holistic Health and Healthcare (2)
  - HS200 Informatics in Healthcare (3)
  - HS220 Interdisciplinary Allied Health (3)
  - HS304 Transcultural Healthcare (3)
  - HS311 Trends and Reform in Healthcare (3)
  - HS312 Principles of Management in Healthcare (3)
  - HS320 Law and Ethics in Health Care (3)
  - HS321 Strategic Management in Healthcare (3)

- HS325 Healthcare and Aging (3)
- HS410 Evidence Based Practice and Research in Healthcare (3)
- HS425 Operations Management in Healthcare (3)
- HS431 Health Policy and Leadership (3)
- HS462 Collaboration and Human Resource Management (3)
- HS463 Financial Management in Healthcare (3)
- Total Credits Health Sciences Core Courses = 41
- Total Credits of General Elective Coursework = 36
- Total Credits Required for BSHS in Health Sciences = 120

\*Designated Service Learning Course

\*\*Designated Writing Across the Curriculum Course

Program Structure

<b>Year One - Semester One</b>		<b>Year One - Semester Two</b>	
ENG101: College Composition	3	ENG201: Disciplinary Composition	3
Physical or Life Science (lab)	4	Physical or Life Science	3
PSY101: Psychological Inquiry and Applications	3	MAT101: College Mathematics	3
Humanities	3	Humanities	3
Social/Behavioral Science	3	Elective	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>Year Two - Semester One</b>		<b>Year Two - Semester Two</b>	
COM101: Public Speaking and Presenting	3	Fine Arts	3
HS200: Informatics in Healthcare	3	HS304: Transcultural Healthcare	3
BH200: Holistic Health and Healthcare	2	HS220: Interdisciplinary Allied Health	3
Elective	3	Elective	3
Social/Behavioral Science	3	Elective	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Year Three - Semester One</b>		<b>Year Three - Semester Two</b>	
HS312: Principles of Management in Healthcare	3	HS325: Healthcare of Aging	3
HS320: Law and Ethics in Healthcare	3	HS425: Operations Management in Healthcare	3
HS311: Trends and Reform in Healthcare	3	Upper Level General Education	3
Elective	3	HS462: Collaboration and Human Resource Management	3
Elective	3	Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

Year Four - Semester One		Year Four - Semester Two	
HS431: Health Policy and Leadership	3	HS321: Strategic Management in Healthcare	3
HS463: Financial Management in Healthcare	3	HS410: Evidence Based Practice and Research in Healthcare	3
Upper Level General Education	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Total Program Hours</b>			<b>120</b>

Health Science Upper-Level Course Requirement Policy

Health Sciences students must meet sophomore class standing prior to enrolling in any upper-level (300- level and above) courses. This requirement can be fulfilled through transfer credit hours.

Health Science Grading Scale

The Health Science Program at Methodist College uses the conventional LENSES/General Education grading scale. The minimum passing grade for Health Sciences Core classes is a grade of 'C.'

- 90+ = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 0-59 = F

Progression Requirements

A final grade of a C or higher is necessary in this program. If a final grade of D or lower is earned, then the course can be repeated once, and a final grade of C or higher must be earned on the course repeat. Two final grades of a D or lower in a course constitute dismissal from the Healthcare Management program. If a student has multiple failing grades in one semester, the next semester will be limited by the program director to help insure successful completion of the courses.

## Social Work Program

The purpose of the Social Work program is to prepare students as social work generalists to be change agents, facilitating human well-being, and responding to diverse human needs within the context of their practice environment.

The Social Work degree program (BSW) is built upon a foundation of Arts and Sciences, including the physical and life sciences, humanities, arts, social sciences, English, communications, and mathematics. As students progress through their majors of study, they build upon the solid foundation provided by the arts and sciences core courses and expand their knowledge, skills, and attitudes through analysis and application in the Social Work major.

The Social Work department represents one degree program, the Bachelor of Social Work (BSW, 120 credit hours).

### Accreditation

Methodist College's Social Work program is accredited by the Council on Social Work Education's Commission on Accreditation.

Accreditation of a baccalaureate or master's social work program by the Council on Social Work Education's Commission on Accreditation indicates that it meets or exceeds criteria for the assessment of program quality evaluated through a peer review process. An accredited program has sufficient resources to meet its mission and goals and the Commission on Accreditation has verified that it demonstrates compliance with all sections of the Educational Policy and Accreditation Standards.

Accreditation applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

### Admission Requirements

Admission requirements for the Social Work degree program are the same as the undergraduate College admission requirements.

### Mission and Guiding Principles of Social Work

The mission of the Social Work program at Methodist College was developed through the conceptualization of the core professional values and the social work profession's purpose. The mission of the Social Work program at Methodist College is as follows:

To prepare students as social work generalists to be change-agents; facilitating human well-being and responding to diverse human needs within the context of their practice environment.

The mission statement that was developed for the undergraduate BSW degree program is consistent with the main tenets of the social work profession, as indicated in the Council on Social Work Education's Educational Policy as "...to promote human and community well-being. Guided by person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry." The mission of the program is broad enough to incorporate, with the support of the learning outcomes for the program the quest for

social and economic justice, prevention of conditions that limit human rights, elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally.

Methodist College desires its social work students to be change-agents as necessary in their field of practice and responding to the diversity of all human needs within the same context of their practice environment. We understand and are committed to providing a generalist approach to social work education – in that all students will be prepared to function as bachelors prepared social workers in a variety of settings upon completion of their degree.

#### Learning Outcomes

There are five learning outcomes that are indicators of the learning, behavior and application of knowledge and skills. These indicate how students will arrive as being able to practice as competent, calm and useful resources in their practice areas.

Upon completion of the Bachelor of Social Work program (BSW), the graduate will be able to:

1. Integrate research-informed practice in providing culturally-appropriate care to a diverse clientele in a variety of social systems and contexts.
2. Practice the tenets of social, economic, and environmental justice.
3. Respond to influences and determinants that impact human rights and public policy.
4. Practice professionalism that embodies a commitment to inquiry and community to improve practice and service delivery.
5. Practice integrity and competence in building relationships with persons while respecting dignity and worth of individuals, families, groups, organizations, and communities.

The learning outcomes/goals of the program align well with the core components of the social work profession: supporting the importance of human relationships, dignity and worth of individuals, integrity, competence, human rights and inquiry.

#### Degree Requirements

Requirements for graduation with a BSW from Methodist College include LENSES/General Education and other requirements common across the College. The social work major consists of 62 credit hours of social work-specific courses, and 10 credit hours of elective social work and related courses. Credit is not granted for previous life or work experience. In addition, students are required to successfully complete 43 credit hours of Arts and Sciences/General Education courses, including two upper-level General Education courses and one statistics course (MAT201 at Methodist College). Students are encouraged to regularly meet and consult with their assigned department academic advisors for classes currently eligible to meet these requirements.

#### Bachelor of Social Work (BSW) Curriculum – Required Courses

- Completion of LENSES requirements (See. p. 103)
- Total Credits Core Liberal Arts & Sciences Courses = 43
- Course Options:
  - Social Work Electives (See list for approved non-SW courses) (15)



- Social Work Core Courses
  - SW170 Concepts of Social Work (3)
  - SW270 Foundations of Social Work (3)
  - SW271 Service Learning in Social Work (3)
  - SW272 Contemporary Social Issues (3)
  - SW373 Cultural Humility in Social Work Practice (3)
  - SW310 Research (3)
  - SW320 Foundations of Social Work Practice w/ Individuals and Families (3)
  - SW334 Case Management (3)
  - SW375 Social Work in Groups (3)
  - SW370 Human Behavior in the Social Environment (3)
  - SW371 Family Life Cycle Transitions (3)
  - SW372 Special Topics in Social Work (1)
  - SW431 Policy and Professional Leadership (3)
  - SW470 Special Topics in Social Work (3)
  - SW471 Field Practicum (course is taken twice) (18)
  - SW473 The Ethics of Social Work Practice (3)
  - SW474 Field Practicum Preparation (1)
- Total Credits of Social Work Core Courses = 62
- Total Credits for BSW: Social Work = 120

Program Structure

Year One - Semester One		Year One - Semester Two	
ENG101	3	SW170	3
PSY101	3	Life and Physical Science (lab)	4
SOC101	3	ENG201	3
MAT150	3	COM101	3
		Humanities	3
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>16</b>
Year Two - Semester One		Year Two - Semester Two	
SW270	3	SW271	3
SW272	3	SW373	3
Social Science	3	Fine Arts	3
Special Topics	1	Humanities	3
Elective	3	Life and Physical Science	3
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>15</b>

Year Three - Semester One		Year Three - Semester Two	
Course	Credits	Course	Credits
SW310	3	SW370	3
SW320	3	SW371	3
SW334	3	SW431	3
SW375	4	SW372	1
Upper Level General Education	3	Elective	3
		Upper Level General Education	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
Year Four - Semester One		Year Four - Semester Two	
SW471	9	SW472	9
SW474	1	SW473	3
SW470	3	Elective	4
Elective	3		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
<b>Total Program Hours</b>			<b>120</b>

### Social Work Electives

The Social Work faculty have reviewed courses in the Methodist College offering to determine which can be included to count toward the Social Work elective requirement. Courses that meet the Social Work Elective requirement will be identified with an ‘SW’ in their course description.

Please note: Courses applied toward the social work elective requirement cannot also be applied toward the upper division LENSES/General Education requirement. Each individual course taken can only meet one degree requirement.

### Social Work Grading Scale

The Social Work program at Methodist College uses the conventional LENSES/General Education grading scale. The passing grade for Social Work Core Classes is a minimum of a ‘C.’

- 90+ = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 0-59 = F

## Medical Assistant Program

The Medical Assistant program prepares a student to work directly with patients and other healthcare professionals in clinical, lab, or office settings. Students will learn how to navigate the healthcare system in order to coordinate patient care. Students develop basic clinical skills and proper patient interaction. Medical Assistants manage administrative responsibilities such as greeting patients, updating medical records and arranging for patient's appointments with labs and various healthcare providers. Medical Assistants also conduct clinical duties such as obtaining vital signs such as height, weight, and blood pressure; performing basic lab work such as phlebotomy and CLIA' waived testing; preparing patients for procedures; preparing and administering medications; and assisting medical personnel such as physicians, clinicians, and nurses.

The Medical Assisting students can be either full-time or part-time status. Medical Assistant courses are offered in the evenings with online and blended classroom options depending upon the course. Other LENSES/General Education requirement courses may meet online, during the day, or in the evening.

### Accreditation

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

### Program Goals

The goal of the Medical Assistant program at Methodist College is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The curriculum offers training in medical office administration and clinical tasks as well as courses in LENSES/General Education subjects.

### Program Objectives

Upon completion of the Medical Assistant program, the graduate will be able to:

1. Define professionalism.
2. Demonstrate proper grammar, spelling, and computational math skills.
3. Perform medical office administrative duties.
4. Perform medical office clinical duties following OSHA guidelines.
5. Apply ethical and legal issues related to healthcare.
6. Provide healthcare instruction to patients.
7. Demonstrate an understanding of medical practice reimbursement.
8. Perform skills necessary for safety in the office and community.

### Admission requirements

Methodist College conducts a holistic assessment of each student's academic portfolio. Applicants must exhibit readiness or ability to successfully complete college level coursework as demonstrated through high school grade point average.

Admission to the Medical Assistant Program:

- High school diploma with a cumulative GPA of 2.3
- High school diploma with a cumulative GPA below 2.3 will be considered for admission on a case by case basis

A holistic admission review will be conducted by the Program Director of the Medical Assisting Program and the Chair of Arts & Sciences. Students not meeting the cumulative high school GPA requirements will develop a Success Plan with the Program Director to better position the student for academic success.

While college GPA is not considered for admission into the Medical Assisting program, official college transcripts will still be submitted. Incoming students with low cumulative college GPAs will develop a Success Plan with the Program Director to better position the student for academic success.

### Pathways with curriculum schedule(s):

The Medical Assistant program is a pathway to baccalaureate programs including the Bachelor of Science in Nursing (BSN), the Bachelor of Science in Health Sciences (BSHS) or the Bachelor of Social Work (BSW). If students choose to pursue a baccalaureate degree, some credits can be transferred from the Medical Assistant program. Please review the curriculum of the specific baccalaureate degree program to determine what courses in the Medical Assisting program can transfer.

### *Fall 2021 (and before) Curriculum*

Required courses for the Medical Assistant program included:

- HS160 Medical Terminology
- BIO111 The Human Body: Structure & Function I
- BIO112 The Human Body: Structure & Function II
- **ACT101 Financial Accounting and Healthcare or MAT101 Concepts of Math\***
- **PSY101 Psychological Inquiry & Applications\***
- **ENG101 College Composition\***
- HS200 Introduction to Informatics for Healthcare Professionals
- BH200 Holistic Healthcare
- MA110 Foundations of Medical Assisting
- MA121 The Medical Assistant as the Professional
- MA150 Foundations of Clinical and Lab Procedures in Medical Assisting I
- MA190 Foundations of Clinical and Lab Procedures in Medical Assisting II
- MA200 Administrative Medical Assisting

- MA210 Procedural and Diagnostic Coding and Reimbursement in Medical Assisting
- MA240 Medical Assisting Practicum

\*Courses in bold require a final grade of C or higher to earn credit in the Nursing program.

*Fall 2022 (and beyond) Curriculum*

Required courses for the Medical Assistant program included:

- MA1202: The Medical Assistant as a Professional
- MA1203: Introduction to Medical Assisting
- MA1204: Medical Assisting Clinical I
- MA1213: Foundations of Medical Assisting
- MA1214: Medical Assisting Clinical II
- MA2202: Administrative Medical Assisting
- MA2203: Medical Assisting Practicum
- MA2212: Concepts of Medical Coding & Billing
- MA2213: Medical Assistant Certification Review

\*Courses in bold require a final grade of C or higher to earn credit in the Nursing program.

Non-Remuneration for Practicum

The Medical Assistant practicum (MA240 or MA2203) is designed for Medical Assistant students to spend 170 hours of unpaid time in a medical office or ambulatory care setting. Students will demonstrate the knowledge, skills and behaviors of the MAERB Core Curriculum in performing clinical and administrative duties.

It is important to note that non-remuneration includes both indirect and direct remuneration. The practicum sites cannot pay students for their time nor can students be provided with a travel allowance or a meal allowance or any other perks, such as gift cards that involve the exchange of funds. If a student is asked to participate in staff meetings that include lunch, that would not be considered remuneration, rather collegiality.

Progression requirements

The Medical Assistant program is a robust program that is approximately five to six semesters in length for a full-time student (Note: length of time may be shortened depending on transfer credits for LENSES/General Education courses). To ensure that students demonstrate adequate comprehension and course content before progressing, a student must maintain a cumulative GPA of 2.0 or greater to remain in good academic standing.

A student whose cumulative GPA falls below a 2.0 will be placed on academic probation. The student will have one semester to achieve a cumulative GPA of 2.0 or greater. Students who are still below a cumulative 2.0 after one semester will be academically dismissed from the College.

A student who falls below a 1.0 cumulative GPA at any point in the program will automatically be dismissed.

A student who is academically dismissed may apply for readmission as per the stated college readmission policy.

### National Certification

The Medical Assistant program prepares students to take the Certified Clinical Medical Assistant (CCMA) exam which is managed by the National Healthcareer Association. Many employers throughout the country, including several in our region, recognize this certification for Medical Assistants. Preparation for this exam is provided in MA240: Medical Assisting Practicum and MA2213: Medical Assistant Certification Review. The fee for the exam is paid by the student to the college. The exam is taken at the college.

In order to be eligible to take the CCMA exam, the National Healthcareer Association requires that an accredited Medical Assisting program is completed (a certificate is earned). Therefore, if the student fails a course in any semester, they are not eligible to take the certification exam until all program requirements are completed, and the student successfully completes the program.

### Medical Assistant Grading Scale

The Medical Assistant program uses the conventional LENSES/General Education grading scale.

- 90+ = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 0-59 = F

A grade of D is passing in the Medical Assistant program. Regardless of the grade earned, a minimum GPA must be maintained in order to stay enrolled in the program per the progression requirements. Minimum course grade standards are established by receiving programs at Methodist College or by other institutions in order for specific classes to transfer.

Refer to the Medical Assistant Student Handbook for further program policies.

### Gerontology Certificate

The Gerontology Certificate Program at Methodist College is designed for individuals who wish to develop careers in the field of aging, those already employed or active in gerontology or related fields who wish to enhance their career paths, and those seeking challenging and meaningful career changes in response to new opportunities created by an aging society. Geriatric care providers seek to provide individuals with appropriate assistance, intervention, and utilization of resources to promote the highest level of self-care and independence attainable within the context of wellness. Geriatric care providers are committed to collaborating with the older adult within an environment of mutual respect and mutual decision-making.

The Gerontology Certificate can be completed alone or can be embedded in a student's current academic plan toward completion of the Bachelor of Science in Nursing, the Bachelor of Science in Healthcare Management, the Bachelor of Science in Health Sciences, the Bachelor of Science in Medical and Life Sciences or the Bachelor of Social Work.

The Gerontology Certificate program consists of 14 credit hours. Students can maintain either full-time or part-time status.

#### Program Outcomes

Upon completion of the Gerontology Certificate program the student will be able to:

1. Relate normal age-related physiologic changes to alterations in common body functions.
2. Investigate various service models designed to meet the needs of aging clients.
3. Analyze the influence of ethnic and cultural factors on older adult behavior.
4. Integrate health and wellness promotion concepts associated with aging into community settings.
5. Explore the psychosocial implications of life transitions to the process of aging.
6. Customize the response of an agency to the biophysical/cultural dimension of an aging population.

#### Admission requirements

General Admission Requirements for Students Currently Enrolled in a Baccalaureate Program at Methodist College:

- Submission of an online application for admission to the Gerontology Certificate program.

#### Required Courses for the Certificate

- GER300 Biophysical Aspects of Aging: Health Promotion and Wellness in Older Clients (4 Credit Hours)
- One course in Psychosocial Gerontology
  - GER310 Social Gerontology: A Multidisciplinary Approach (3 Credit Hours)
  - PSY303 Death and Dying (3 Credit Hours)
  - PSY302 Adult Development and Aging (3 Credit Hours)
- One course in Clinical Gerontology
  - GER320 Aging and Mental Health (3 Credit Hours)
  - PSY301 Abnormal Psychology (3 Credit Hours)
- Required
  - GER350 Independent Project/Practicum in Gerontology (4 Credit Hours)
  - Pre/Corequisite: GER 320

#### Progression requirements

1. Completion and submission of an Intent to Complete Certificate Requirements form to the Registrar within the first two weeks of the final semester of study.
2. Satisfactory completion of all courses within the curriculum with a grade of C or better.

#### Gerontology Grading Scale

The Gerontology Certificate uses the conventional LENSES/General Education grading scale.

- 90+ = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 0-59 = F

## Division of Nursing

### Nursing Program Philosophy

Methodist College prepares the graduate to practice as a professional nurse generalist, independently and collaboratively with other health professionals, in order to promote health, prevent disease, and to attain, maintain, or restore wellness. The comprehensive education program serves as a foundation for both holistic nursing practice and lifelong learning.

Members of Methodist College are guided by the values that enhance nursing care and nursing practice: Social Justice, Inquiry, Human Dignity, and Integrity. The philosophy guides faculty and nursing students in beliefs about major concepts in nursing and nursing education, the complexity of the healthcare environment, and the influence of external and internal systems on human functioning. The conceptual basis of the philosophy is further defined to provide clarity and to promote understanding as a cognitive model for educating professional nurses in the 21st century.

### Person

The person is made up of knowledge, skills, specialties, prior experiences and learned characteristics within five dimensions of being: Physiological, psychological, sociocultural, developmental, and spiritual. Person is defined over the course of the lifespan. The person is a holistic system consisting of interrelationships of all five dimensions interacting with the internal and external environments. Person also includes the family, friends, and groups in which the person is involved. The person participates in the coordination and performance of healthcare and healthcare education.

### Environment

Florence Nightingale first established the significance of environmental factors in relation to health in the 1860's. The environment constitutes all internal and external conditions, circumstances and influences surrounding and affecting a person. The relationship between the person and the environment is ongoing and reciprocal. A client's interaction within a specific environment may have either positive or negative effects on the client's health and healthcare needs.

Nursing takes place in a variety of settings; home care, community care, acute care and within the context of global healthcare concerns. Nursing professionals must understand the significance of internal and external environmental diversity as they care for each unique client and prioritize the client's needs for care. This may be accomplished through observation of cues, formulation, and evaluation of hypotheses, taking action, and evaluating the outcomes of nursing care.



## Health

Health is a dynamic state of well-being experience on a continuum ranging from optimal health to death. A reciprocal interaction exists between a person (family and associated groups) and the internal and external environments to produce a state of health. Health fluctuates across the person's lifespan from a state of optimal wellness when all needs are met to an alteration in health with unmet needs. Alterations in health are manifested within the five dimensions (physical, psychological, spiritual, developmental, and sociocultural).

## Nursing

The faculty at Methodist College believes the entry level into professional practice is the Bachelor of Science Degree in Nursing. Nursing is both a caring and learned profession that is an art and a science in which nurses recognize and analyze cues to prioritize client needs in order to make clinical decisions and evaluate outcomes (NCSBN Clinical Judgment Model, 2019).

The professional nurse is guided by a code of ethics and professional standards of practice. The roles for the baccalaureate generalist nurse are derived from the discipline of nursing and include; 1) provider of care, 2) designer/manager/coordinator of care, 3) member of the profession, 4) lifelong learner. Within these roles, professional nursing includes being an educator, a communicator, and an advocate. Professional nursing development involves a commitment toward advancement of the body of knowledge within nursing and healthcare.

## Nursing Education

Nursing education is a dynamic process that focuses on safe and effective culturally appropriate and evidence-based client care. Critical analysis enables the learner to recognize meaningful cues to take appropriate actions in a variety of situations and to evaluate the outcomes. The student is a self-directed adult learner that is provided the opportunity to build knowledge, skills and attitudes. The baccalaureate curriculum at Methodist College prepares the professional nurse generalist to be a successful leader in providing holistic care, understanding the healthcare environment, and adapting to meeting the challenges of the world. The faculty serve as resources, facilitators, and mentors. Faculty feel that learning is best fostered in a discovery-based environment with collaboration between faculty and students that promotes mutual respect.

### *Undergraduate Nursing Program Outcomes*

Upon completion of a Bachelor of Science in Nursing degree at Methodist College, students will have mastered these four learning areas and associated key themes as defined in The Essentials: Core Competencies for Professional Nursing Education®.

1. Enact the Professional Role in Nursing: Formation & cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition & comportment that reflects nursing's characteristics, norms & values (AACN Entry Level Essentials, 2021).
2. Providing Holistic Care: Integrate evidence-based practice in providing safe, effective, and culturally appropriate nursing care in partnership with a diverse

clientele in order to promote health, prevent disease, and to attain, maintain, or restore wellness. Promotion of optimal client outcomes is best accomplished within an environment of respect, caring, and compassion.

3. Understanding the Healthcare Environment: Practice professional nursing in a variety of healthcare systems and contexts, responding to influences and determinants that impact delivery and outcomes of care within institutions, organizations, and agencies.
4. Adapt to Challenges in Healthcare: Practice professional nursing that embodies a spirit of, and commitment to, inquiry and community to continually improve nursing practice, client care, and health delivery systems.

#### Accreditation

The baccalaureate degree in nursing program and master's degree program in nursing at Methodist College is accredited by the Commission on Collegiate Nursing Education.

Commission on Collegiate Nursing Education

655 K Street NW, Suite 750

Washington, DC 20001

202-887-6791

[www.aacnnursing.org/CCNE](http://www.aacnnursing.org/CCNE)

#### Student Nursing Organizations Student Nurses' Association (SNA)

Methodist College SNA serves as the local chapter of the National Student Nurses' Association. There are a variety of opportunities for students to develop themselves as both leaders and future professional nurses. The SNA meets regularly throughout the academic year and invites new students to attend a meeting for an introduction to the SNA.

#### Sigma Honor Society

Sigma International is the only worldwide International Honor Society of Nursing. Sigma promotes global health through nursing knowledge, scholarship, and a commitment to professional development. The Methodist College Phi Phi chapter is one of 486 existing Sigma chapters with members in more than 90 countries.

It is both an honor and a privilege to be a member of an organization that represents excellence in nursing. Membership is by invitation and is extended to baccalaureate prepared nursing students as they near program completion based on individual achievement and leadership abilities. For more about this outstanding organization and its support of the advancement of nursing, visit the website at <https://www.sigmanursing.org/>.

#### Program Descriptions

The Bachelor of Science in Nursing program was revised and implemented in the Spring 2022 semester. Students who are enrolled in the current BSN Prelicensure programs will continue their program through graduation but will have the option to request a transition into the new curriculum depending on which program will better suit their academic and professional development.

Students need to meet with their advisor to develop a transfer plan.

### BSN: Prelicensure (BSN: PL)

#### General Information

The BSN: Prelicensure (BSN: PL) program (122 cumulative credit hours through fall 2021, 120 cumulative credit hours beginning with spring 2022 enrollees) is designed for anyone who is interested in earning a Bachelor of Science in nursing degree. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by The Essentials: Core Competencies for Professional Nursing Education®.

The BSN: Prelicensure (BSN: PL) degree is a traditional college degree. The student enrolls in this program at Methodist College and takes both the LENSES/General Education and nursing courses required for the degree.

Initially upon entry, the student will take more LENSES/General Education courses than nursing courses; however, they will also take nursing courses. As the student progresses to the junior level of study, they will be taking more nursing courses than LENSES/General Education courses. Upon completion of the required credit hours, the Bachelor of Science in Nursing degree will be awarded, and the graduate will then be qualified to sit for the state licensing exam known as the NCLEX-RN. Upon passing this exam, the graduate will be licensed as a Registered Nurse (RN).

Students may enter this program directly from high school or as transfer students. Students with college credits will have those credits evaluated as to their transferability into the Methodist College BSN program. The student will then be placed in the program accordingly. Completion of this BSN program is contingent on credit hours completed per semester and/or number of transfer credits applied and sequencing of clinical courses.

Students entering or transferring into this program will be able to attend full time or part time. Courses are offered in multiple formats including online, blended, and standard.

- If attending full time – the degree may be completed in eight consecutive semesters.
- If attending part time – the student may take up to seven years to complete the degree. Students who take longer than seven years to complete a prelicensure nursing program will be dismissed from the nursing program.

#### *BSN-PL General Application Requirements*

Students who are applying for the Bachelor of Science in Nursing Prelicensure (BSN: PL) program as first time freshmen must meet these requirements in addition to the standard Methodist College admission requirements:

- High school grade point average minimum of 2.5 (on a 4.0 point scale);

#### Transfer Student Application Requirements for Students with Earned Credit Hours

1. An applicant with earned college credits must hold a cumulative post-secondary

GPA of 2.0 (on a 4.0 scale).

2. Official transcripts from each college or university attended. Students who have been academically dismissed from another post-secondary institution are not eligible for admission to Methodist College.

Students who have been academically dismissed from another nursing program are not eligible for admission to prelicensure BSN programs at Methodist College.

*Program Structure (BSN-PL)*

**Fall 2021 (and before) Curriculum**

Required courses for the BSN Prelicensure (BSN: PL) program include:

- Completion of LENSES requirements (See. p. 103)
- Foundation Courses (may be taken toward LENSES requirements)
  - BIO205: Anatomy & Physiology I 4
  - BIO206: Anatomy & Physiology II 4
  - BIO201: Microbiology 4
  - MAT101: Concepts of Math or Higher 3
  - MAT201: Statistics 3
  - PSY101: Psychological Inquiry & Applications 3
  - SOC101: Social Forces 3
  - PHL101: Philosophical Inquiry & Modalities 3
- BSN: Prelicensure Health Sciences Requirements Credit Hours
  - HS200: Introduction to Informatics for Healthcare Professionals 3
- Total Credits of Health Science Requirements 3
- BSN: Prelicensure Nursing Core Courses
  - N100 Nursing Seminar 2
  - N120 Health Promotion 2
  - N211 Standards in Nursing 2
  - N200 Health Assessment 3
  - N232 Dimensions in Nursing 6
  - N304 Transcultural Healthcare 3
  - N313 Pathopharmacology 3
  - N321 Family as Client 2
  - N331 Evidence-Based Practice 3
  - N342 Mental Health 5
  - N361 Health Alterations 6
  - N371 Pediatrics in Nursing Practice 3
  - N372 Childbearing 3
  - N421 Population Health 5
  - N431 Health Policy 3
  - N432 Complex Health Alterations 6
  - N445 Internship 7
  - N450 Leadership 3
- Total Credits of Nursing Core Courses 67
- BSN: Prelicensure Nursing Electives

- Nursing Electives
- Total Credits for BSN: Prelicensure

1  
122

BSN: Prelicensure Sample Curriculum Plan

Fall 2021 (and before)

Year One - Semester One		Year One - Semester Two	
Course	Credits	Course	Credits
N100 Nursing Seminar: Introduction to Nursing	2	N120 Concepts of Health and Healthcare	2
ENG101 College Composition	3	BIO206 Anatomy and Physiology II	4
MAT101 Concepts of Math	3	ENG201 Disciplinary Composition	3
PSY101 Psychological Inquiry and Applications	3	SOC101 Social Forces	3
BIO205 Anatomy and Physiology I	4	PHL101 Philosophical Inquiry and Modalities	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
Year Two - Semester One		Year Two - Semester Two	
Course	Credits	Course	Credits
N200 Health Assessment	3	N232 Dimensions of Holistic Nursing	6
N211 Standards of Nursing Practice	2	HS200* Introduction to Informatics for the Health Professions	3
COM101 Public Speaking and Presenting	3	Social Science	3
MAT201 Statistics	3	Humanities	3
BIO201 Microbiology	4	ART101 Visual and Performing Arts	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>18</b>
Year Three - Semester One		Year Three - Semester Two	

Course	Credits	Course	Credits
N313 Pathopharmacology in Nursing Practice	3	N342 Mental Health in Nursing Practice	5
N361 Health Alterations in Nursing Practice	6	N372 (8 weeks) The Childbearing Family in Nursing Practice	
N331 Research: Overview of Evidence-Based Practice in Professional Nursing	3	N371 (8 weeks) Pediatrics Nursing Practice	3
N304 Transcultural Healthcare	3	Nursing Electives Course*	1
N321 Family as Client System	2	Upper Level General Education	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>15</b>
<b>Year Four - Semester One</b>		<b>Year Four - Semester Two</b>	
Course	Credits	Course	Credits
N432 Complex Health Alterations in Nursing Practice	6	N450 Leadership and Management in Nursing Practice	3
N421 Population Health Nursing	5	N445 Internship in Nursing Practice	7
N431 Health Policy and Professional Leadership	3	Upper Level General Education	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>13</b>
<b>Total Program Hours</b>			<b>122</b>

\*N390 Selected Topics in Nursing is offered as one-hour (N391), two-hour (N392), or three-hour (N393) courses depending on subject content and may be taken in various semesters.

### Spring 2022 (and beyond) BSN: Prelicensure Spring Curriculum

- Completion of LENSES requirements (See. p. 103)
- Foundation Courses (may be taken toward LENSES requirements)
  - BIO205: Anatomy & Physiology I 4
  - BIO206: Anatomy & Physiology II 4
  - BIO201: Microbiology 4
  - MAT101: Concepts of Math or Higher 3
  - MAT201: Statistics 3
  - PSY101: Psychological Inquiry & Applications 3
  - SOC101: Social Forces 3
  - PHL101: Philosophical Inquiry & Modalities 3

• BSN: Prelicensure Health Sciences Requirements Credit Hours	
○ HS160: Medical Terminology	2
○ HS200: Introduction to Informatics for Healthcare Professionals	3
• Total Credits of Health Science Requirements	5
• BSN: Prelicensure Nursing Core Courses	
○ N2313 Introduction to Nursing	3
○ N2314 Health Assessment	4
○ N2416 Dimensions of Holistic Nursing	6
○ N2393 Growth and Development Across the Lifespan	3
○ N2423 Pathopharmacology in Nursing Practice I	3
○ N3323 Pathopharmacology in Nursing Practice II	3
○ N3333 Evidence Based Practice in Professional Nursing	3
○ N3415 Mental Health Nursing	5
○ N3416 Health Alterations in Nursing Practice	6
○ N3413 Pediatrics in Nursing Practice	3
○ N3423 Childbearing Family in Nursing Practice	3
○ N4313 Health Policy & Professional Leadership	3
○ N4414 Transcultural and Population Health	4
○ N4416 Complex Health Alterations	6
○ N4417 Internship and Management	7
• Total Credits of Nursing Core Courses	62
• BSN: Prelicensure Nursing Electives	
○ Nursing Electives	2
• Total Credits for BSN: Prelicensure	120

BSN: Prelicensure Sample Curriculum Plan

Spring 2022 (and beyond)

<b>Year One - Semester One</b>		<b>Year One - Semester Two</b>	
Course	Credits	Course	Credits
BIO 205 Anatomy & Physiology I	4	BIO 206 Anatomy & Physiology II	4
ENG 101 College Composition	3	ENG 201 Disciplinary Composition	3
MATH 101 Concepts in Math	3	PHL 101 Philosophical Inquiry & Modalities	3
PSY 101 Psychological Inquiry & Application	3	SOC 101 Social Forces	3
Total Credit Hours	13	Total Credit Hours	13
<b>Year Two - Semester One</b>		<b>Year Two - Semester Two</b>	
Course	Credits	Course	Credits
BIO 201 Microbiology	4	Fine Arts Core Requirement	3
COM 101 Public Speaking	3	Humanities Core Requirement	3
MATH 201 Statistics	3	Social Science Core Requirement	3
*Upper Level General Education	3	HS 160 Medical Terminology	2
N2393G Nursing Growth & Development	3	*Upper Level General Education	3
		HS 200 Informatics	3
Total Credit Hours	16	Total Credit Hours	17



<b>Year Three - Semester One</b>		<b>Year Three - Semester Two</b>	
Course	Credits	Course	Credits
N 2313 Introduction to Nursing	3	N 3323 Pathopharmacology in Nursing Practice II*	3
N 2314 Health Assessment	4	N 3333 Evidence-Based Practice in Professional	3
N 2423 Pathopharmacology in Nursing Practice I*	3	N 3415 Mental Health Nursing Service Learning****	5
N 2416 Dimensions of Holistic Nursing	6	N 3416 Health Alterations in Nursing Practice	6
Total Credit Hours	16	Total Credit Hours	17
<b>Year Four - Semester One</b>		<b>Year Four - Semester Two</b>	
Course	Credits	Course	Credits
N 3413 Pediatrics in Nursing Practice: Service Learning	3	N 4414 Transcultural & Population Health*: Service Learning	4
N 3423 Childbearing Family in Nursing Practice	3	Nursing Electives*	2
N 4313 Health Policy & Professional Leadership*	3	N 4417 Internship & Management	7
N 4416 Complex Health Alterations	6		
Total Credit Hours	15	Total Credit Hours	13
<b>Total Program Hours</b>			<b>120</b>

This program has fall, spring, and summer semester enrollments. Students may enroll on a part-time basis (1-11 credit hours per semester) or on a full-time basis (12+ credit hours per semester). This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific semesters. However, the lower level courses must be completed prior to entry into N361/N3416 and students must meet the minimum requirements of the progression policy.

The nursing curriculum may be completed on a part-time basis; all pre- and co-requisites apply. The College determines what courses will be offered in the summer term and no courses are guaranteed to be offered.

*Bachelor of Science in Nursing Prelicensure Accelerated (BSN: Accelerated)*

General Information

The First Degree Accelerated BSN (BSN: Accelerated) program (122 cumulative credit hours through fall 2021, 120 credit hours beginning with spring 2022 enrollees) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has completed all prerequisite LENSES/General Education courses. This program is available to students new to Methodist College and current students who meet the academic requirements noted below. Current students can request a major change to the First Degree Accelerated program after successfully completing N2416 Dimensions of Holistic Nursing or N3416 Health Alterations in Nursing Practice. Admission to this program is not granted to students who have progressed further in their nursing degree plan of study. The nursing curriculum for this degree has been developed to prepare the BSN registered nurse to fulfill standards set forth by The Essentials: Core Competencies for Professional Nursing Education®.

Courses in the First Degree Accelerated BSN program are offered primarily Monday through Friday during the fall and spring semesters. Summer semester courses are offered online, blended, and in-seat on Saturday and/or Sundays and clinical experiences are also on Saturday and/or Sunday. Students entering this program may complete the BSN degree program in five semesters, including summers, with full-time enrollment status.

Students must maintain a cumulative GPA of 3.0 each semester of this program. If a student's cumulative GPA falls below a 3.0, the student will have one semester to achieve the 3.0 requirement. If unable to achieve a 3.0 GPA, the student will have the opportunity to submit a change of major application and continue the BSN program in the standard Prelicensure program. Students will not be able to move back into the First Degree Accelerated program.

- Students must have a minimum GPA of 3.0 (on a 4.0 scale) prior to enrollment in the first degree accelerated program
- Students will complete required credits of nursing and health science courses
- Prior to beginning the first degree accelerated program students must have completed all prerequisite LENSES/General Education courses
- Academic progression: Students will maintain a cumulative GPA of 3.0
- If a student's GPA falls below 3.0 GPA in any semester, students will have one semester to achieve the required cumulative 3.0 GPA
- Students may choose to return to the Prelicensure program if unable to maintain a 3.0 GPA
- During the summer semester, students will enroll in the Second Degree Accelerated Prelicensure courses to enable program completion in five semesters
- Students will meet the requirements for Service Learning and Volunteerism
- Students will be required to progress to upper-level nursing courses following the Nursing Program Progression Requirements

*ABSN-PL General Application Requirements*

- Minimum GPA of 3.0 (on a 4.0 scale)
- Submission of a complete application for admission and application fee
- Submission of official transcripts from each college and university attended
- Completion of all LENSES/General Education lower-level courses

*Program Structure (ABSN-PL)*

**Fall 2021 (and before) Curriculum**

Required courses for the Accelerated BSN Prelicensure (ABSN: PL) program include:

- Completion of LENSES requirements (See. p. 103)
- Foundation Courses (may be taken toward LENSES requirements)
  - BIO205: Anatomy & Physiology I 4
  - BIO206: Anatomy & Physiology II 4
  - BIO201: Microbiology 4
  - MAT101: Concepts of Math or Higher 3
  - MAT201: Statistics 3
  - PSY101: Psychological Inquiry & Applications 3
  - SOC101: Social Forces 3
  - PHL101: Philosophical Inquiry & Modalities 3
- BSN: Prelicensure Health Sciences Requirements Credit Hours
  - HS200: Introduction to Informatics for Healthcare Professionals 3
- Total Credits of Health Science Requirements 3
- BSN: Prelicensure Nursing Core Courses
  - N100 Nursing Seminar 2
  - N120 Health Promotion 2
  - N211 Standards in Nursing 2
  - N200 Health Assessment 3
  - N232 Dimensions in Nursing 6
  - N304 Transcultural Healthcare 3
  - N313 Pathopharmacology 3
  - N321 Family as Client 2
  - N331 Evidence-Based Practice 3
  - N342 Mental Health 5
  - N361 Health Alterations 6
  - N371 Pediatrics in Nursing Practice 3
  - N372 Childbearing 3
  - N421 Population Health 5
  - N431 Health Policy 3
  - N432 Complex Health Alterations 6
  - N445 Internship 7
  - N450 Leadership 3
- Total Credits of Nursing Core Courses 67
- BSN: Prelicensure Nursing Electives

- Nursing Electives 1
- Total Credits for BSN: Prelicensure 122

First Degree Accelerated BSN-PL Sample Curriculum Plan

Fall 2021 (and before)

<b>General Education Credits</b>				<b>45</b>
<b>First Semester, Fall or Spring</b>		<b>Second Semester, Spring or Summer</b>		
<u>Course</u>	<u>Credits</u>	<u>Course</u>	<u>Credits</u>	
N100 Nursing Seminar: Introduction to Nursing	2	N304 Transcultural Healthcare	3	
N120 Concepts of Health and Healthcare	2	N313 Pathopharmacology in Nursing Practice	3	
N211 Standards of Nursing Practice	2	N321 Family as Client System	2	
N200 Health Assessment	3	N361 Health Alterations in Nursing Practice	6	
N232 Dimensions of Holistic Nursing	6	Upper Level General Education*	3	
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>	
<b>Third Semester, Summer or Fall</b>		<b>Fourth Semester, Fall or Spring</b>		
<u>Course</u>	<u>Credits</u>	<u>Course</u>	<u>Credits</u>	
N331 Research: Overview of Evidence-Based Practice in Professional Nursing	3	N432 Complex Health Alterations in Nursing Practice	6	
N342 Mental Health in Nursing Practice	5	N431 Health Policy and Professional Leadership	3	
N421 Population Health Nursing	5	N371 (8 weeks)	3	
HS200 Introduction to Informatics for the Health Professions	3	N372 (8 weeks) The Childbearing Family in Nursing Practice	3	
Nursing Topics Course (N390)***	1	Upper Level General Education*	3	
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>	

<b>Fifth Semester, Spring or Summer</b>	
<u>Course</u>	<u>Credits</u>
N445 Internship in Nursing Practice	7
N450 Leadership and Management in Nursing Practice	3
<b>Total</b>	<b>10</b>
<b>Total Program Hours</b>	<b>122</b>

\*Upper level LENSES/General Education courses may be completed before or during the five semesters. Six credit hours must be completed prior to graduation.

\*\* Nursing Topics courses may have the Service Learning designation and are one to three credits

### **Spring 2022 (and beyond) Curriculum**

Required courses for the First Degree Accelerated BSN program include:

- Completion of LENSES requirements (See. p. 103)
- Foundation Courses (may be taken toward LENSES requirements)
  - BIO205: Anatomy & Physiology I 4
  - BIO206: Anatomy & Physiology II 4
  - BIO201: Microbiology 4
  - MAT101: Concepts of Math or Higher 3
  - MAT201: Statistics 3
  - PSY101: Psychological Inquiry & Applications 3
  - SOC101: Social Forces 3
  - PHL101: Philosophical Inquiry & Modalities 3
- BSN: Accelerated Health Sciences Requirements
  - HS160: Medical Terminology 2
  - HS200: Introduction to Informatics for Healthcare Professionals 3
- Total Credits of Health Science Requirements 5
- BSN: Accelerated Nursing Core Courses
  - N2313 Introduction to Nursing 3
  - N2314 Health Assessment 4
  - N2416 Dimensions of Holistic Nursing 6
  - N2393G Growth and Development Across the Lifespan 3
  - N2423 Pathopharmacology in Nursing Practice I 3
  - N3323 Pathopharmacology in Nursing Practice II 3
  - N3333 Evidence Based Practice in Professional Nursing 3
  - N3416 Health Alterations in Nursing Practice 6
  - N3413 Pediatrics in Nursing Practice 3
  - N3423 Childbearing Family in Nursing Practice 3

- N4313 Health Policy & Professional Leadership 3
- N4414 Transcultural and Population Health 4
- N4416 Complex Health Alterations 6
- N4417 Internship and Management 7
- Total Credits of Nursing Core Courses 62
- BSN: Accelerated Nursing Electives
  - Nursing Electives 2
- Total Credits for BSN: Prelicensure 120

First Degree Accelerated BSN Sample Curriculum Plan

Spring 2022 (and beyond)

Semester One		Semester Two	
N 2313 Introduction to Professional Nursing	3	N3323 Pathopharmacology in Nursing Practice II	3
N2314 Health Assessment	4	N3333 Evidence-Based Practice in Professional Nursing: Writing Across the Curriculum	3
N2423 Pathopharmacology in Nursing Practice I	3	N3415 Mental Health Nursing: Service Learning**	5
N2416 Dimensions of Holistic Nursing	6	N3416 Health Alterations in Nursing	6
		Upper level LENSES/General Education*	3
<b>Total Credit Hours</b>	<b>16</b>	<b>Total Credit Hours</b>	<b>17</b>
Semester 3		Semester 4	
HS 200 Informatics	3	N4414 Transcultural & Population Health: Service Learning	4
N3413 Pediatrics in Nursing Practice Service Learning	3	N4417 Internship & Management	7
N3423 Childbearing Family in Nursing Practice	3		
N4313 Health Policy & Professional Leadership	3		
N4416 Complex Health Alterations	6		
<b>Total Credit Hours</b>	<b>18</b>	<b>Total Credit Hours</b>	<b>11</b>

\*Upper level LENSES/General Education required for BSN: Accelerated students. They may have transfer credits to fulfill this requirement

\*\*Service Learning/Volunteerism: Required for all BSN: Accelerated students

\*\* Nursing Topics courses may have the Service Learning designation and are one to three credits

Bachelor of Science in Nursing Prelicensure Second Degree Accelerated (BSN: Second Degree)

General Information

The Second Degree Accelerated Prelicensure BSN (BSN: Second Degree) program (120 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has already completed a Bachelor of Arts or science degree and has completed all required prerequisite courses. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by The Essentials: Core Competencies for Professional Nursing Education®.

All courses in the Second Degree program are offered online and during weekend hours. Second Degree students may need to complete other degree requirements that are offered in multiple formats, i.e. blended, online, and/or in-seat.

Students entering or transferring into this program will be able to attend full time or part time. Courses are offered in multiple formats including online, blended, and standard.

- If attending full time – the degree may be completed in five consecutive semesters, including summers.
- If attending part time – the student may take up to seven years to complete the degree. Prelicensure nursing students who do not complete their program in seven years will be dismissed from the nursing program.

General Application Requirements:

- Minimum GPA of 2.5 (on a 4.0 scale)
- Submission of a complete application for admission and application fee
- Submission of official transcripts from each college and university attended
- Proof of completion of a bachelor's degree

Prior to beginning 200-level nursing courses in the Second Degree program, the following courses must be completed:

- Anatomy and Physiology I or equivalent – 4 credit hours
- Anatomy and Physiology II or equivalent – 4 credit hours
- Microbiology or equivalent – 4 credit hours

*Program Structure (2<sup>nd</sup> Degree BSN)*

**Fall 2021 (and before) 2<sup>nd</sup> Degree BSN Curriculum**

Required courses for the Second Degree Accelerated BSN program include:

- BSN: Second Degree Foundations Requirements
  - BIO205: Anatomy & Physiology I 4
  - BIO206: Anatomy & Physiology II 4
  - BIO201: Microbiology 4
- Total Foundation Requirements 12
- BSN: Second Degree Upper Division LENSES Requirements
  - Upper Division General Education Courses (300 level or above) 6
- Total Credits Upper Division LENSES/General Education Requirements 6
- BSN: Second Degree Health Sciences Requirements
  - HS200: Introduction to Informatics for Healthcare Professionals 3
- Total Credits of Health Science Requirements 3
- BSN: Second Degree Nursing Core Courses
  - N100 Nursing Seminar 2
  - N120 Health Promotion 2
  - N211 Standards in Nursing 2
  - N200 Health Assessment 3
  - N232 Dimensions in Nursing 6
  - N304 Transcultural Healthcare 3
  - N313 Pathopharmacology 3
  - N321 Family as Client 2
  - N331 Evidence-Based Practice 3
  - N342 Mental Health 5
  - N361 Health Alterations 6
  - N371 Pediatrics in Nursing Practice 3
  - N372 Childbearing 3
  - N421 Population Health 5
  - N431 Health Policy 3
  - N432 Complex Health Alterations 6
  - N445 Internship 7
  - N450 Leadership 3
- Total Credits of Nursing Core Courses 67
- BSN: Second Degree Electives
  - General Electives 32
- Total Credits for BSN: Prelicensure 120



Bachelor of Science in Nursing Second Degree Accelerated Sample Curriculum Plan

Fall 2021 (and before)

<b>General Education Credits</b>				<b>50</b>
<b>First Semester, Fall or Spring</b>		<b>Second Semester, Spring or Summer</b>		
Course	Credits	Course	Credits	
N100 Nursing Seminar: Introduction to Nursing	2	N304 Transcultural Healthcare	3	
N120 Concepts of Health and Healthcare	2	N313 Pathopharmacology in Nursing Practice	3	
N211 Standards of Nursing Practice	2	N321 Family as Client System	2	
N200 Health Assessment	3	N361 Health Alterations in Nursing Practice	6	
N232 Dimensions of Holistic Nursing	6			
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>14</b>	
<b>Third Semester, Summer or Fall</b>		<b>Fourth Semester, Fall or Spring</b>		
Course	Credits	Course	Credits	
N331 Research: Overview of Evidence-Based Practice in Professional Nursing	3	N432 Complex Health Alterations in Nursing Practice	6	
N342 Mental Health in Nursing Practice	5	N431 Health Policy and Professional Leadership	3	
N421 Population Health Nursing	5	N371 (8 weeks)	3	
HS200 Introduction to Informatics for the Health Professions	3	N372 (8 weeks) The Childbearing Family in Nursing Practice	3	
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>	

<b>Fifth Semester, Spring or Summer</b>	
Course	Credits
N445 Internship in Nursing Practice	7
N450 Leadership and Management in Nursing Practice	3
<b>Total</b>	<b>10</b>
<b>Total Program Hours</b>	<b>120</b>

### Spring 2022 (and beyond) 2<sup>nd</sup> Degree BSN Curriculum

Required courses for the Second Degree Accelerated BSN program include:

- BSN: Second Degree Foundations Requirements
  - BIO205: Anatomy & Physiology I 4
  - BIO206: Anatomy & Physiology II 4
  - BIO201: Microbiology 4
- Total Credits Core LENSES Requirements 12
- BSN: Second Degree Upper Division LENSES Requirements
  - Upper Division General Education Courses (300 level or above) 6
- Total Credits Upper Division LENSES/General Education Requirements 6
- BSN: Second Degree Health Sciences Requirements
  - HS200: Introduction to Informatics for Healthcare Professionals 3
- Total Credits of Health Science Requirements 3
- BSN: Second Degree Nursing Core Courses
  - N2313 Introduction to Nursing 3
  - N2314 Health Assessment 4
  - N2416 Dimensions of Holistic Nursing 6
  - N2393G Growth and Development Across the Lifespan 3
  - N2423 Pathopharmacology in Nursing Practice I 3
  - N3323 Pathopharmacology in Nursing Practice II 3
  - N3333 Evidence Based Practice in Professional Nursing 3
  - N3415 Mental Health Nursing 5
  - N3416 Health Alterations in Nursing Practice 6
  - N3413 Pediatrics in Nursing Practice 3
  - N3423 Childbearing Family in Nursing Practice 3
  - N4313 Health Policy & Professional Leadership 3
  - N4414 Transcultural and Population Health 4
  - N4416 Complex Health Alterations 6
  - N4417 Internship and Management 7
- Total Credits of Nursing Core Courses 62

- BSN: Second Degree Electives
  - General Electives 37
- Total Credits for BSN: Prelicensure 120

Bachelor of Science in Nursing Second Degree Accelerated Sample Curriculum Plan  
Spring 2022 (and beyond)

<b>Semester One</b>		<b>Semester Two</b>	
N 2313 Introduction to Professional Nursing	3	N3323 Pathopharmacology in Nursing Practice II	3
N2314 Health Assessment	4	N3333 Evidence-Based Practice in Professional Nursing: Writing Across the Curriculum	3
N2423 Pathopharmacology in Nursing Practice I	3	N3415 Mental Health Nursing: Service Learning**	5
N2416 Dimensions of Holistic Nursing	6	N3416 Health Alterations in Nursing	6
		Upper level LENSES/General Education*	3
<b>Total Credit Hours</b>	<b>16</b>	<b>Total Credit Hours</b>	<b>17</b>
<b>Semester 3</b>		<b>Semester 4</b>	
HS 200 Informatics	3	N4414 Transcultural & Population Health: Service Learning	4
N3413 Pediatrics in Nursing Practice Service Learning	3	N4417 Internship & Management	7
N3423 Childbearing Family in Nursing Practice	3		
N4313 Health Policy & Professional Leadership	3		
N4416 Complex Health Alterations	6		
<b>Total Credit Hours</b>	<b>18</b>	<b>Total Credit Hours</b>	<b>11</b>

\*Upper level LENSES/General Education required for BSN: Second Degree students. They may have transfer credits to fulfill this requirement

\*\*Service Learning/Volunteerism: Not required for BSN: Second Degree students

\*This program has fall and spring semester enrollments. Students may enroll on a part-time basis (1-11 credit hours per semester) or on a full-time basis (12+ credit hours per semester). Please note that all courses will not be offered every semester but will follow the course plans in the table above. This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific semesters.

Lower-level courses must be completed prior to entry into N361/ N3416, and students must meet the minimum requirements of the progression policy. See progression requirements.

The nursing curriculum may be completed on a part-time basis; all pre-and corequisites apply.

Bachelor of Science in Nursing Programs - Starting January 2022

General Information

Methodist College launched a revised curriculum for all BSN Prelicensure programs starting in January 2022.

Comparing Nursing Program Structure

<b>Fall 2021 (and before) Curriculum</b>	<b>Credit Hours</b>	<b>Spring 2022 (and beyond) Curriculum</b>	<b>Credit Hours</b>
N100 Nursing Seminar	2	N 2313 Introduction to Nursing	3
N120 Health Promotion	2		
N211 Standards in Nursing	2		
N200 Health Assessment	3	N 2314 Health Assessment	4
		HS 160 Medical Terminology	2
HS 200 Healthcare Informatics	3	HS 200 Healthcare Informatics	3
N232 Dimensions in Nursing	6	N 2416 Dimensions of Holistic Nursing	6
N304 Transcultural Healthcare	3	Retired	
N313 Pathopharmacology (I)	3	N 2423 Pathopharmacology in Nursing Practice I	3
		N3323 Pathopharmacology in Nursing Practice II New Course	3
N321 Family as Client	2	Retired	

N331 Evidence-Based Practice	3	N 3333 Evidence-Based Practice in Prof. Nursing Writing Across the Curriculum	3
N342 Mental Health	5	N 3415 Mental Health Nursing Service Learning	5
N361 Health Alterations	6	N 3416 Health Alterations in Nursing Practice	6
N371 Pediatrics in Nursing Practice	3	N 3413 Pediatrics in Nursing Practice Service Learning	3
N372 Childbearing	3	N 3423 Childbearing Family in Nursing Practice	3
N421 Population Health	5	N 4414 Transcultural & Population Health Service Learning	4
N431 Health Policy	3	Retired	
N432 Complex Health Alterations	6	N 4416 Complex Health Alterations	6
N445 Internship	7	N 4417 Internship & Management	7
N450 Leadership	3	N 4313 Health Policy & Professional Leadership	3
Nursing Electives	1	Nursing electives	2
		N2393G Growth & Development Across the Lifespan	3
Upper Division General Education Elective	3	Upper Division General Education Elective	3
Upper Division General Education Elective	3	Upper Division General Education Elective	3
Degree requirements (with LENSES/General Education)	122	Degree requirements (with LENSES/General Education)	120

## RN to BSN

### General Information

The RN to BSN program (120 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has already completed an associate's degree in nursing or a diploma degree in nursing and holds a current registered nurse license. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by The Essentials: Core Competencies for Professional Nursing Education®. All courses in the RN to BSN program are offered in the online environment. RN to BSN students may need to complete other degree requirements that are offered in multiple formats, i.e. blended, online, and/or in-seat.

Students entering into this program will be able to attend full time or part time: Courses are offered online.

- If attending full time – the degree may be completed in three consecutive semesters, including summers.
- If attending part time – the student may take up to seven years to complete the degree.

The program requires 30 credits of nursing courses (can be completed in as little as one year depending on full-time or part-time status and number of credits transferred) plus an additional 90 credits to total the 120 credits required to complete a Bachelor of Science in Nursing degree.

- Students can transfer up to 90 of the total 120 credits required to complete a Bachelor of Science in Nursing degree. This includes credit hours earned in an Associate Degree/Diploma RN program.
- Students who have fewer than the 90 credits to transfer may need to take additional elective courses in order to fulfill the 120 credit requirement.

### *General Application Requirements*

- Cumulative GPA of 2.0 or greater on the last 30 hours of college credits.
- Must hold a current, valid license to practice as a registered nurse (RN).

### *Program Structure*

Required courses for the RN-BSN program include:

- N393 Nursing Topics: Rural Healthcare
- N400 Integration of Foundational Concepts for Professional Nurses Working in a Global Healthcare Setting
- N426 Evidence-Based Practice
- N431 Health Policy and Professional Leadership
- N447 Organizational and Systems Management for Quality Outcomes
- N455 Population and Community Health in Nursing Practice
- N480 Management and Collaboration in Nursing Practice Course and Practicum

Sample Curriculum Plan

<b>Transfer Credit</b>		<b>90</b>	
<b>First Semester, Fall</b>		<b>Second Semester, Spring</b>	
<u>Course</u>	<u>Credits</u>	<u>Course</u>	<u>Credits</u>
N400* Integration of Foundational Concepts for Professional Nurses Working in a Global Healthcare Setting	3	N455 Population and Community Health in Nursing Practice	6
N447 Organizational and Systems Management for Quality Outcomes	5	N431 Health Policy and Professional Leadership	3
		N393 Nursing Topics: Rural Healthcare	3
<b>Total</b>	<b>8</b>	<b>Total</b>	<b>12</b>
<b>Third Semester, Summer</b>			
<u>Course</u>	<u>Credits</u>		
N426 Evidence-Based Practice	4		
N480 Management and Collaboration in Nursing Practice Course and Practicum	6		
<b>Total</b>	<b>10</b>		
<b>Total Program Hours</b>	<b>120</b>		

\*ELC- experiential learning

Community-Based Primary Care (CBPC) Certificate

Methodist College offers two certificates embedded within the nursing curriculum that allows students to focus on serving the healthcare needs of the population in the community setting. One of these pathways is for individuals at the prelicensure level, meaning students enrolled in the BSN: Prelicensure, BSN: Accelerated Prelicensure, or BSN: Second Degree programs. The other is designed for licensed nurses working to complete their baccalaureate degree in the BSN: Professional Nurses (RN to BSN) program.

Prelicensure BSN Certificate

The PL BSN CBPC Certificate will prepare prelicensure nursing students to deliver community-based primary care in interdisciplinary teams through a longitudinal program comprised of

nursing courses designed to emphasize population health, community health, health promotion, and epidemiology.

The PL BSN CBPC Certificate program consists of 13 credit hours of didactic and practical experience. The certificate includes two courses currently embedded in the BSN curriculum and two additional courses that can be used to complete the program requirements for six credits of LENSES/General Educational courses at the 300 level. Enhancements to existing courses and design of new courses are based on the Council on Linkages Between Academia and Public Health Practice's "Core Competencies for Public Health Professionals" and competencies identified by the American Academy of Ambulatory Care Nursing (AAACN, 2017).

### Program Outcomes

Upon completion of this Certificate program, the student will be able to:

1. Identify diverse population health needs.
2. Identify contributing factors that affect health outcomes.
3. Describe programs and services provided by government and non-government organizations to improve community health.
4. Develop patient teaching material to help improve health outcomes and behavioral changes.
5. Critically analyze population health data to determine a population's health and identify relevant interventions.
6. Integrate evidence-based research findings, community resources and cultural competence in planning, implementing, and evaluating population(s)-centered care.
7. Critically analyze the impact of environment and lifestyle on the health of populations.
8. Describe how healthcare policy influences the health delivery and care of a population.
9. Analyze the use of ethical decision making process and the role of social justice in relationship to population healthcare issues.
10. Apply concepts of disaster preparedness, management, and response.
11. Demonstrate a commitment to personal integration of professional values, attitudes, and expectations to improve the health of diverse populations.
12. Use effective leadership skills to promote quality healthcare outcomes for a specific population.
13. Apply epidemiological methods to basic and clinical sciences as well as the use of findings from investigation and analyses to generate policy.

### *Admission Requirements*

1. Full-time enrollment status in Methodist College BSN program.
2. Cumulative GPA of 2.5 or greater at the completion of N232/N2416.
3. Satisfactory completion of all lower division nursing courses and all specified core LENSES/General Education courses.
4. Submission of an online application to the PL BSN CBPC Certificate Program.



## Program Requirements

- N120 Concepts of Health and Healthcare (2 credit hours)- Embedded in prelicensure BSN curricula
- N421 Population Health in Nursing (5 credit hours)- Embedded in prelicensure BSN curricula
- PH300 Epidemiology (3 credit hours)- Can be used to satisfy an upper division LENSES/General Education requirement
- 393 Nursing Topics: Community-Based Primary Care (3 credit hours)- Can be used to satisfy the Nursing Topics requirement in the BSN: Prelicensure program

### Grading Scale for Nursing Courses (N120, N421, & N393)

- A = 93 – 100%
- B = 85 – 92%
- C = 77 – 84%
- D = 69 – 76%
- F = 68% and below

### Grading Scale for General Education Course (PH300)

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 0 – 59% and below

### RN to BSN Certificate

The RN to BSN Community-Based Primary Care Certificate was created to provide professional nurses the knowledge and skills needed to practice safe and effective primary healthcare in the community setting. Students will take a series of three courses focused on health promotion and disease prevention, epidemiology, and evidence-informed strategies to promote the best outcomes for clients served in local communities. Students will also learn how to access and interpret relevant data to guide scholarly projects congruent with the Quad Council of Public Health Nursing Organization's Tier 1 core competencies for public health nurses.

The RN to BSN Community-Based Primary Care Certificate can be completed alone or can be embedded in a student's current academic plan toward completion of the Bachelor of Science in Nursing (BSN).

The RN to BSN Community-Based Primary Care Certificate program consists of 11 credit hours. Students can maintain either full-time or part-time status.

## Program Outcomes

Upon completion of the RN to BSN Community-Based Primary Care Certificate program the student will be able to:

1. Identify the determinants of health and illness of individuals and families using multiple sources of data.
2. Integrate evidenced-based research findings, community resources and cultural competence in planning, implementing, and evaluating outcomes of populations-centered care.
3. Critically analyze the impact of environment and lifestyle on self-management of non-communicable diseases (NCD).
4. Describe how the World Health Organization's three elements of health promotion i.e. good governance, health literacy and healthy cities are impacted by creating purposeful partnerships between legislators and nursing professionals.
5. Analyze health promotion models to facilitate best outcomes for disparate populations in the U.S.
6. Demonstrate Tier 1 core competencies using eight skillset domains (Quad Council) through practicum immersion experience and scholarly projects.
7. Communicate in a culturally responsive manner using a variety of modalities (written, verbal, social media).
8. Apply epidemiological methods to basic and clinical sciences as well as the use of findings from investigation and analyses to generate policy.
9. Integrate skills such as quantitative reasoning, inquiry and problem analysis, deductive and inductive reasoning, creating generalizations and teamwork.

### *Admission requirements*

General Admission Requirements for Students Currently Enrolled in a Baccalaureate Program at Methodist College:

Submission of an online application for admission to the RN to BSN Community-Based Primary Care Certificate program.

General Admission requirements for working professionals enrolling in the RN to BSN Community-Based Primary Care Certificate Program:

1. Submission of a complete application for admission and application fee
2. Submission of official transcripts from each high school, college/university attended.
3. Proof of high school completion or GED equivalent; and
4. Demonstrated readiness or ability to successfully complete college-level coursework as demonstrated through high school grade point average, college grade point average and ACT or SAT scores.
5. Proof of unencumbered RN licensure.

## Program Requirements

- N455 Population Health and Nursing Practice Course and Practicum (5 credit hours).
- PH300 Epidemiology (3 credit hours)
- N393 Nursing Topics: Health Promotion and Disease Prevention in Community Healthcare Setting (3 credit hours)

## Grading Scale for Nursing Courses (N455 and N393)

- A = 93 – 100%
- B = 85 – 92%
- C = 77 – 84%
- D = 69 – 76%
- F = 68% and below.

## Grading Scale for General Education Course (PH300)

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 0 – 59% and below

## Nursing Program Policies

### Upper Division Progression Requirements

1. All baccalaureate prelicensure nursing majors must meet upper-level progression requirements specific in the Nursing Upper Division Progression Policy to be eligible to progress to upper level courses. A student who does not successfully complete Dimensions of Holistic Nursing, N2416, will not progress in further nursing courses. The following statements are applied to determine progression or dismissal. The requirements for upper-level progression are as follows:
  - a. Cumulative Methodist College GPA of 2.0 or greater at the end of the N2416 semester.
  - b. Satisfactory completion of all required nursing courses in the lower level (N2313, N2314, N2416, N3313, & N3393G) and all specified core LENSES/General Education courses (MAT101, MAT201, ENG101, ENG201, BIO205, BIO206 and BIO201) with a C or better.
2. For the new nursing curriculum beginning Spring 2022, students who do not successfully complete N2416 Dimensions of Holistic Nursing will be required to repeat the course. Students enrolling in N2416 for the second time must complete all components of the course and meet the 2.0 cumulative GPA upon completion of the course or the student will be dismissed from the undergraduate prelicensure nursing program.

### Nursing Program Academic Standing Requirements

#### Academic Good Standing in the Nursing Major

- Students must earn a grade of C or better in all nursing and core LENSES/General Education courses to remain in Academic Good Standing.
- Additional academic requirements must be met to progress to upper division nursing courses as specified in Methodist College Upper Division Progression in Nursing.
- A student must maintain a cumulative GPA of 2.0 or greater to remain in good standing at Methodist College.

#### Academic Probation in the Nursing Major

Students are placed on Academic Probation in Nursing to afford one opportunity to achieve a grade of C or better in the course (nursing or core LENSES/General Education course) in which the grade of D or F was earned.

- Students who earn one grade of D or F in a required nursing course or one grade of D or F in a core LENSES/General Education course are placed on academic probation in the nursing major.
- “Academic Probation in Nursing” is noted by the Registrar on the transcript.
- The Registrar and the Dean of Nursing notify the student that they are on Academic Probation in Nursing and will apprise them of their requisite policies and actions to return to good standing.

#### Removal from Academic Probation in Nursing and return to Academic Good Standing

- When a grade of C or better is earned in the specific course in which a grade of D or F had been previously earned, no second withdrawal from a nursing or core LENSES/General Education course has occurred, and a GPA of 2.0 or greater has been maintained, the student will be returned to Academic Good Standing in Nursing.
- The student will be notified of the return to Academic Good Standing in Nursing by notation on the student’s transcript.

#### Dismissal from the Prelicensure or Second Degree BSN Nursing Program

Dismissal from the prelicensure or second-degree BSN nursing program will occur when one or more of the following conditions are met:

1. A student who earns two or more grades of D or F in a nursing or core LENSES/General Education course will be dismissed from the BSN nursing program.
2. A student who earns a grade of D or F in a repeated nursing or core LENSES/General Education course will be dismissed from the BSN nursing program.
3. A student who withdraws from the same core LENSES/General Education course or nursing course twice will be dismissed from the BSN nursing program.
4. A student who withdraws from a nursing or core LENSES/General Education course

and earns a grade of D or F on the subsequent attempt will be dismissed from the BSN nursing program.

5. A student who meets the above stated criteria for dismissal from the BSN nursing program will receive a letter of dismissal from the BSN nursing program from the Registrar's office.
6. The student's transcript will reflect Dismissal from the BSN Nursing Program.

#### Readmission to the BSN Prelicensure Nursing Program

##### Requirements and Criteria

Prior to readmission a student must have a cumulative GPA of 2.5 or higher to be considered in "good standing" and a cumulative GPA of 2.3 or higher in the following courses: BIO205-A&P I, BIO2006-A&P II, and BIO201-Microbiology. No readmission will be reviewed if the student does not meet these criteria.

Additionally, students that have completed N2416, N3313, N3323, N3416, N3413, N3423 or in the curriculum being taught out N232, N313, N361, N371, N372 will have a greater chance of readmission consideration, although not guaranteed, than those who have not successfully completed those courses.

##### *Process for Readmission*

In addition to the above requirements, a formal interview and two letters of faculty support will be required for readmission consideration. The first letter must be obtained from a faculty member teaching a theory course that the student has participated in, and the second must be from a faculty member teaching a clinical course that the student has participated in.

Students must also submit a written response to the following questions:

- (1) What specific situation or event contributed to the pitfall of progression in the nursing program?
- (2) What examples of evidence can you provide showing you have had success in the nursing program?
- (3) Reflecting on your prior experience in the nursing program and in reviewing feedback from faculty/staff what could, and would you have done differently? How will you use that experience to be successful if readmitted?
- (4) What specific action plan and support services will you be implementing to ensure you will be successful? What additional resources will you need?
- (5) Why is it important to you to be readmitted into the nursing program?

Upon submission of all required documents to the Office of Records Management and Registration, students will be contacted within 10 business days to arrange for an interview. Readmission timeframes vary by semester and is the student's responsibility to contact the college for specific information. The student must be in good academic standing with the college to be readmitted to the nursing program.

The Readmission Committee will review the application for readmission and make a determination about the student's potential to be successful if readmitted. The committee will also review prerequisite course grades, science grades (A&P I, A&P II, Microbiology), nursing course grades, clinical performance, course progress reports, ATI scores, college sanctions, letters of faculty support, and answers to responses to questions and student interview. Students dismissed for ethical violations inconsistent with the values of the professional nurse or for reasons that may disqualify them from obtaining licensure as a registered nurse will not be readmitted. If the Readmission Committee cannot reach consensus, the readmission application will be reviewed by the Dean of Nursing. The decision of the Readmission Committee is final.

#### *Readmission Committee – Academic Dismissal Guide*

The following points will guide the Readmission Committee in making a readmission decision:

Readmission application following academic dismissal from the nursing program:

- (1) Application must include a statement from the student that reflects on the student's role in the factors that contributed to academic dismissal.
- (2) The committee will only consider substantial external reasons that impacted the ability to be successful such as a family crisis or medical issue, etc.
- (3) The student must identify a specific plan to address factors that contributed to dismissal from the nursing program.
- (4) The student must be in good standing with the college to be readmitted to the nursing program.
- (5) The student must participate in college support services such as meeting with the academic enhancement specialist, attending tutoring, faculty consultation.

Recommendations will be made by the Readmission Committee. Student must comply with those recommendations. Failure to do so will result in dismissal from the nursing program.

#### *Readmission Committee – Non-Academic Dismissal Guide*

Readmission application following non-academic dismissal from the college:

- (1) Application must include a statement from the student that reflects on the student's role in the factors that contributed to academic dismissal.
- (2) The student must identify a specific and quantified plan that contributed dismissal from the college.
- (3) Students dismissed for ethical violations inconsistent with the values of the professional nurse or for reasons that may disqualify them from obtaining licensure as a registered nurse will not be readmitted,
- (4) The student must be in good standing with the college to be readmitted to the nursing program,
- (5) The student must identify resources needed to be successful in the nursing program if readmitted.

#### *Readmission Committee – Withdrawal Guide*

Readmission application following withdrawal from the nursing program or college:

- (1) Application must include a statement from the student that reflects on the student's role in the factors that contributed to the separation from the nursing program and/or college.
- (2) The application must include a thorough summary of factors that contributed to a decision to return to the nursing program.
- (3) The student must be in good standing with the college to be readmitted to the nursing program.
- (4) The student must identify resources needed to be successful in the nursing program if readmitted.

#### *Readmission Requirements*

Upon readmission, students will be required to complete a criminal background check and drug test within a designated timeframe from a college approved vendor with satisfactory results obtained prior to enrollment of nursing courses. The costs of these are the responsibility of the student. Students may be required to complete ATI testing and lab proficiency testing prior to readmission. If readmitted, failure to adhere to any requirements will result in the inability to enroll in coursework and the rescinding of the readmission. Students readmitted under this policy shall be considered to be under Nursing Probation until such time as they achieve Good Standing.

#### *Prelicensure Program Transfer Limitations*

It is the policy of Methodist College to limit transfers between programs within the baccalaureate nursing programs to create an orderly progression plan, to support completion of courses, and to promote achievement of student outcomes. Students may transfer from the Second Degree Prelicensure program to the Four Year Prelicensure program, but are precluded from transferring a second time.

#### *Meeting Minimum Credit Hour Requirement*

Students completing N620 in lieu of HS200 must take one additional elective credit hour to complete the hours required to earn a prelicensure BSN degree (120 credit hours) as N620 is a two-credit hour course and HS200 is a three credit hour course. Students are required to complete a minimum of 120 credit hours to earn the degree. This credit may be transferred in from previous post-secondary coursework or courses taken at Methodist College. Students with questions about this credit hour requirement should contact the Office of Records Management and Registration at [MC\\_OfficeofRecordsRegistrar@carle.com](mailto:MC_OfficeofRecordsRegistrar@carle.com).

#### *ATI (Assessment Technologies Institute) in the Undergraduate Nursing Program*

Methodist College uses a variety of the ATI® tutorials, quizzes, practice exams, and proctored exams to help students prepare for the NCLEX-RN examination. The integration of these products continues throughout the prelicensure nursing curriculum to facilitate student learning and contribute to assessment of student mastery of the content. Methodist College has an ATI® Integration Plan, approved by Faculty, which is developed and revised as needed to be closely associated with the content of specified courses.

The ATI® testing program incrementally evaluates content mastery throughout the curriculum. Methodist College Faculty believe content mastery predicts NCLEX® success and the ATI® products and tests are valuable tools to prepare students for NCLEX® success and future practice. Students can assess their own knowledge and tailor their further review of content areas by completing ATI® assignments and taking ATI® examinations. Consistent use of ATI® tutorials and testing integrated throughout nursing courses is expected to provide the student with the most benefit. Students are expected to complete assigned ATI® tutorials and learning modules as outlined in nursing course syllabi and course information.

Students are expected to complete assigned ATI® tutorials and learning modules as outlined in nursing course syllabi and course information. Students are required to take all ATI® practice and proctored test(s) associated with nursing courses that have ATI as part of the course. In preparation for required ATI® proctored tests associated with specific clinical nursing courses, students will be required to complete non-proctored practice tests, consistent with instructions provided within the course syllabus. Documentation of achievement and remediation on the practice tests will be required, as per course syllabus instructions, prior to taking the required proctored ATI® test. All practice tests may be taken more than once to gain more insight into the content, but only the first score will count towards the ATI® grade (consistent with instructions provided within the course). Remediation is the key to assuring students have gained all the content knowledge needed to be successful on the NCLEX-RN licensing exam. The rubric faculty will be using starting in Spring 22 is available in nursing courses that have ATI as part of the course. The ATI will be worth 10% of the total course grade. Included in this grade will be the proctored and practice tests. Each practice and proctored exam will require a focused review (remediation) to be completed for points toward the 10%. Following the guidelines provided, students are increasing their chances of success on the future NCLEX-RN.

#### ATI Completion Requirement and NCLEX-RN® Testing Release

Methodist College is deeply invested in ensuring that all graduates from the Pre-Licensure programs attain their goal of becoming licensed healthcare providers. Because of this core interest in supporting our students and the demonstrated link between ATI® completion and passing the NCLEX-RN licensure exam, students are required to complete the following in order to obtain the College's release for NCLEX-RN testing. These requirements include:

- Students must complete the ATI Capstone Modules, enroll in Virtual ATI (VATI), and complete any VATI course requirements as stipulated in the N445/N4417/N6402 syllabus.
- Students are required to attend the ATI NCLEX Live Review during their senior year.
- After degree conferral, students must continue to complete VATI until the ATI "green light" is obtained.

Once the green light is obtained, the student will be released (by form or other notification) to take the NCLEX-RN by the Dean of the Division of Nursing to the State Board of Nursing. Students will not be released to take the NCLEX-RN without obtaining the green light in VATI.



### Clinical Attendance Expectations

#### *Clinical Attendance Policy*

Students must meet all required clinical hours listed in the course syllabus to achieve a satisfactory for clinical. Clinical absences will be documented, and the student will be assigned a date and time to make up the clinical hours missed to meet the course requirements. Students are required to make up missed clinical hours within a designated time as assigned by the course faculty. If the clinical hours are not made up as assigned by the course faculty, students will receive an unsatisfactory for the clinical experience. A progress report will be completed by clinical faculty and a meeting with the clinical faculty member will be required.

#### *Clinical Absenteeism*

Absenteeism, including late arrivals and early leaves, resulting in 15% of missed clinical time per semester (for 8-week courses 1 clinical day can be missed. For 16-week courses 2 clinical days can be missed), will cause the student to receive an unsatisfactory and a failing course grade. If a student misses clinical time, the student will be required to complete an assignment. The assignment will include clinical site or simulation hours. Assignments and/or experiences will take place on a date and at a time when an instructor is available to provide appropriate supervision. Any clinical time missed WILL be documented on the student's clinical evaluation tool regardless of assignment completion. The missed clinical time will be counted towards the percentage of absences.

The faculty recognize that, although each course builds upon the previous course, the clinical experiences may differ. Therefore, absences within each semester stand alone and do not accumulate during the program.

#### *Proper Notification for Clinical Lateness/Absence*

Students are expected to notify their clinical instructor prior to the start of the clinical start time if they will not be able to attend clinical or anticipate a late arrival. A documented emergency will be taken under consideration by the program. Note: Both the clinical instructor and/or preceptor (if applicable) must be notified.

Failing to use proper notification procedures ("no call – no show") for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure.

Tardiness is defined as arriving after the scheduled clinical start time. Time missed will count toward 15% of absence. Note: Asking a classmate to inform the instructor that you will be late or absent does NOT constitute proper notification.

#### *Additional Circumstances*

Unprepared: To maintain patient safety, the faculty may dismiss the student from the clinical area with instructions to remedy the problem if the student is not prepared for the clinical experience. Such dismissal will be documented as an absence.

#### *Nursing Student Dress Code*

Professional appearance is essential when representing Methodist College during community appearances, hospital clinical rotations, and attendance in the Simulation Center and the Clinical

Practice Center for clinical/laboratory purposes. The Methodist College name badge must include both first name and must be worn in a visible area above the waist during all clinical, lab, and community experiences. Should there be any exceptions to this dress code policy, students will be notified by the clinical instructor prior to the clinical experience.

- Professional appearance is required of all Methodist College students.
- Scrubs are to be worn during select community appearances, hospital clinical rotations, and in the Simulation Centers.
- Scrubs should be hunter green – MC logo on the top.
- Nursing & MSN also need a white or green lab coat (blazer style jacket) with the MC emblem embroidered on the left side.
- Students need clean, mostly all-white shoes with a closed heel and toe. No sandals, flip-flops, or similar styles are permitted.
- Students need to purchase a uniform for health assessment. Check with your instructor for more specific course requirements
- Students must wear a name badge in a visible area above the waist.
- For clinical and community experiences not requiring scrubs: clean, pressed, professional, modest attire that reveals no cleavage or midriff and not form fitting is required.
- No shorts, jeans, or open sandals, or no flip-flops for clinical settings.
- Business casual is required in some clinical rotations at the discretion of the clinical instructor
- Students will be sent home from clinical experiences if not dressed appropriately.

Students can purchase scrubs and lab coats from the campus store, near the entrance of Methodist College.

Students can also call Sam Harris Uniforms (309) 673-5961 to order uniforms. Visit [www.sharrisuniforms.com](http://www.sharrisuniforms.com).

#### Nursing Student Equipment Requirements

- Professional grade stethoscope | Preferred vendor: MDF
- Pupil Gauge Penlight
- Pocket Pal
- Bandage Scissor
- Watch
- Blood Pressure Cuff
- Mostly White closed back shoes
- Students will need equipment for health assessment course and all clinical courses.
- Limited equipment items are available for purchase in the Campus Store
- Order your instruments online at: [www.mdfinstruments.com/methodist](http://www.mdfinstruments.com/methodist)

### *Nursing Student Uniform/Equipment Voucher Information*

- Students are able to purchase a specific dollar amount of scrubs/lab coats and medical equipment in the Methodist College Campus Store and apply it to your Methodist College account and pay it like any other tuition and fee.
- There are different equipment bundles for nursing students.
- New students will receive an email with this information before the first day of classes.

### Grading Scale

In nursing courses, students must earn a grade of C for nursing theory and an S for nursing clinical to receive a passing grade.

A final theory grade of D or below and a final clinical/lab grade of “U” are considered failing grades. Both the theory and clinical/lab grades must be reported as passing to complete the course. If unsuccessful in either, both the clinical and theory must be repeated. A student can only repeat a course one time.

If the clinical component of the course is failed, the student automatically fails the course, regardless of the grade earned in the theory section. The assigned grade will be D, unless the theory grade calculates as a grade of F.

Grading Scale for nursing courses:

- A = 93 – 100%
- B = 85 – 92%
- C = 77 – 84%
- D = 69 – 76%
- F = 68% and below.

### Nursing Assistant Program (NA)

Students will be prepared to deliver patient care on a team led by a registered nurse (RN) or a licensed practical nurse (LPN) in a patient care environment, including hospitals, extended care facilities, home care agencies, and other health care organizations. Students study simple body structure and function, normal growth and development, principles of infection control, disease processes, and medical terminology. The student receives skills training in patient-nursing assistant relationships; taking and recording vital signs; bathing, feeding, dressing, transporting patients in hospitals, and cardiopulmonary resuscitation. The program also provides advanced skills training in catheter care, range of motion, bowel and bladder training, admission and discharge procedures and care of the dying.

The Nursing Assistant program includes one course (N1307) delivered over a five-week period. Students spend 90 clock hours in a classroom, lab, or simulation setting learning theory and clinical skills. The student then spends 45 clock hours in a clinical placement in a hospital and/or local long-term care facility. The students work alongside professional healthcare providers

under the direction of their instructor. The students master the twenty-one skills required of Certified Nursing Assistants while working at the clinical placement site.

NA1307 is offered at various times to meet the needs of the students and the instructors. Upon successful completion of the Nursing Assistant Program, students may sit for the State of Illinois Nurse Assistant certification exam.

#### Program outcomes

Upon completion of the program, students are eligible to sit for certification as a Certified Nursing Assistant. Illinois Department of Public Health (IDPH) policy states students who successfully pass the NA class must be registered for the state exam within 30 days of the last day of class.

#### Program Approval

The Nursing Assistant program is approved and regulated by the Illinois Department of Public Health as a Basic Nurse Assistant Training Program.

#### Admission requirements

1. High School diploma or GED, must be 16 years of age and with a minimum high school GPA of 2.5;
2. 10th Grade Reading level and 10th Grade Math level. Any one of the following indicators will serve as validation
  - a. Appropriate Accuplacer Reading score and Math score
  - b. An official TABE (Test of Adult Basic Education) score from a certified institution (GED program, Career Link or similar) at or above 10th Grade reading and 10th Grade math
  - c. Successful completion score of an Accuplacer exam as designed and reviewed by Methodist College Arts and Sciences faculty
  - d. Current admission or enrollment in any Methodist College Bachelor program
  - e. Transfer level credit from another college (100 level or above)
3. Negative drug screen
4. Immunization records two weeks before program classes begin
5. Criminal Background Check with no disqualifying convictions

#### Courses/program requirements

Because the Nursing Assistant program is delivered over a five-week period, attendance is mandatory. Instruction missed due to unforeseen circumstances must be completed at the discretion of the instructor. (See syllabus for the detailed Attendance Policy which is strictly enforced.) The required course to complete the Nursing Assistant program is NA1307 Basic Nurse Assistant Training.

Nursing Assistant Grading Scale

The Nursing Assistant program uses the conventional grading scale.

- 90+ = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 0-59 = F

## **Graduate Programs**

## Mission and Purpose of Methodist College Graduate Degree Programs

The graduate academic program builds upon the foundation of baccalaureate education with a continuing focus on ethical, professional, and intellectual development. Graduate studies are designed to enhance both knowledge and expertise in specific academic disciplines and particular areas of professional practice. The College places an emphasis on preparing graduates who think critically and creatively, engage in research and scholarship, demonstrate disciplinary excellence, and are socially and ethically responsible. Learning experiences prepare graduates to provide leadership and expertise to meet the needs and demands of a diverse society. The graduate program seeks to provide an environment in which the pursuit and commitment to learning is nourished and enhanced to foster advancement of knowledge and the assurance of an educated healthcare workforce.

## Graduate Student Learning Outcomes

Upon completion of a Master's degree at Methodist College, the graduate will be able to do the following:

1. Professional Development (Disciplinary Excellence)
  - a. Demonstrate teamwork and leadership ability by utilizing appropriate leadership skills and styles in a variety of intradisciplinary and interdisciplinary work groups.
  - b. Collaborate with a variety of individuals and/or groups using elements of effective team dynamics to effectively and appropriately structure teamwork.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
  - a. Competently apply the essential elements of core principles to analyze and evaluate problems and to construct and implement solutions in the healthcare environment.
  - b. Employ appropriate analytical models and apply critical reasoning processes to evaluate evidence, select among alternatives, and generate creative options to further effective decision making.
3. Social and Ethical Responsibility
  - a. Demonstrate selection of ethical courses of action in research and practice.
  - b. Demonstrate social responsibility by applying the institutional values to professional and personal endeavors and activities.

## Master of Science in Nursing: Nurse Educator Program

### Purpose

The purpose of the Master of Science in Nursing: Nurse Educator program is to prepare graduates as nurse educators. Nurse educators function as clinical educators in a variety of healthcare settings and as academic educators in a variety of higher and post-secondary educational settings. The nurse educator designs and implements educational programs for specific populations including patients, families, community groups, nursing students, technical students, and those students who are continuing professional education for nurses. The American Association of Colleges of Nursing defines the nurse educator as a direct care role.

### *Program Overview*

The Master of Science in Nursing: Nurse Educator program, is a 35-credit hour program of study. The curriculum is designed to accommodate the working nurse who desires an advanced degree in nursing. Students gain admittance in fall semesters and can complete the program in six consecutive semesters, including summer terms, by taking six to seven credit hours per semester. Six credit hours per semester is considered full-time status. The program of study must be completed in five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

### *Program Outcomes*

Upon completion of the Master of Science in Nursing: Nurse Educator program, the graduate will be able to:

1. Professional Development (Disciplinary excellence)
  - a. Integrate theories from nursing, healthcare, education, leadership and related fields to the care of individuals, communities, education of students and patients and the practice of leadership.
  - b. Critically assess, plan, implement and evaluate educational experiences of learners (nursing students, staff and clients) to improve learning and health outcomes.
  - c. Demonstrate collaborative and inter-professional approaches in advanced clinical practice roles, research, and nursing education.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
  - a. Utilize the process of scientific inquiry, evidence based research, and information technology to validate and refine knowledge relevant to nursing and nursing education.
  - b. Translate current evidence in the practice setting through problem identification, systematic inquiry, and continuous improvement processes.
  - c. Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the systematic delivery of patient care.
3. Social and Ethical Responsibility
  - a. Demonstrate a commitment to social justice and advocacy for all clients (patients and students), families and communities, including the most vulnerable populations.
  - b. Analyze differences in cultural norms and healthcare practices when providing education and healthcare for aggregates of varied racial, ethnic, and socioeconomic groups.
  - c. Incorporate knowledge of population based global health variants in provision of health promotion, maintenance, and restoration in comprehensive care.
  - d. Maintain an environment of academic integrity.



*Curriculum*

Nurse Educator: CIP code 51.3817

<b>Graduate Nursing Core Courses</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Theoretical Foundations of Nursing & Nursing Education	N500	N5303	3
Roles, Issues, and Public Health Policy	N600	N6303	3
Leading Change in Healthcare and Nursing Education	N610	N6313	3
Informatics in Nursing Practices & Nursing Education	N620	N6302	2
Evidence Base Practice	N630	N6323	3
Statistical Analysis in Clinical Research and Nursing Practice	N635	N6333	3
		<b>Subtotal</b>	<b>17</b>
<b>Direct Care Courses</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Advanced Health Assessment	N510	N5901	3
Advanced Pathophysiology	N520	N5902	3
Advanced Pharmacotherapeutics	N530	N5903	3
		<b>Subtotal</b>	<b>9</b>
<b>Functional Area Courses for Nurse Educators</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Curriculum Development & Instructional Design	N637	N6413	3
Professional Dimensions of the Advanced Generalist Professional	N650	N6301 N6901	1
Assessment & Evaluation of Student Learning for the Nurse Educator	N636	N6412	2
Internship in Advanced Nurse Generalist	N646	N6343	3
		<b>Subtotal</b>	<b>9</b>
		<b>Total Hours</b>	<b>35</b>

\*The Essentials of Master’s Education for Advanced Practice Nursing considers a Master’s in Nursing Education degree a direct care provider role that prepares the nurse to function as a provider and organizer of the healthcare delivery process. These courses meet the requirements set forth in the Essentials document for students who may further their education as an APRN

(i.e. nurse practitioner, nurse anesthetist, nurse midwife, clinical nurse specialist). However, each advanced practice nursing program establishes its requirements with regards to transfer credits.

Master of Science in Nursing: Generalist Program

**Purpose**

The purpose of the Master of Science in Nursing: Generalist program is to provide the student with the opportunity to customize their education. The student’s educational program will consist of 20 credit hours in the foundational courses and a selection of a minimum of 14 credit hours from the direct core or functional area courses in the Nurse Educator curriculum to complete the Master of Science in Nursing: Generalist program degree requirements with a minimum of 34 credit hours.

*Program Overview*

The Master of Science in Nursing: Generalist program is a 34-credit hour program of study (credit hours may change due to course selections). The curriculum is designed to accommodate the working nurse who desires an advanced degree in nursing. Students gain admittance in the fall semester and can complete the program in six consecutive semesters, including summer terms, by taking six to seven credit hours per semester. Six credit hours per semester is considered full-time status. The program of study must be completed in five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

*Program Objectives*

Students who choose the Master of Science in Nursing: Generalist program will meet with their graduate advisor to develop program outcomes related to their chosen educational focus. The program outcomes for this program are dependent upon the courses chosen by the student from the Nurse Educator curriculum.

*Curriculum*

MSN Generalist: CIP Code: 51.3801

<b>Graduate Nursing Courses</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Theoretical Foundations of Nursing & Nursing Education	N500	N5303	3
Roles, Issues, and Public Health Policy	N600	N6303	3
Leading Change in Healthcare and Nursing Education	N610	N6313	3
Informatics in Nursing Practices & Nursing Education	N620	N6302	2
Evidence Base Practice	N630	N6323	3
Statistical Analysis in Clinical Research and Nursing Practice	N635	N6333	3
Internship in Advanced Nurse Generalist	N646	N6343	3

		<b>Subtotal</b>	<b>20</b>
<b>Graduate Nursing Electives</b>		<b>Subtotal</b>	<b>14</b>
		<b>Total Hours</b>	<b>34</b>

To complete the MSN Generalist program, the student will select from the Nurse Educator courses to complete the requirement of 34 credit hours.

Master of Science in Nursing: Prelicensure Program

Purpose

The purpose of the Master of Science in Nursing, Prelicensure program is to provide students who have received a bachelor's degree from an accredited institution and met the prerequisite 12 semester-credits of science with prescribed grades to complete this five-semester Master of Science in Nursing program.

Upon successful completion of this program, students will also be prepared to obtain licensure as a registered nurse.

*Program Overview*

The Master of Science in Nursing: Prelicensure program is a 70-credit hour program of study. The curriculum is designed to accommodate students who are highly motivated and able to assume a credit load that ranges from 9 to 16 semester credits. Students gain admittance in the fall semester and can complete the program in five consecutive semesters, including summer terms. Six credit hours per semester is considered full-time status in graduate studies. Completion of the program of study cannot exceed five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

*Program Outcomes*

Upon completion of the Master of Science in Nursing: Prelicensure program, the graduate will be able to:

1. Professional Development (Disciplinary excellence)
  - a. Obtain the knowledge, skills and attitudes required to successfully practice as a registered nurse.
  - b. Develop communication skills to effectively and safely provide and guide collaborative intra and interdisciplinary healthcare.
  - c. Integrate concepts from theoretical research from multiple fields to develop appropriate healthcare interventions.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
  - a. Use the process of evidence-based inquiry to develop, implement, and evaluate healthcare interventions, programs, and practices.
  - b. Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the systematic delivery of

- patient care.
3. Social and Ethical Responsibility
    - a. Demonstrate a commitment to social justice and advocacy for all clients (patients and students), families, and communities, including the most vulnerable populations
    - b. Analyze differences in cultural norms and healthcare practices when providing education and healthcare for aggregates of varied racial, ethnic, and socioeconomic groups.

*Curriculum*

MSN Prelicensure: CIP Code: 51.3801

<b>Semester 1</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Theoretical Foundations of Nursing & Nursing Education	N500	N5303	3
Socialization into Generalist Nursing Practice	N511	N5323	3
Health Assessment in Advanced Generalist Nursing Practice	N531	N5316	6
Informatics in Nursing Practices & Nursing Education	N620	N6302	2
		<b>Subtotal</b>	<b>14</b>
<b>Semester 2</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Common Health Alterations in Generalist Nursing Practice	N512	N5307	7
Advanced Pathophysiology	N520	N5333	3
Foundational Pharmacology for Nurse Generalist	N530	N5343	3
Roles, Issues, and Public Health Policy	N600	N6303	3
		<b>Subtotal</b>	<b>16</b>
<b>Semester 3</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Health Promotion & Communication with Patient Populations in Advanced Generalist Nursing Practice	N612	N6306	6
Evidence Base Practice	N630	N6323	3
Statistical Analysis for Clinical Research and Nursing Practice		N6333	3
Leading Change in Healthcare and Nursing Education	N610	N6313	3

		<b>Subtotal</b>	<b>15</b>
<b>Semester 4</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Women's & Children's Health in Generalist Nursing Practice	N513	N5306	6
Complex Health Alterations in Generalist Nursing Practice	N611	N6307	7
Advanced Communication Skills & Group Dynamics in Generalist Nursing Practice	N613	N6403	3
		<b>Subtotal</b>	<b>16</b>
<b>Semester 5</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Preparation for Professional Nursing Practice	N614	N6402	2
Professional Dimensions of the Generalist Professional	N650	N6301	1
Internship in Generalist Nursing Practice	N647	N6316	6
		<b>Subtotal</b>	<b>9</b>
		<b>Total Hours</b>	<b>70</b>

Post-Master's Certificate: Nurse Educator

The purpose of the Nurse Educator program post-master's certificate is to prepare current nurses who have a master's degree to build a foundation of knowledge, skills, and attitudes to prepare them for future or enhance current roles as an educator. Nurse educators function as clinical educators in a variety of healthcare settings and as academic educators in a variety of higher and post-secondary educational settings. The nurse educator designs and implements educational programs for specific populations including patients, families, community groups, nursing students, technical students, and nurses who specialize in clinical expertise.

The American Association of Colleges of Nursing defines the nurse educator as a direct care role.

Completion requirements: 23 credits\* \*\* \*\*\*

## Nurse Educator Plan of Study

<b>Nurse Educator Plan of Study</b>	<b>Old Course Number</b>	<b>New Course Number</b>	<b>Credit Hours</b>
Advanced Health Assessment	N510	N5901	3
Advanced Pathophysiology	N520	N5902	3
Advanced Pharmacotherapeutics	N530	N5903	3
Roles, Issues, and Public Health Policy	N600	N6303	3
Informatics in Nursing Practice	N620	N6302	2
Curriculum Development and Instructional Design for the Nurse Educator	N637	N6413	3
Assessment and Evaluation for the Nurse Educator	N636	N6412	2
Professional Dimensions of the Advanced Generalist Professional	N650	N6301	1
Internship for the Graduate Nurse Professional	N646	N6343	3
		<b>Total Hours</b>	<b>23</b>

\* This sequence represents the minimum credits to completion. Credits to completion will vary by student, depending on individual progress and credits transferred, if applicable.

\*\*Progression in the certificate program is dependent upon course availability.

\*\*\*The American Association of Colleges of Nursing (AACN) considers the Nurse Educator a direct care role. Advanced courses in the three P's (Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology) may be completed at Methodist College or considered for transfer credits, if applicable.

### Academic Status

#### In Good Standing

At the end of each semester, a student must have earned a cumulative grade point average of at least 3.0 to progress in a Methodist College graduate degree program.

A student is expected to earn a grade of B or better in all attempted graduate degree courses. Only one C grade is allowed in a degree program.

This 'C' grade must be repeated and can only be repeated one time.

### Academic Dismissal

A student will be academically dismissed from the College for any one of the following reasons:

- Failure to maintain a 3.0 cumulative GPA.
- Second C earned in the MSN curriculum.
- Second withdrawal from a single MSN course.
- Failure to achieve a cumulative GPA of 3.0 or higher within 2 semesters of enrollment after being granted conditional admission.
- Sanctions imposed for violations of the Student Code of Conduct.

Academic Dismissal will be posted on the student's academic record.

The student may apply for readmission to the College to resume enrollment in the graduate program one regular semester following academic dismissal. (See the Readmission Policy).

### Progression in the MSN PL Graduate Program

#### ATI (Assessment Technologies Institute) in the Graduate Nursing Program

Methodist College uses a variety of the ATI® tutorials, quizzes, practice exams, and proctored exams to help students prepare for the NCLEX-RN examination. The integration of these products continues throughout the prelicensure nursing curriculum to facilitate student learning and contribute to assessment of student mastery of the content. Methodist College has an ATI® Integration Plan, approved by Faculty, which is developed and revised as needed to be closely associated with the content of specified courses.

The ATI® testing program incrementally evaluates content mastery throughout the curriculum. Methodist College Faculty believe content mastery predicts NCLEX® success and the ATI® products and tests are valuable tools to prepare students for NCLEX® success and future practice. Students can assess their own knowledge and tailor their further review of content areas by completing ATI® assignments and taking ATI® examinations. Consistent use of ATI® tutorials and testing integrated throughout nursing courses is expected to provide the student with the most benefit. Students are expected to complete assigned ATI® tutorials and learning modules as outlined in nursing course syllabi and course information.

Students are expected to complete assigned ATI® tutorials and learning modules as outlined in nursing course syllabi and course information. Students are required to take all ATI® practice and proctored test(s) associated with nursing courses that have ATI as part of the course. In preparation for required ATI® proctored tests associated with specific clinical nursing courses, students will be required to complete non-proctored practice tests, consistent with instructions provided within the course syllabus. Documentation of achievement and remediation on the practice tests will be required, as per course syllabus instructions, prior to taking the required proctored ATI® test. All practice tests may be taken more than once to gain more insight into the content, but only the first score will count towards the ATI® grade (consistent with instructions provided within the course). Remediation is the key to assuring students have gained all the content knowledge needed to be successful on the NCLEX-RN licensing exam. The rubric faculty will be using starting in Spring 22 is available in nursing courses that have ATI as part of

the course. The ATI will be worth 10% of the total course grade. Included in this grade will be the proctored and practice tests. Each practice and proctored exam will require a focused review (remediation) to be completed for points toward the 10%. Following the guidelines provided, students are increasing their chances of success on the future NCLEX-RN.

### Grading Scale for Graduate Programs

In the clinical courses, (N5307, N5306, N6307, N6306, N6316) the student is required to have a cumulative average of 77% on all course exams. In these courses the grading scale will be as follows:

#### Grading Scale

- A=93-100%
- B=85-92%
- C= 77-84%
- D= 69-76%
- F=below 68

All non-clinical graduate nursing courses the grading scale is as follows:

#### Grading Scale

- A=90-100%
- B=80-89%
- C= 70-79%
- D= 60-69%
- F=below 60



## **Course Descriptions**

Throughout this section of the Catalog, you will see abbreviations in **BOLD**. These abbreviations indicate which elective, minor, or other requirement that the course will fulfill.

<b>AH</b>	Arts & Humanities	<b>MS</b>	Math & Science Elective
<b>BS</b>	Behavioral Science	<b>NE</b>	Nursing Elective
<b>DEI</b>	Diversity, Equity, Inclusion	<b>SL</b>	Service Learning
<b>FA</b>	Fine Arts Elective	<b>SS</b>	Social Science Elective
<b>HS</b>	Health Science Minor	<b>SW</b>	Social Work Elective
<b>HU M</b>	Humanities Elective	<b>UD</b>	Upper Division Elective
<b>LD</b>	Lower Division		
<b>LP</b>	Life/Physical Sci.		

### Accounting

#### ACT101 Financial Accounting and Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course introduces the current financial environment in which providers operate and the fundamentals of financial accounting with an emphasis on concepts that are critical to decision making. These topics include financial statement analysis, accounting and managerial control of cash, accounts receivable, inventory and budgeting. The course presents accounting as both a general system and a health-related system for financial reporting. **LD, MS**

### Art

#### ART101 Visual and Performing Arts

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

A study of modern and contemporary art and its relationship to other art disciplines (i.e. music, theater, writing, and film) and to the broader culture in general. Participation in music recitals, theater productions, and art exhibitions within the community are required. **LD, FA, AH**

#### ART102 The Renaissance Artist: Exploration, Discovery, and Permanent Impact

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course provides a broad introductory study of art and artists during Renaissance Italy, placed in the broader context of the political and religious climate of the day. Students will also explore contemporary art, and be required to attend a contemporary art exhibition, within the community. The similarities and differences between these two times periods will be explored, both visually and conceptually. **LD, FA, AH**

#### ART209S Introduction to Studio Art

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course provides an overview of contemporary art practices and topics, as well as an introduction to creative artmaking. Students will be introduced to numerous mediums: graphite pencils, pens, paper collage, found objects, photography, and nontraditional media. Students will also investigate communication methods, such as writing, speaking, and directed research, to articulate the concept accompanying their original creations. The course includes weekly projects and one writing assignment, which will be included in Methodist College's program for accessing undergraduate student learning outcomes. **LD, FA, AH**

#### ART301 Dissecting the Body: An Artistic Journey

3 Credit Hours (3 Theory Hours)

*Prerequisite: ART101 or ART102 or an equivalent*

This course provides an in-depth exploration of rendering the human body, drawing from medical images, realistic depictions, and abstract creations. Students will be introduced to numerous mediums: graphite, collage, colored pencil, marker, and nontraditional media; as well as investigate

successful methods, such as writing, speaking, and directed research, to articulate the concept accompanying their original creations. **UD, FA, AH**

### **Astronomy**

#### AST101 Introduction to Astronomy

3 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course introduces students to an examination of astronomy's history—its legends, their contributions to our current understanding of the universe—and current scientific and technological discoveries that reinforce the significance of astronomical inquiry and knowledge. Course instruction and lab activities focus on providing students with a broad understanding of the discipline of astronomy and its impact on contemporary issues and events. **LD, LP, MS**

### **Behavioral Health**

#### BH200 Holistic Health and Healthcare

2 Credit Hours (2 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course introduces the learner to an integrative approach to healthcare in which the body, mind and spirit comprise an integrated whole. The course approaches holism from a systems perspective and applies the concept of holism to both the client system and the caring role, emphasizing the multidimensional role of the healthcare provider within the concept of care. The healthcare role dimensions are explored within the context of the physical, psychological, sociocultural, developmental, and spiritual dimensions and needs of the client system. **LD, HS**

### **Biology**

#### BIO095 Fundamentals of Biology and Chemistry

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course is designed to provide a general introductory background into chemistry and biology to help prepare students in their study of anatomy and physiology and beyond. The part focusing on general chemistry covers density,

atoms and the formation of molecules, shapes of molecules, chemical reactions, the gas laws, solutions, acids and bases, pH, and radiation. The part focusing on biology covers cell structure, basic metabolic processes within the cell, cellular energetics, the functioning of enzymes, mitosis, meiosis, DNA and RNA, protein production, and mutations. The course includes both lecture and lab.

The primary goals for this course are to introduce important chemical and biological concepts, begin to explore and understand the interconnections between structure and function in the biological world and to build a strong foundation of information for students to carry forward in future biology and health profession courses. Students can repeat the course once.

#### BIO100 Introduction to Biology

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course is designed to provide a broad introductory background in the biological sciences to help prepare students in their study of anatomy and physiology and beyond. The focus is on cell structure, basic metabolic processes within the cell, cellular energetics, the functioning of enzymes, mitosis, meiosis, gene theory and gene control as well as cell division, cell differentiation and genetics. Differences between pro- and eukaryotic cells will be emphasized. Medical terminology will be introduced. The course is made up of lecture and lab with the lab being an integrated part of the course. The primary goals for this course are to introduce important biological concepts, begin to explore and understand the interconnections between structure and function in the biological world and to build a strong foundation of information for students to carry forward in future biology and health profession courses. **LD, LP, MS**

#### BIO103 Plants and Society

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

The history of human civilization is closely associated with plants. We depend on them for food, shelter, clothing, fuel, and medicine. This

course is an introduction to the history of plant domestication, past and present, and the current roles of plants in our society. It discusses such topics as the place of plants in the environment, the uses of plants in industry and medicine, the role of plants in food production, and the numerous other ways that plants contribute to the quality of our lives. The course will explore in depth, topics such as genetically modified organisms (GMOs) and medicinal and psychoactive plants. The course will also explore some important algae and fungi used for commercial and medicinal purposes.

This course takes a contemporary approach, where we learn content in the context of real-world case studies and experiments, and will build your ability to communicate scientific information and perspectives on current issues. **LD, LP, MS**

#### BIO104 Introduction to the Human Body

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course is designed for students who need a basic understanding of anatomy and physiology, the interrelationships between structure and function, and the effect of disease on body systems. Basic anatomic and medical terminology will be practiced throughout the course. **LD, LP, MS**

#### BIO109I Special Topics: Introduction to Genetics-Inheritance & Mutations

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course focuses on the basics of genetic inheritance, the influence of mutations, and gene-environment interactions. Heritability of behavior will be investigated. To make real-world connections, pedigrees will be analyzed with the purpose to identify health risks, genetic disorders with on-sets across the life span will be examined, and the genetic impact on common health problems will be explored. The impacts of genetic testing will be discussed.

This course has a laboratory component which highlights the connection between DNA and gene

expression, showcases heredity patterns, allows the student to identify mutations on DNA and chromosomal levels, and gives an introduction to gene mapping. **LD, LP, MS**

#### BIO109M Special Topics: Microbes and Society

3 Credit Hours (2 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

Microbes play many roles in our lives ranging from agents of disease and bioterrorism to vehicles of biotechnology and agricultural advancement. This course will introduce students to the fascinating and important roles of microbes in everyday life including roles in public health, environmental science, agriculture, and biotechnology. Laboratory exercises will examine the use of microbes in the production of common food products. **LD, LP, MS**

#### BIO111 The Human Body: Structure & Function I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course studies structural relationships of the body at the molecular, cellular, tissue, organ, and system levels with an emphasis on the integration of human function. *This course does not fulfill the anatomy and physiology requirement for prelicensure nursing programs.* **LD, LP, MS**

#### BIO112 The Human Body: Structure & Function II

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisites: BIO111*

This course is a continuation of BIO111 that studies the structural and functional relationships and interdependence of body systems. *This course does not fulfill the anatomy and physiology requirement for prelicensure nursing programs* **LD, LP, MS**

#### BIO200 Introduction to Animal Biology

4 Credit Hour (3 Theory Hours, 1 Lab Hour)

*Prerequisite: BIO100*

This course provides a foundational understanding of the basic structure, ecology, evolution, life history, and diversity of animal groups. **LD, LP, MS**

### BIO201 Microbiology

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: One semester qualifying college laboratory course in a biological science.*

This course will demonstrate to the student the fundamental aspects of microbes as pathogenic agents: their structure, physiology, genetics, interaction with humans, activities as etiological agents of disease.

Their importance in the food industries and in their pharmaceutical and environmental control will also be covered. **LD, LP, MS**

### BIO205 Anatomy and Physiology I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Transfer coursework in biology or chemistry equivalent to BIO100 or CHM100 or higher, appropriate placement score, or completion of BIO095 with a grade of C or better or administrative approval*

This course is the first in a two-semester sequence and examines in depth the relationships between structure and function of the human body. Lecture topics include cells, tissues, integumentary system, skeletal system, muscular system, and the nervous system.

Relationships of the body at the molecular, cellular, tissue, organ, and system levels with an emphasis on the integration of human function are studied.

The BIO 205 laboratory complements the lecture by focusing on the anatomy of the human body. Structural relationships of the body will be explored at the cellular, tissue, organ, and organ system levels using microscopy, organ models, and full body models. Sketching of viewed materials, labelling of photographs and drawings as well as conducting dissections and interpreting experimental results will be the means of learning. The material will be solidified through case study analysis.

There will be one laboratory session per week.

**LD, LP, MS**

### BIO206 Anatomy and Physiology II

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: BIO205*

This course is a continuation of BIO205 that studies the structural and functional relationships and interdependence of body systems. Lecture topics include the endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. Blood, nutrition, and metabolism, as well as water, electrolyte and acid-base balances are discussed. Completing a written research project on an anatomical or physiological disorder will be part of the course.

The BIO206 laboratory complements the lecture by focusing on the anatomy and physiological processes of the human body. Microscopy, organ models, simulation experiments, BioPac data collection and case studies will be utilized. Sketching of viewed materials, labelling of photographs and drawings, data analysis and conducting dissections will be the means of learning. **LD, LP, MS**

### BIO300 Molecular and Advanced Cell Biology

3 Credit Hours (3 Theory Hours) *Prerequisite:*

*BIO100 and CHM101 Corequisite: CHM102*

In this course, students become familiar with the fundamental processes within the cell on the molecular level. The emphasis is on the eukaryotic cell. Mechanisms such as DNA replication, RNA synthesis, protein formation, and energy production are highlighted. Structures of individual cell parts such as that of the cytoskeleton and of the cellular compartments will be connected to their functions, and processes such as transport of substances across the membrane and cell signaling will be analyzed. Finally, the healthy cell will be compared to a cancerous cell. **UD, LP, MS**

### BIO301 Human Genetics

3 Credit Hours (3 Theory Hours)

*Prerequisite: BIO205 or BIO206*

This course is designed to guide the learner in developing a knowledge base in genetics, especially as it relates to humans, and the recent advancements due to genomics. The student will learn critical

thinking with case studies, and practice real genetic problems of diseases which have a clinical reality. **UD, LP, MS**

### BIO302 Immunology

3 Credit Hours (3 Theory Hours)

*Prerequisite: BIO206 and BIO201*

Immunology, the study of the body's specific and nonspecific defense reactions, is a basis for a more thorough understanding of anatomy and physiology, microbiology and biochemistry. Immunological techniques, tests and principles are now used in almost every clinical arena and invaluable to allied health students. This course is intended to give the student the fundamental components of immune reactions such as genetics, cell biology, structure and activity of receptors, antigens, antibodies, cytokines, etc. In addition, it will also relate these fundamentals to etiological agents and diseased states through the active use of case studies and clinical information/results.

**UD, LP, MS**

### BIO303 Medical Microbiology

3 Credit Hours (3 Theory Hours)

*Prerequisite: BIO201*

This course will focus on mechanisms of microbial pathogenesis and the host response, and the scientific approaches that are used to investigate these processes. Topics include the role of pathogens in the development of the human immune response, symptoms of disease caused by microbial infections, and the diagnosis and treatment of microbial infections.

Students will investigate various bacterial, viral, fungal, and protozoan diseases using a case study format. **UD, LP, MS**

### BIO304 Bacteriology

3 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisites: BIO100, BIO201, and CHM102*

*Pre- or Corequisite: CHM200*

This course is structured for the learner to acquire a comprehensive knowledge about bacterial classification, taxonomy, and systematics. Basic principles of bacterial ultrasonic importance of

bacteria with respect to agriculture, medicine, and industry. **UD, LP, MS**

### BIO305 Industrial Fermentation and Microbiology

3 Credit Hours (2 Theory Hours, 1 Lab Hour)

*Prerequisite: BIO201*

This course examines the commercial use and large-scale cultivation of microorganisms to produce natural products of environmental and social importance. Laboratory exercises involving real world application of microbial fermentation processes. **UD, LP, MS**

### BIO400 Pathophysiology

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisites: BIO095 or BIO100, BIO206, & BIO201*

This course focuses on the alteration in physiology and the pathogenesis of structure and function of the human body leading to disease. The manifestations of disease states are discussed. In addition, body system interactions are analyzed regarding the maintenance of physiological homeostasis during disease/altered states. **UD, LP, MS**

### BIO401 Virology

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisites: CHM302, BIO300 Corequisite: CHM303*

This course focuses on viruses that impact human health. The processes of viral entry into the cell, replication, assembly, and release from the host cell will be analyzed for a variety of viruses. Criteria for the classification of viruses will be established. A special emphasis will be on the survival and spread of pathogenic viruses, their impact on host cells, and the response of the immune system to viral infection.

The course will highlight the impact of antiviral drugs and vaccinations and will introduce the students to the multiple potential uses of viruses in the cure of human diseases. An important subtopic of the course is the examination of viruses in animals.

The BIO401 laboratory complements the lecture by focusing on viral structures, methods of characterization and quantification of viruses, the neutralization of viruses by antibodies, and the inhibition of viruses by antiviral substances. **UD, LP, MS**

#### BIO402 Radiation Biology

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisites: BIO206 and BIO300 Pre- or Corequisite: CHM300*

This course focuses on the impact of radiation on living cells. Different factors that modulate this impact as well as cellular responses will be examined. Special attention will be given to pathologic effects on different tissues as well as on the formation of genetic mutations and on the development of cancer. The use of radiation in diagnostics and therapy will be discussed. Additionally, students will research applications of radiation.

The course has a lab component in which students investigate the impact of different types of radiation on cell culture and examine the impact of different types of shielding. Students will explore the usefulness of radiation in diagnostics and therapy. Students will be trained in basic requirements related to radiation safety. **UD, LP, MS**

### **Chemistry**

#### CHM100 Foundations of Chemistry

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course is a one-semester survey of General, Organic, and Biochemistry with the goal to provide fundamental chemistry knowledge to nursing students in preparation for higher level courses. It covers atomic structure, chemical reactions and bonding, solutions and pH, nuclear chemistry and radiation, organic functional groups, and compounds of physiological importance. The course consists of lectures and an integrated lab. The primary goals for this course are to introduce important chemistry concepts which then provide a solid foundation for the understanding of physiological processes in the

cell and body as well as for the action and interaction of therapeutic medications and treatments. **LD, LP, MS**

#### CHM101 General Chemistry I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Pre- or Corequisite: MAT102*

This course is the first in a two-semester sequence and examines the fundamental principles governing the behavior of matter. Topics include atomic structure, types of reactions, chemical bonding, solutions, gases, thermochemistry, and reaction rates.

The CHM101 laboratory presents hands-on laboratory exercises that are complimentary to the lecture material. Students will examine the physical and chemical properties of matter, perform diverse chemical reactions, study the behavior of gases, determine molecular geometries, and investigate intermolecular forces. A report sheet that covers the experiment will be completed and turned in after every laboratory exercise. **LD, LP, MS**

#### CHM102 General Chemistry II

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisites: CHM101 with a grade of C or higher*

This course is a continuation of CHM101 and emphasizes chemical equilibrium, acids and bases, ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and a survey of the elements.

The CHM102 laboratory will focus on acid-base chemistry, redox chemistry, thermodynamics, and reaction kinetics. Equilibrium constants will be determined. Through qualitative analysis, cations and anions in a mixture will be separated and identified. Radioactivity will be addressed in detail. **LD, LP, MS**

#### CHM110 Foundations of General, Organic and Biological Chemistry

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: Admission to Methodist College*

This course is a one – semester survey of General, Organic, and biological chemistry. The course is

designed to provide a general introductory background into biological chemistry to help prepare students in their study of anatomy and physiology, microbiology, and beyond. The primary goals for this course are to introduce important chemical and biological concepts, begin to explore and understand the interconnections between structure and function in the biological world and to build a strong foundation of information for students to carry forward in future biology and health profession courses. The course includes lecture and lab.. **LD, LP, MS**

#### CHM200 Organic Chemistry I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: CHM102*

This course is the first in a two-semester sequence and examines the nomenclature, structure, properties, synthesis, and reaction mechanisms of alkanes, alkyl halides, alkenes, aromatics, and conjugated systems.

Stereochemistry is emphasized. The course addresses structure in connection to stability, stability-reactivity principles, acid-base chemistry, resonance, conjugation, and aromaticity.

The CHM200 laboratory complements the lecture by focusing on the nature and reactivity of organic chemical compounds. Synthesis of specific organic compounds will be designed and executed. **LD, LP, MS**

#### CHM201 Organic Chemistry II

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: CHM200*

This course is a continuation of CHM200 Organic Chemistry I and studies the structure, nomenclature, properties, reactions, reaction mechanisms, and synthesis of carbon compounds that contain oxygen and nitrogen.

Reaction mechanisms are emphasized. The impact of structure, stability, and acid-base chemistry on reactivity is included. The course also focuses on product prediction, synthesis design, and the development of retrosynthesis skills. The role of spectroscopy in compound identification is addressed.

The CHM201 laboratory complements the lecture by focusing on compound structure, compound identification, and reactivity under different conditions. Reaction mechanisms will be examined. The interpretation of spectroscopic data will be practiced. **LD, LP, MS**

#### CHM301 Organic and Physiological Chemistry

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: CHM100*

This course is designed to provide a foundational knowledge of organic chemistry and biochemistry as it is applicable to the nursing student. The structure of different classes of compounds and their reactions will be discussed. Topics such as pain control, dietary supplements, action of hormones and neurotransmitters, basic metabolism, foundations of blood typing, as well as the effectiveness of sanitation, anesthetics, and drugs will be correlated to chemistry. Molecular foundations of disease will be introduced. Students who complete this course will have a better understanding of pathophysiological processes within the body and the action of medication upon the body. **UD, LP, MS**

#### CHM302 Biochemistry I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: CHM201*

This upper division course is the first in a two-semester sequence. It provides advanced knowledge of the structure, functions, and diversity of proteins, nucleic acids, lipids and carbohydrates. Chemical and physical foundations important for biochemical processes, as well as the impact of water are highlighted. Biological membranes and their functioning and various forms of bio-signaling will be investigated.

The CHM302 laboratory complements the lecture by focusing on protein purification and identification, enzyme kinetics studies, nucleic acid quantification and restriction mapping. Methods applied will include SDS electrophoresis, native zone electrophoresis, diverse forms of chromatography, and molecular modelling. **UD, LP, MS**



### CHM303 Biochemistry II

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: CHM302*

This course is a continuation of CHM302 Biochemistry I. The course focuses on bioenergetics and metabolism. Topics include biochemical reaction types and thermodynamics. Catabolic and anabolic pathways for carbohydrates, lipids, and proteins and their regulation are emphasized. Processes such as oxidative phosphorylation and nitrogen metabolism are highlighted. Special attention is given to the regulation of mammalian metabolism through hormones.

The CHM303 laboratory focuses on independent research work by the student. The students are expected to professionally present their research work. **UD, LP, MS**

### **Communication**

#### COM101 Public Speaking and Presenting

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

COM101 is an introductory arts and appreciation course in the Methodist College's LENSES/General Education program. The course combines communication theory with practice of oral communication skills. It instructs students in how to become aware of the influence culture has on human communication and it also provides them with tools to become effective communicators. The course includes the production of up to three public speeches, speeches incorporating visual aids, and a group presentation.

### **Economics**

#### ECN101 Economics Principles and Systems

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course is a general overview of economic systems. It examines the assumptions and metric underlying economic theories, including an analysis of micro issues (utility, supply and demand, and product and resource pricing) and macro issues (national income accounting,

employment theory, and fiscal and monetary policies). All over the world, countries are undertaking economic reforms (often called "globalization" or "structural adjustment policies") that their leaders believe will provide their citizens with lower unemployment and higher living standards. While the focus is primarily upon American economics and its effect upon health care delivery, non-American case studies are included from economies such as China, Japan, South Africa, Sweden, Luxembourg, Switzerland, Germany, some Eastern European countries, Russia, New Zealand, Saudi Arabia and Mexico for comparative analysis. **LD, SS**

### **English**

#### ENG100A Reading & Writing Lab

1 Credit Hours (1 Theory Hour) *Corequisite: ENG100B and ENG101*

ENG100A is a skill-building lab focused on the reading and writing skills a student needs to be successful upon entering college. It instructs students in how to read effectively and write successfully to begin academic work at the college level. The lab is taken as a supplement to ENG101, and therefore, must be taken in tandem with ENG101 as a corequisite. The lab will provide instruction as well as tutoring.

#### ENG100B Writing Conventions Lab

1 Credit Hour (1 Theory Hour)

*Course Corequisites: ENG100A and ENG101*

ENG100B is a skill-building lab focused on the writing conventions of grammar, spelling, punctuation, and sentence structure skills a student needs to be successful upon entering college. It instructs students in how to write clear, cohesive, and comprehensible sentences and paragraphs, read effectively and write successfully to begin academic work at the college level. The lab is taken as a supplement to ENG101, and therefore, must be taken in tandem with ENG101. The lab will provide instruction as well as tutoring.

#### ENG101 College Composition

3 Credit Hours (3 Theory Hours)

*Prerequisite: Appropriate placement or ENG090*

This course is an introductory college writing course in Methodist College's LENSES/General Education program. It instructs students in how to read critically and write effectively at the college level. The course includes the production of four to six compositions totaling 4,000 words.

#### ENG201 Disciplinary Composition

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG101*

This course is a discipline specific, advanced college writing course in Methodist College's LENSES/General Education program. It instructs students in how to use electronic search strategies, read scholarly texts critically, analyze and evaluate discipline specific research and texts, and write effectively in styles appropriate for the Health Sciences and at the college level. The course will focus on APA style and format, various purposes and audiences in the Health Sciences. The course includes the production of four to six documents totaling 5,000 words and an APA composition.

#### ENG250 Writing for the Health Professions

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG101*

This course is a discipline specific, advanced college writing course in Methodist College's LENSES/General Education program. It instructs students in how to effectively communicate through writing in styles appropriate for their discipline at the professional level.

#### ENG301 Finding Yourself Somewhere Else: Navigating Wonderland

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG101*

This course is an advanced English course in Methodist College's Arts and Sciences curriculum. Understanding yourself is only possible by comparing and contrasting "the self" with "the other." This course utilizes a comparative methodology through which students identify and analyze the realities of the "self-culture" by studying it in contrast to that of a second, "other culture." This journey of exploration and cognition, facilitated and enhanced through

writing, will also include defining and analyzing "the self" and the "the self as other." Through research, travel, descriptive narrative, and reflective writing, this course allows students to "find themselves somewhere else." This course includes several projects and writings. **UD, AH, HUM, DEI**

#### **Gerontology**

##### GER300 Biophysical Aspects of Aging: Health Promotion and Wellness

4 Credit Hours (4 Theory Hours)

*Prerequisite: Admission to Gerontology Certificate Program*

This course will provide a foundation of normal aging processes and assessment of the older adult. The student will be provided the opportunity to explore physical changes related to aging and health – wellness perspective as related to the aging process. The student will develop health promotion strategies to assist the older adult in achieving optimal health and well-being. The student will be introduced to a variety of assessment tools and measurements of functional, cognitive and mental status that may be utilized in working with the older adult population. **UD, BS, SS, SW**

##### GER310 Social Gerontology: A Multidisciplinary Approach

3 Credit Hours (3 Theory Hours)

*Pre- or Corequisites: Admission to Methodist College*

This course explores changes in society and the impact on aging and older adults with an emphasis on concepts related to successful aging. This course will explore models of care as these affect older adults.

Concepts related to successful aging in older adult populations will be explored. The student will integrate social, economic, cultural, spiritual, and ethnic factors/principles into both adult development and aging. The student will be introduced to public policy and how it affects the aging population. **UD, BS, SS, SW**

##### GER320 Aging and Mental Health

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to Methodist College*

This course is offered to provide the student with an introduction to psychosocial and mental health aspects of aging. This clinically oriented class will examine concepts, issues and research relevant to working with older adults. This course is not intended to qualify the student as an independent gerontological practitioner. It will provide familiarity with psychosocial assessment and intervention strategies. Students will become familiar with the behavioral, cognitive and emotional changes that are associated with the aging process. **UD, BS, SW**

GER350 Independent Project/Practicum in Gerontology

4 Credit Hours (1 Theory Hour, 3 Practicum Hours)

*Prerequisite: GER320*

This course provides the student with an opportunity to explore and prepare for an expanded role as a geriatric care specialist. To facilitate this process, the student, in the final semester of the Certificate in Gerontology Program, will complete a project within a clinical or community setting which will allow the student to demonstrate knowledge, skills and abilities learned within this program. The practicum will assess students' fundamental knowledge about gerontology and their ability to apply and integrate this background information, key clinical information and an understanding of important issues in aging to work and care settings. Students enrolled in this course will work closely with a full-time faculty member (faculty preceptor) to fully explore the important addition of an understanding of the basic principles of gerontology to work in the healthcare and human services sectors. **UD, NE, SW**

**Health Sciences**

HS160 Medical Terminology for the Health Sciences

2 Credit Hours (2 Theory Hour)

*Prerequisite: Admission to Methodist College*

This course introduces the learner to terminology in relationship to body systems, medical conditions, diagnoses and disease processes, and medical procedures. **HS**

HS200 Introduction to Informatics for the Health Professions

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG101*

This course will introduce students to lower-level informatics as it applies to computer applications and information systems in healthcare. Students will explore general computer information, healthcare information systems and specialty applications. Major themes of privacy, confidentiality and information security are presented throughout the course. Ethics, evidence-based practice, and various channels of electronic and digital communication will be studied. Basic computer knowledge and skills will be utilized during this course. **HS**

HS220 Interdisciplinary Allied Health

3 Credit Hours (3 Theory Hours)

The term Allied Health is used to identify a collection of health professions. There are 5 million allied health care providers in the U.S., who work in more than 40 different professions and represent approximately 60% of all health care providers. These providers work either directly or indirectly with patient health providing constant assessment of the patients needs. As our population shifts and changes the need for allied health workers will grow. **HS**

HS304 Transcultural Healthcare

*(Cross-listed with N304)*

3 Credit Hours (3 Theory Hours)

*Prerequisites: For BS: HCM and BSHS majors: PSY 101, SOC 101 and sophomore class standing. For Nursing majors, successful completion of lower division coursework.*

This course will increase the learner's understanding of cultural influences upon the students and clients (individuals, families, groups, and community) perceptions, values, and beliefs concerning health, illness, and healing. Meanings

associated with cultural phenomenon, traditions, practices, and rituals will be explored to provide a context to clients' responses to health, health challenges, and healthcare. In addition, the learner will develop an increasing awareness of the critical role a person's culture plays in maintaining, retaining, or attaining wellness. **HS, DEI, SL**

#### HS305 Healthcare Systems/Organizations

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to BS: HCM or BSHS program, HS200, and sophomore class standing.*

This course traces the evolution of the U.S. healthcare delivery system over the last century with a focus on the structure and function of the contemporary managed care system. The course examines a wide range of external factors (social, political, economic, legal, and technical).

#### HS306 Health and Healthcare Systems

3 Credit Hours (3 Theory Hours)

*Prerequisite: Completion of Arts and Sciences core courses at the 100 and 200 course levels and sophomore status*

This course is designed to introduce students from both HS tracks to the fundamental characteristics of healthcare systems; the organization, financing, and delivery of services in the US healthcare system; the role of prevention and other non-medical factors in healthcare outcomes (including population health outcomes); key management and policy issues in contemporary health systems; and the process of public policy development and its impact on the prospects for health system improvement. **SL, HS**

#### HS311 Trends and Reform in Healthcare

2 Credit Hours (2 Theory Hours)

*Prerequisite: Admission to a BSHS degree program, HS310, and sophomore status*

This course is designed to introduce students to a range of issues related to health and healthcare in the United States. Course content will give students the opportunity to explore differing perspectives as they develop a deeper understanding of the issues and enhance their

research and communication skills. The course will enable students to analyze and evaluate evidence regarding controversial issues and allow them to develop and practice skills in formulating and writing well-informed, well-articulated arguments and reflections.

#### HS312 Principles of Management in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG201 and sophomore status*

This course defines, explains, and explores the customary activities of the manager in healthcare - planning, organizing, decision making, staffing, motivating and budgeting. These activities are presented with detailed examples drawn from a variety of healthcare settings. Students will learn proven management concepts, techniques, models and tools for managing individuals or teams. **HS**

#### HS320 Law and Ethics in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisites: ENG101*

The planning and delivery of healthcare is strongly affected by legal issues and ethical aspects of professional roles and care delivery in various settings. Basic legal and ethical principles will be presented and applied to selected scenarios to illustrate the role that the law and ethics have on healthcare practice. The regulation of healthcare at national and state levels will also be reviewed. **HS**

#### HS321 Strategic Management in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG101 & HS312*

The course focuses on the inputs and processes associated with strategic planning, and the role of stakeholders in developing an effective strategic plan. Strategic management and program planning in the context of current economic and market conditions will be discussed and students will formulate practical implications based on current literature.

#### HS325 Healthcare and Aging

3 Credit Hours (3 Theory Hours)

This course is designed to sharpen career skills by applying managerial knowledge to the care of the

elderly and aging patient. Physical, emotional, and mental changes, finance, facilities/environment, regulations and organizations specific to aging are covered.

HS330 Quality Assurance and Financial Management in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisites: HS310, ECN101, ACT101 and sophomore status* Healthcare organizations are committed to improving the quality and safety of services both to achieve their missions and to comply with various regulatory requirements. This course will review the major sources of quality and safety standards, present some of the major approaches to improving quality and safety and discuss the role of all healthcare workers in creating a culture of safety. Leadership implications of the quality and safety of the environment, movement, and handling will be explored. This course also examines selected administration practices to prepare students for management roles including budget and finance. Considerations of differences between for-profit and not-for-profit organizations will be discussed.

HS363 Research in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisites: ENG101*

This course focuses on the beginning level competencies the learner needs to use the process of scientific inquiry as the basis for professional practice. A general understanding of qualitative and quantitative research is provided. The learner will critically read and analyze healthcare research studies, while examining ethical implications of research.

HS410 Evidence Based Practice in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisites: HS310, HS320, and sophomore status*

Evidence-Based Practice (EBP) is a thoughtful integration of the best available evidence, coupled with clinical expertise. As such it enables health practitioners of all varieties to address healthcare questions with an evaluative and qualitative

approach. This course allows the learner to assess current and past research, clinical guidelines, and other information resources in order to identify relevant literature while differentiating between high-quality and low-quality findings. The learner is provided the opportunity to utilize the five steps of the EBP model in exploring a healthcare question.

HS420 Education in Health and Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisites: HS304, HS310, COM101, and sophomore status*

This course is offered to introduce the student to strategies for more effective health teaching as an intervention for promotion and maintenance of health as well as strategies to be applied to teaching and learning in healthcare occupations. Theories of adult learning will be introduced as well as good practices in both health education and healthcare education. Health literacy and curriculum development will also be content topics.

HS425 Operations Management in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisites: ENG101 & HS312*

This course examines and applies management tools to healthcare systems and evaluates innovative new models of healthcare delivery. The course is organized around four key modules: (1) designing healthcare delivery systems, (2) capacity planning and decision making under uncertainty, (3) process failure, learning and improvement, and (4) innovations in healthcare.

HS431 Health Policy and Professional Leadership

*(Cross-Listed with N431 and SW431)*

3 Credit Hours (3 Theory Hours)

*Prerequisites: For BS: HCM & BSHS majors, HS304; for BSN students, N361; for BSW students, SW170 & SW270*

This non-clinical course is designed to ensure that the baccalaureate- educated student has a solid understanding of the broader context of healthcare, including how patient care services are organized and financed, and how reimbursement is structured. The learner will develop an understanding of the

identification of healthcare issues, how healthcare policy is both developed and changed, and how that process can be influenced through the efforts of healthcare professionals, government, the laity and special advocacy groups. Emphasis is placed on the professional healthcare role as a Member of the Profession.

HS432 Primary, Secondary and Tertiary Healthcare Organizational Management

3 Credit Hours (3 Theory Hours)

*Prerequisites: HS312, HS330, HS429, & PSY310*

This course is designed to prepare the student for the Internship practicum course. Building upon the student's basic knowledge of the functions of healthcare organizations and systems, this course focuses on specific topics and issues of management associated with ambulatory care services (primary), hospitals (secondary), and long-term care facilities. For each delivery setting, students will explore financial issues, governmental rules and regulations, approval or accreditation, reimbursement and third-party payers, and human resources topics and issues.

HS440 Leadership for Healthcare Professionals

3 Credit Hours (3 Theory Hours)

*Prerequisite: HS431*

This course focuses on leadership and managerial roles and responsibilities, with particular emphasis on organizational design, theory, and behavior. Human resource management, team leadership, and strategies for promoting employee motivation, loyalty, and productivity will be discussed. Other topics to be discussed include financial and budgetary considerations, public relations, marketing, and quality and productivity.

HS455 Healthcare Management Internship I

6 Credit Hours (2 Theory Hours, 4 Practicum Hours)

*Prerequisite: ENG101, HS312, HS321, HS421 & HS4463; Corequisite: HS462*

This course provides the student with the opportunity to integrate and apply previously learned healthcare management knowledge and skills in one or more healthcare organizations. The

student will become part of a healthcare organization, working closely with professional managers. The student, faculty member, and preceptor will mutually agree on the management area of student and the practicum setting.

HS462 Collaboration and Human Resource Management

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG101 and HS312*

This course will examine selected administration practices to prepare students for human resource management roles in healthcare environments including supervision and management of personnel, unions, strategic planning, departmental organization, and goals, and plans of operation. This course also will present a model for interacting with healthcare personnel with consideration of roles, expectations, team building, and communication. **SL, HS**

HS463 Financial Management in Healthcare

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG101 and HS312*

This non-clinical course is designed to ensure that the baccalaureate-educated student has a solid understanding of the broader context of health care, including how patient care services are organized and financed, and how reimbursement is structured. The learner will develop an understanding of the identification of healthcare issues, how healthcare policy is both developed and changed, and how that process can be influenced through the efforts of healthcare professionals, government, the laity and special advocacy groups. Emphasis is placed on the professional healthcare role as Member of the Profession. **HS**

HS490 Special Topics Seminar in Healthcare Management

2 Credit Hours (2 Theory Hours)

*Corequisite: Any of the Healthcare Management Internships*

This course provides the student with an opportunity to further explore topics, issues and trends relevant to healthcare management in which the student has a particular interest. Course expectations include extensive reading of scholarly

professional journal articles and/or credible books on the subject of interest and a written summary/synthesis of findings. The student also will be required to use the written paper as a basis to make a presentation in class.

#### HS4602 Internship Preparation

2 Credit Hours (2 Theory Hours)

*Prerequisite: Senior standing and approval for internship placement* This course is designed for professional preparation and development prior to a student enrolling in Internship (HS4604). This course will examine relevant topics including but not limited to the following: Professionalism in the workplace, healthcare management standards and practices, and the development of career-based resources. Policies and procedures of HS4604 are reviewed.

#### HS4604 Healthcare Management Internship

4 Credit Hours (4 Practicum Hours)

*Prerequisites: HS4602*

This course is a supervised educational experience in a healthcare organization that serves as the culmination of the student's study of Healthcare Management. This course is designed to provide students with an in-depth learning experience where they can apply health care management theories and principles in a specific health care setting. The student, faculty member, and preceptor will mutually agree on the management area of study and the practicum setting.

### **History**

#### HST101 Eastern and Western Religions

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College* This course is a humanities course in the Methodist College's LENSES/General Education program. The course studies both Western and Eastern religions from an historical perspective that highlights the development and tradition of each. The students will also explore currents mode of worship developed within major religious traditions, such as Buddhism, Christianity, Confucianism, Islam, Judaism, Hinduism, Taoism,

etc. The students will produce up to four papers and presentations. **LD, HUM, SW, DEI**

#### HST301 Suffering and Forgiveness

3 Credit Hours (3 Theory Hours)

*Prerequisite: PHL101, HST101, or faculty approval*

HST 301 is a humanities course in the Methodist College's LENSES/General Education program. This course is designed to involve the student in the study of different experiences of sufferings that individuals experience because of their belonging to a community. To such end, we will discuss philosophical texts that approach suffering and connect it with forgiveness, and we will apply these texts to two of the following three historical situations: slavery in North America, holocaust in Europe, and communist prisons in Eastern Europe. The course has two dimensions. On the one hand, it is historical, and it discusses two historical events. On the other hand, it also has a philosophical aspect, and it explores the possibility of forgiveness when persecuted. **UD, HUM, DEI, SW**

### **Humanities**

#### HUM101 Storytelling and the Human Experience

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course is an introductory Humanities course in Methodist College's LENSES/General Education program. From cave drawings to the current multi-million dollar movie industry, people have a need to tell and experience stories. This course will explore and analyze our human need for storytelling. Additionally, the course will acquaint the student with the major forms of artistic expression (e.g. painting, photography, sculpture, architecture, music, dance, literature, theater, film and television.) The course will focus on using the fundamental components and aspects of these various art forms to interpret the themes and importance of stories from different cultures. Community resources (e.g. local experts, museum exhibits, and cultural events) will be identified and employed to aid the students in understanding and experiencing the arts and storytelling. This course includes several projects and writings. **LD, HUM, SW**

HUM301 Beware! Monsters Inside

3 Credit Hours (3 Theory Hours) *Prerequisite: ENG101*

HUM301 is an advanced humanities course in Methodist College's LENSES/General Education program. This course examines a culturally influential focal narrative that has monsters, monstrosity, and otherness as core elements, the focal narrative's ancestors (what influenced it: art, religion, history, politics, science, culture), and the focal narrative's offspring (what influenced: art, religion, politics, science, culture) through the use of theme, theory, and research. The course will employ literary and cultural theories related to monstrosity and otherness to develop an in-depth analysis of the focal narrative and its interrelatedness to various aspects of the humanities, cultural texts, and current culture. Additionally, the course focuses on how the focal narrative, theories, and cultural texts have influenced and affected each student's views, ideas, and beliefs. The course includes several projects and writings. **UD, HUM, DEI, SW**

HUM302 A City Speaks: How Urban Landscapes Tell Their Stories

3 Credit Hours (3 Theory Hours)  
*Prerequisite: ENG101*

HUM302 is an advanced humanities course in Methodist College's Liberal Arts and Sciences curriculum. Every city has a story to tell street names, architecture, sculpture, music, literature, traditions, cuisine, and residents are some of the voices a city uses to tell its story. This course examines the humanities in an urban context; especially how history, culture, and narrative find expression through the various "voices" of the city.

Additionally, the course explores how an urban landscape affects beliefs, values, and cultures beyond its boundaries. In order to "hear a city speak," the class will visit a particular urban landscape. The course also invites students to examine their own perspective and ideas about the

particular urban landscape and how their experiences in the course affect their established beliefs and values. The course includes projects and writings. **UD, HUM, DEI, SW**

HUM303 Who Are You? Examining Identity

3 Credit Hours (3 Theory Hours)  
*Prerequisite: ENG101*

HUM303 is an advanced Humanities course in Methodist College's Liberal Arts and Sciences curriculum. This course will examine how cultural texts define, reflect, and resist culturally constructed identities. The course will use historical and contemporary cultural texts (film, television, music, literature, clothing, advertisements, etc.) to understand the importance of identity and to create an awareness of the influences that the Humanities place upon them. **UD, HUM, DEI, SW**

HUM304 Ruining Your Childhood for College Credit

3 Credit Hours (3 Theory Hours)  
*Prerequisite: ENG101*

Ruining Your Childhood for College Credit (a.k.a. Cultural Studies through Disney) is an advanced Humanities course in Methodist College's Liberal Arts & Sciences curriculum. This course will examine major cultural studies approaches, concepts, and lenses, such as civilization, feminism, and post-colonialism; by applying them to popular Disney films. The purpose of the course is to better understand cultural studies concepts and, through critical thinking and analysis, how popular (especially seemingly innocent or harmless) cultural texts both reinforce and trouble cultural norms. **UD, HUM, SW**

HUM315 Trauma Studies through Popular Culture

3 Credit Hours (3 Theory Hours)  
*Prerequisite: PSY101 and SOC101*

Trauma Studies through Popular Culture is an advanced Humanities course in Methodist College's Arts and Sciences curriculum. The course will focus on various 'models' of trauma, from a Humanities perspective, their benefits, and their limitations. The models will be used to analyze popular cultural texts, such as horror films, in order



to both understand the trauma being presented in the cultural texts and the real-world trauma the cultural texts reflect and represent. The purpose of the course is to better understand trauma studies concepts and, through critical thinking and analysis, how popular cultural texts can both teach lessons about trauma and testify for people who have experienced trauma. Moreover, the course aspires to encourage students to help create a trauma-engaged community. **UD, HUM, SW**

### HUM3003 Don't Stand So Close to Me

3 Credit Hours (3 Theory Hours) *Prerequisite: ENG201*

Don't Stand So Close to Me (a.k.a. Plague Fear and the Inhuman Treatment of Others) is an advanced Humanities course in Methodist College's Liberal Arts and Sciences and LENSES Program curriculums. This course will examine how humans, historically and currently, respond to plagues, epidemics, diseases, and various physical and mental conditions. Specifically, the course will focus on how fear of "diseases" results in the othering and even monstifying of people with physical and mental conditions viewed as diseases, leading to the inhuman treatment of them. Cultural texts that reflect, reinforce, and trouble humanity's plague fear and othering will be critically discussed and analyzed. **UD, HUM, DEI, SW**

### **Interdisciplinary Studies**

#### INT109D Special Topics in Interdisciplinary Studies: Degree Completion and Career Transition

1 Credit Hour (1 Theory Hour)

*Prerequisite: Admission to Methodist College*

This course provides an overview of knowledge and skills needed in successfully completing a degree program and transitioning into a profession. Students will examine factors that underlie academic success in a rigorous curriculum such as strategic learning, goal setting, motivation, learning styles, time management, fiscal management, professional communication, critical thinking, and study strategies.

Students will develop their personal educational goals, identify personal strengths, and explore

areas for development. Students will become familiar with college resources, services, and the student management and learning systems.

### **Literature**

#### LIT101 Literary Expression and Genre

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

LIT101 is an introductory humanities course in Methodist College's LENSES/General Education program. It instructs students in how to describe and critique literary works of various genres and traditions, including short story, essay, novel, novella, adaptation, poetry, script, and drama. The course includes several projects and writings. **UD, HUM**

#### LIT102 Stories That Matter in Film & Literature

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

LIT102 is an introductory humanities course in Methodist College's LENSES/General Education program. It instructs students in how to appreciate, describe, critique, and analyze written narratives and films of various genres and traditions. A major focus of the course will be on cultural texts about and from a variety of populations for the purpose of providing diversity in the course materials and course work. Additionally, the cultural issues in the texts will be used as springboards to discuss cultural issues in real life. The course includes several projects and writings designed to integrate what the students learned from studying the cultural texts and their related cultural issues (such as advocacy for othered populations.) **UD, HUM, DEI, SW**

#### LIT103 Exploring Theme and Theory in Literature and Cinema

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course is an introductory humanities course in Methodist College's LENSES/General Education program. Common themes, throughout history and across cultures, involving the human experience occur in literature and cinema. This course will focus on a single theme, which varies by semester

(e.g., revenge, honor, civil rights, mistrust of technology, etc.) and how it is used and interpreted in various literary and cinematic forms. This course explores the common literary components, themes, and elements in literature and cinema as well as the unique differences between literature and cinema, through close critical readings and viewings. It instructs students in how to appreciate, describe, critique, and analyze literature and cinema of various genres and traditions. An introduction to literary theory as a means of interpretation and understanding will also be a component of the course. **UD, HUM**

### LIT301 Healthcare Portrayals in Literature

3 Credit Hours (3 Theory Hours)

*Prerequisite: LIT101, LIT102, LIT103, or equivalent*

LIT301 is an advanced literature course in Methodist College's Arts and Sciences curriculum. Students in this course will explore how healthcare has been portrayed in a variety of literary works in poetry, prose, drama, and other literary genres. Sample healthcare topics that may be explored in the literature include theories of the body (such as the four humors); depictions of patients, healthcare practitioners, and alternative healers; descriptions of physical and mental illness, disease, plague, and treatment; literary responses to biomedical research and medical ethics; public health, healthcare policy, and health insurance; reproductive health. Students will also read non-fictional and historical writing about science and medicine as background reading, and they will consult literary scholarship that will help analyze the literature. The course includes several projects and writings.

**UD, HUM**

### **Medical Assisting**

#### MA110/MA1213 Foundations of Medical Assisting

3 Credit Hours (3 Theory Hours)

*Prerequisite: HSI160*

This course introduces foundations of medical assisting. Students will incorporate cognitive knowledge in performance of psychomotor and

affective competencies required for the profession. Students discuss the personal and professional characteristics of a medical assistant, legal and ethical standards for medical assistants, explore aspects of professional and personal effective communication, and review medical terminology and the body systems in preparation for the Certified Clinical Medical Assistant (CCMA) exam offered through the National Healthcareer Association (NHA). *Note: Upon completion of the medical assistant program, students are eligible to take this certification.*

#### MA121/MA1202 The Medical Assistant as a Professional

2 Credit Hours (2 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course is designed to introduce the learner to the medical assistant profession by defining what it is to be a medical assistant, the types of careers one can have as a medical assistant, and the skills and tools to be a successful medical assisting student. Students will learn the meaning of empathy, how to be a responsible student and learn the skills to communicate effectively both verbally and in writing. This course is designed to assist the medical assistant in better understanding the legal and ethical obligations to patients, healthcare providers and healthcare employers. Topics in medical law, medical ethics, and bioethics are discussed. Scope of practice, state and federal legislation, and state and federal licensing certification requirements are also covered.

#### MA150/MA1204 Medical Assisting Clinical I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisites: BIO104*

This course introduces basic clinical skills necessary for the medical assistant. Students will incorporate cognitive knowledge in performance of the psychomotor and affective competencies required for the profession. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining, and recording vital signs, assisting with basic physical exams and testing will be studied. Students will also learn and perform medication administration

(excluding IVs) in the medical office. The medical assistant student will demonstrate knowledge of subject matters required for competency in the profession.

MA190/MA1214 Medical Assisting Clinical II  
4 Credit Hours (3 Theory Hours, 1 Lab Hour)  
*Prerequisites: BIO104*

This course incorporates basic clinical and laboratory procedures in the medical office necessary for the medical assistant. Students incorporate cognitive knowledge in performance of the psychomotor and affective competencies required for the profession. Emphasis is placed on enhancing competence in clinical and laboratory skills necessary for comprehensive patient care and strengthening professional communications and interactions. This course explores the clinical and laboratory functions of the medical practice. Presents topics including medical office specialties, assisting with minor office surgeries, introduction to laboratory testing including CLIA waived tests and phlebotomy/venipuncture, performing electrocardiography and pulmonology function testing, physical therapies, and preparation of emergency situations.

MA200 Administrative Medical Assisting  
3 Credit Hours (1 Theory Hour, 2 Lab Hours)  
*Prerequisites: ENG101 Corequisite: HS200*  
This course is designed to provide basic administrative skills necessary for the medical assistant. Students will incorporate cognitive knowledge in performance of the psychomotor and affective competencies required for the profession. This course includes principles and application of medical and financial record management and the role of the medical assistant in the front office. Students will demonstrate the ability to use basic electronic charting as well as computer-based billing, appointment scheduling, insurance processing for the management of the computerized medical office. Students will develop skills to meet competencies in reception techniques, professionalism, answering the phone, taking messages, performing clerical duties, filing, preparing a medical record, utilization of an

electronic health record (EHR) and written communication. The students will demonstrate knowledge of subject matter required for competency in the profession.

MA210 Concepts of Medical Coding & Billing  
2 Credit Hours (2 Theory Hours)  
*Pre- or Corequisite: HS160*

This course focuses on the basic concept of various aspects of managing finances for the medical practice. This course will introduce the student to medical office finances beginning with an introduction to diagnostic and procedural coding and basic insurance reimbursement. This course explores the medical insurance system and related billing and coding, accounts payable and receivable, charges, payments, adjustments, and banking procedures within the ambulatory care setting. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes.

This course will incorporate cognitive knowledge and performance of the psychomotor and affective competencies required.

MA240/MA2203 Medical Assisting Practicum  
3 Credit Hours (3 Practicum Hours)  
*Prerequisites: MA1203, MA1213, MA1202, MA1204, MA2202, MA2212, & MA2213*  
Students will participate in a medical assisting practicum with a minimum of 170 hours of unpaid clinical contact hours in an approved clinical affiliate practicum site. The course will emphasize critical thinking skills based on cognitive knowledge for competence in the Medical Assisting profession.

MA1203 Introduction to Medical Assisting  
3 Credit Hours (3 Theory Hours)  
*Corequisite: MA1202*  
This introductory course explores healthcare roles and responsibilities, verbal and nonverbal communication, basic math computation, and basic computer skills when working as a patient navigator in the healthcare setting.

### MA2202 Administrative Medical Assisting

2 Credit Hours (2 Theory Hours)

*Pre- or Corequisite: MA1202*

This course is designed to provide the basic administrative skills necessary for the medical assistant. Students will incorporate cognitive knowledge in performance of the psychomotor and affective competencies required for the profession. This course includes principles and application of medical and financial record management and the role of the medical assistant in the front office. Students will demonstrate the ability to use basic electronic charting as well as computer-based billing, appointment scheduling, insurance processing for the management of the computerized medical office. Students will develop skills to meet competencies in reception techniques, professionalism, answering the phone, taking messages, performing clerical duties, filing, preparing a medical record, utilization of an electronic health record (EHR) and written communication. The students will demonstrate knowledge of subject matter required for competency in the profession.

### MA2213 Medical Assistant Certification Review

1.5 Credit Hours (1.5 Lecture Hours)

*Co-Requisite: MA2203*

This course will focus on preparation for professional certification.

### MA2215 Certification Pathway - MA

1.5 Credit Hours (1.5 Lecture Hours)

This course is a review of the clinical and administrative knowledge and skills that prepare individuals to sit for credentialing exams. This course is designed for students who have worked in the field of medical assisting for a minimum of three years full time in both the clinical and administrative areas. You must also hold a valid CPR card and will need to provide a copy to the college. A letter of confirmation from your employer will be required to confirm length of employment prior to the start of the course.

## **Mathematics**

### MAT091 Elementary Algebra

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course is designed for students who need a review of elementary algebra. Topics include real numbers, operations with signed numbers, fractions, decimals, conversions, order of operations, ratios and proportions, percent, and their applications, simplifying and evaluating algebraic expressions, solving linear equations in one variable, functions, slope of a line, system of equations, exponents and polynomials, factoring, and solving quadratic equations.

### MAT101 Concepts of Math

3 Credit Hours (3 Theory Hours)

*Prerequisite: Appropriate placement score or Administrative approval or MAT091 with a grade of C or better*

This course introduces the nature of mathematics through a study of basic concepts of set theory, number theory, real numbers and their representations, fundamental concepts of algebra, counting methods, geometry, and probabilities as an introduction to statistics. The course will focus on mathematical reasoning and real-life problem solving. **MS**

### MAT102 College Algebra and Trigonometry

3 Credit Hours (3 Theory Hours)

*Prerequisite: Appropriate score on the math placement test or MAT101* MAT102 is the first course of the precalculus and calculus sequence.

**Unit 1 – College Algebra** is a functional approach to algebra designed to provide the necessary preparation for students who intend to study calculus or other specialized college mathematics courses, and also the opportunity for students in LENSES/General Education to investigate and understand the pre-calculus level of mathematics. This course emphasizes both algebraic and graphical approaches to college algebra. Topics include functions, relations, and inverses with emphasis on polynomial, rational, exponential, and

logarithmic functions; systems of equations and inequalities; and theory of equations.

**Unit 2 – Trigonometry** is the study of triangle angles and lengths, but trigonometric functions have extended applications beyond simple studies of triangles. This course is designed to help prepare students to enroll for a first semester course in single variable calculus.

This course will make use of current technology.  
**MS**

#### MAT150 Applied Statistics

3 Credit Hours (3 Theory Hours)

*Course Prerequisites: MAT091 with a grade of C or better or appropriate placement score or administrative approval*

This is an introductory course in statistics designed to provide students with the basic concepts of data analysis and statistical computing.

Topics covered include collecting, summarizing, graphing, and analyzing data, statistics for describing, exploring, and comparing data, probability, discrete and normal distributions, hypothesis testing, inferences from two samples, correlation, and regression. Students will apply the concepts and will make statistical interpretations of real- world data. **MS**

#### MAT200 Pre-Calculus

3 Credit Hours (3 Theory Hours)

*Prerequisite: Appropriate score on the math placement test or MAT102* This course is intended to provide a solid foundation in the skills of algebra and trigonometry. It combines previous studies of algebra, geometry, and mathematical functions into a preparatory course for calculus.  
**MS**

#### MAT201 Statistics

3 Credit Hours (3 Theory Hours)

*Prerequisite: MAT101*

This is a practical introductory course in statistics. It covers topics in descriptive and inferential statistics, distribution, graphs, measures of central

tendency, location and dispersion, counting methods and basic probability theory (binomial and normal distribution, t and z distributions), random samples and sampling techniques, statistical inferences, (estimation, hypothesis testing, and parametric tests), correlation and regression analysis. The course employs extensive use of graphing calculators to enhance student learning. Students will be required to complete a research paper on a selected topic in mathematics. **MS**

#### MAT202 Calculus I

3 Credit Hours (4 Theory Hours)

*Prerequisite: Appropriate score on the math placement test or MAT200* Calculus I is an introduction to differential and integral calculus. This course is the foundation for Analytic Geometry and Calculus. **MS**

#### MAT400 Statistics II

3 Credit Hours (3 Theory Hours)

*Prerequisite: MAT201*

This course will review data analysis, frequency distributions, measures of central tendency, confidence intervals and hypothesis testing. In addition, we will cover 1 and 2 sample T tests, chi square distributions, F distributions, ANOVA, linear regression, multiple regression, analysis of covariance, and important nonparametric tests. The course will also teach students to analyze actual data files in SPSS. (Statistical Package for Social Sciences) And students will read actual nursing journals and comment on the statistics involved.  
**MS, UD**

### **Medical & Life Sciences**

#### MLS100 Career Exploration

1 Credit Hour (1 Theory Hour)

*Prerequisite: Admission to Methodist College*

This course is designed to introduce students to a wider and deeper understanding of the variety of career options available to students who fulfill the requirements of this program. Because this course is part of the curriculum of the Division of Liberal Arts and Sciences, students will more fully

understand the human side of professional careers which includes appreciating and developing ethical behaviors, understanding interprofessional collaboration, and demonstrating awareness of diversity and cross-cultural issues associated with careers in life sciences and health-related professions.

#### MLS400 Internship

6 Credit Hours (1 Theory Hour, 5 Practicum Hours)

*Prerequisite: Senior Standing Corequisite: MLS401*

Students in MLS400 will seek out and participate in internships or jobs that have a clear medical and/or life sciences focus. This supplements their academic course work at Methodist College with "real world" experience that will make a student a more desirable and competitive applicant for post-graduate studies and future careers. The internship should involve work experience or professional training in the medical and/or life sciences. The internship should provide an opportunity for the student to make a meaningful link between academic coursework and the work or field environment. The internship may be arranged with a government agency, non-profit organization, for-profit business, or other entity.

In order to arrange an MLS400 internship, students must first identify and secure an internship. The internship must have a medical and/or life sciences focus and may be paid or unpaid. After securing the internship, the student must then identify a faculty member who will serve as their MLS400 instructor. The potential instructor will assess the nature of the internship and determine if it qualifies for MLS400 credit. Instructors are typically Arts & Sciences faculty members with a specialty in the medical and/or life sciences. Students may wish to consult with their academic advisor for assistance in identifying an MLS400 instructor.

#### MLS401 Capstone Project

2 Credit Hours (2 Practicum Hours) *Prerequisite: Senior Standing Corequisite: MLS400*

For this course, students will propose and execute a project that should build from many prior efforts, across the entirety of the college experience. The capstone project (i.e. signature work) that results from this effort should reflect and demonstrate cumulative and integrative learning across general and specialized studies. In its most complete form, a signature work helps students recognize and engage the larger purposes of their college study. It is understood that a capstone project can take many different forms and directions. It may explore an enduring issue, like virtue or altruism or the concept of a just society. It may explore a contemporary issue, like health disparities or housing policy in a specific community or state. It may be part of an ongoing research laboratory, focusing on issues like immune-cell proliferation. Whatever the subject and inquiry strategy, the capstone project should require students to integrate and apply their college learning—across more than one discipline, and between formal and informal or experiential learning. (AAC&U, 2015).

#### **Undergraduate Nursing**

##### N100 Nursing Seminar: Introduction to Nursing

4 Credit Hours (2 Theory Hours)

*Prerequisite (BSN: PL and BSN: 2nd Degree programs): Admission to a Methodist College Prelicensure BSN program*

*Prerequisite (BSN: Accelerated BSN program): Completion of all lower-division Arts & Sciences coursework*

This course will provide the learner with an introduction to baccalaureate nursing education as well as to contemporary professional nursing practice within a defined nursing framework. The course provides the learner with a historical perspective of the development of the profession as well as an opportunity to explore the discipline of nursing as an art and a science. Emphasis is placed on both the multi-dimensional client system and nursing role. In addition, the course includes content to promote the development of successful academic skills and tools to facilitate critical thinking. Opportunities to practice these skills are provided.

##### N120 Concepts of Health and Healthcare

2 Credit Hours (2 Theory Hours)

*Prerequisite (BSN: PL and BSN: 2nd Degree programs): Admission to a Methodist College Prelicensure BSN program*

*Prerequisite (BSN: Accelerated BSN program): Completion of all lower- division Arts & Sciences coursework*

*Pre-or Corequisite: N100*

This non-clinical nursing course introduces the learner to the concept of health as it applies to individuals, families and communities. The determinants of health and influence of culture and ethnicity are introduced and discussed. The basic tenets concerning promotion of health are examined across the lifespan. Lifestyle choices, such as nutrition and exercise, are studied in relation to optimal health. Basic growth and development and selected nursing theories are introduced and used to evaluate the concepts of health. In addition, the learner is introduced to the concept of health literacy and the nurse's role as educator in the promotion of health. A case study project is developed by the learner to synthesize the concepts of the course.

### N200 Health Assessment

3 Credit Hours (2 Theory Hours, 1 Lab Hour)

*Prerequisites (Both Prelicensure BSN Programs): BIO205, BIO206 Prerequisites (Second Degree BSN Program): Admission to the Second Degree BSN program*

*Pre- or Corequisites (Second Degree & Accelerated BSN Programs): N100, N120 & N211 Prerequisites (Prelicensure BSN Program): N100, N120 & admission to the Prelicensure BSN program*

*Pre-or Corequisite (Prelicensure BSN Program): N211*

This course is designed to provide the learner the theoretical knowledge and clinical competency needed to determine an adult client's current state of health in relation to the five dimensions of being: physiological, psychological, sociocultural, spiritual, and developmental. The learner experience focuses upon holistic assessment of the client system, utilizing the framework provided by Gordon's Functional Health Patterns. Emphasis is

placed on communication, data collection, interpretation, documentation, collaboration, education, and evaluation of physical, psychosocial findings. An introduction to the interpretation of lab values and diagnostic tests, as relevant to the health patterns, will be provided. The learner is provided with multiple opportunities in the laboratory setting to develop the assessment skills.

### N211 Standards of Nursing Practice

2 Credit Hours (2 Theory Hours)

*Prerequisites (Second Degree and Accelerated BSN Program): Admission to the Second Degree BSN program, BIO205, and BIO206*

*Pre- or Corequisites (Second Degree BSN Program): N100 & N120 Prerequisites (Prelicensure BSN Program): N100, N120, & admission to the Prelicensure BSN program*

This non-clinical course will provide the learner with the opportunity to investigate ethical and legal issues that influence the standards of nursing practice. Ethical issues, that will be discussed, are frequently encountered by nursing personnel, but also involve the entire multidisciplinary team. Historical perspectives as well as the learner role, both personally and professionally, will be examined. Legal standards and professional issues are reviewed, as well as the use of the Ethical Decision-Making process. Ethical issues and legal aspects will be addressed across the life span, including infant, child, adolescent, adult, and the elder population.

### N232 Dimensions of Holistic Nursing

6 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisites (Second Degree BSN Program): Admission to the Second Degree BSN program, BIO205, and BIO206*

*Pre- or Corequisites (Second Degree BSN Program): N100, N120, N200, & N211*

*Prerequisite (Prelicensure BSN Program): N100, N120*

*Pre-or Corequisite (Prelicensure BSN Program): N200, N211*

This course introduces the learner to nursing as a caring profession predicated on the ethic of care in which caring is viewed as a moral imperative. The

course approaches holism from a systems perspective and applies the concept of holism to both the client system and the nursing role, emphasizing the multidimensional role of the nurse within the concept of care. The nursing role dimensions of provider of care, communicator, educator, and advocate are explored within the context of the physical, psychological, sociocultural, developmental, and spiritual dimensions and needs of the client system. The learner is introduced to the nursing process as a means of providing holistic nursing care, based on the multidimensional needs to the client system within a framework of functional health patterns, to assist the client system in attaining, maintaining, or regaining wellness. The course emphasizes and explores the unique needs of the older adult and the associated nursing care. Through development of an accurate understanding of terminology used in healthcare, the learner will be equipped to begin use of appropriate terminology in nursing. Laboratory and clinical experiences allow the learner to examine the scope of professional nursing practice; the opportunity to practice providing safe, basic client care and skills; and to develop beginning level skills in therapeutic communication. The learner is expected to achieve competency in select, fundamental psychomotor nursing skills and basic mathematical calculations used in nursing practice.

#### N235 Foundations and Fundamentals of Nursing Practice

6 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisite: Admission to a prelicensure BSN program and not attaining any of the three criteria required to progress to upper division nursing courses. (See Nursing Progression and Non-Progression Policies in the Nursing section of the Catalog.)*

This clinical course is designed as an enhancement course to review and focus on the integration of critical knowledge and application principles specific to the LENSES/General Education core courses and lower division level nursing courses. The course is intended to strengthen the student's

knowledge, skills, and attitudes required for success in upper division nursing courses. The student must achieve a minimum grade of C in the course, including achievement of a minimum of a Level 2 on the ACT Fundamentals Proctored Examination and a cumulative GPA of 2.5 in order to progress to upper division level nursing courses.

#### N304 Transcultural Nursing

*(Cross-Listed with HS304)*

3 Credit Hours (3 Theory Hours)

*Prerequisite: Completion of all coursework in the lower level of the Prelicensure BSN program or completion of all coursework in the first semester of the Second Degree BSN program.*

This course will increase the student's understanding of cultural influences upon the students and clients (individuals, families, groups, and community) perceptions, values, and beliefs concerning health, illness, and healing. Meanings associated with cultural phenomenon, traditions, practices, and rituals will be explored to provide a context to clients' responses to health, health challenges, and nursing care. In addition, the student will develop an increasing awareness of the critical role a person's culture plays in maintaining, retaining, or attaining wellness. **DEI, HS**

#### N313 Pathopharmacology in Nursing Practice

3 Credit Hours (3 Theory Hours)

*Prerequisite: Completion of all core LENSES/General Education courses and lower division nursing coursework*

This course builds upon selected areas of LENSES/General Education knowledge as well as basic knowledge of nursing, health and illness, and nursing care. It is an integrated course which introduces the mechanisms and theories related to physiologic regulatory processes, the development of commonly occurring health deviations, and pharmacodynamic effects of therapeutic medication on the human body. The nursing process provides the learner with the theoretical basis for making pharmacotherapeutic inferences relative to pathophysiologic data. The collaborative role of the nurse in the context of the multidisciplinary team and use of the nursing process are emphasized in



developing a comprehensive approach to the clinical applications of medication therapy. The legal and ethical aspects of safe medication administration and client education are also examined. **MS**

N321 Nursing Care of the Family as a Client System

2 Credit Hours (2 Theory Hours)

*Prerequisite: Completion of all core*

*LENSES/General Education courses and lower division nursing coursework*

This course will provide an in-depth study of concepts, theories, research, issues, trends, and public policy relevant to families. Emphasis will be placed on developing a theoretical basis for intervention with families in need of healthcare in various settings.

N331 Research: Overview of Evidence-Based Practice in Professional Nursing

3 Credit Hours (3 Theory Hours)

*Prerequisite: Completion of all core*

*LENSES/General Education courses and lower division nursing coursework*

The course focuses on the beginning level competencies the student needs in order to effectively use and communicate the process of scientific inquiry as the basis for professional nursing practice.

Opportunities are provided for the student to apply evidence-based practice and the research process to critically read and analyze nursing research studies. A general understanding of and appreciation for research is provided. In this course the students will be exposed to an overview of evidence-based practice and research, consider ethical aspects related to the conduct of research, and explore processes related to qualitative and quantitative research.

N342 Mental Health in Nursing Practice

5 Credit Hours (3 Theory Hours, 2 Clinical Hours)

*Prerequisites: N313 & N361*

This course is designed to assist learners with the development of theoretical knowledge and skills

needed to support various client systems in attaining and maintaining optimal mental health and wellness. Emphasis is placed on assessing diverse client populations, utilizing therapeutic communication, and selecting culturally appropriate nursing interventions to support adaptation within client systems. The learner relates with the clients in a variety of mental health settings and milieus. **SL**

N361 Health Alterations in Nursing Practice

5 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisite: Completion of all core*

*LENSES/General Education courses and lower division nursing coursework*

*Pre- or Corequisite: N313*

This clinical course focuses on the care of adult clients who are experiencing alterations in patterns of health. Learners will utilize the nursing process to plan and evaluate therapeutic nursing interventions to optimize the individual client's health. This course provides the learner a variety of experiences in providing holistic healthcare, provision of safe, effective and culturally appropriate care, and health promotion and disease prevention. Major concepts taught include Gordon's Functional Health Patterns and the Living Systems theory which involves how the environment and a client's internal system is affected by an alteration of health. Clinical and laboratory experiences allow the learner to apply nursing interventions and skills learned throughout the course. The learner is expected and provided an opportunity to achieve competency in nursing skills related to care of these clients.

N371 Pediatrics in Nursing Practice

3 Credit Hours (2 Theory Hours, 1 Clinical Hour)

*Prerequisites: N313 & N361*

*Pre- or Corequisites: N321 & N372*

The course provides the learner the theoretical knowledge to apply the nursing process to culturally diverse family client systems during child rearing. Child development and the effects of childhood disease and compromise on the family system are presented. Selected health issues for pediatric clients with an emphasis on primary

prevention will also be examined. The clinical component will provide for correlation of theory to practice in the community, as well as the acute care setting. **SL**

N372 The Childbearing Family in Nursing Practice 3 Credit Hours (2 Theory Hours, 1 Clinical Hour) *Prerequisites: N313 & N361*  
*Pre- or Corequisite: N321 & N371*

This course provides the learner the theoretical knowledge to apply the nursing process to culturally diverse family client systems during childbearing. The pregnancy experience from conception through recovery and newborn care will be explored. Selected health issues for women with an emphasis on primary prevention will also be examined. The clinical component will provide for correlation of theory to practice in the community, as well as the acute care setting.

N400 Integration of Foundational Concepts for Professional Nurses Working in a Global Healthcare Setting

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to the Methodist College RN to BSN Program*

This 16-week, web-based course explores the foundational concepts for professional nurses who work in a global healthcare setting. The course will build upon the knowledge, skills and competencies previously acquired through an accredited Associate Degree in Nursing (ADN) or nursing diploma program. The AACN's (2009) "Essentials of Baccalaureate Education for Professional Nursing Practice" and the *Quality and Safety Education for Nurses* (QSEN) provide the frameworks for the essentials and competencies embedded within this course. The course was created in a modular format with subsections to include relevant topics based on the context, dimensions, and themes in professional nursing practice. Effective professional communication, role differentiation, teamwork and collaboration, evidence-based practice, patient-centered care, quality improvement, as well as the management of information and technology are examples of these subsections. Of note, 3 credit hours of experiential learning credit are available

for this course; satisfied through the completion of an E-portfolio. The E-portfolio must meet the designated learning outcomes for the course. The N400 faculty member will oversee deadlines and grading of any submitted E-portfolios.

N421 Population Health Nursing 5 Credit Hours (3 Theory Hours, 2 Clinical Hours)  
*Prerequisite (BSN: PL): N313, N321, N361, N342, N371, and N372*

*Prerequisite (BSN: Accelerated and BSN: Second Degree): N313, N321, and N361*

*Corequisite: N421 Clinical*

The Population Health course introduces students to concepts in population-centered nursing based on populations possessing similar health concerns or characteristics. Students will assess a population's needs and address the broad determinants of health across all levels including local, state, national and global. Emphasis is placed on nursing care to populations that focus on topics including vulnerable populations; population health assessment; health promotion, and public health nurse settings and functions. Students will explore and discuss the concepts of adaptation, caring, culture, ethics, law, lifespan, role, and science as they apply to groups of people rather than to sick individuals. All levels of prevention strategies for populations at risk are emphasized with preference for primary prevention to promote and protect health and prevent disease across the lifespan. **SL**

N426 Evidence-Based Research in Nursing Practice 4 Credit Hours (4 Theory Hours)

*Prerequisite: Admission to Methodist College in the RN-BSN program* *Corequisite: N480*

This course describes concepts related to applied statistics, basic research and EBP utilization methods. The focus is on preparing the Professional Nurse for leadership in the application of nursing research to evidence-based nursing practice. Students will identify a clinical problem or issue within their current nursing practice or practicum that warrants further review. A systematic appraisal of the relevant literature will be carried out to create a scholarly project that can inform clinicians, critically appraise the evidence, and translate the

findings into clinical practice, thus allowing practical application of the EBP process.

N431 Health Policy and Professional Leadership  
(Cross-Listed with HS431 and SW431)

3 Credit Hours (3 Theory Hours)

*Prerequisite:* For students in the Prelicensure program and Second Degree program, N361. For students in the RN-BSN program, admission to the RN-BSN degree completion program

This non-Clinical course is designed to ensure that the baccalaureate- educated student has a solid understanding of the broader context of healthcare, including how patient care services are organized and financed, and how reimbursement is structured. The learner will develop an understanding of the identification of healthcare issues, how healthcare policy is both developed and changed and how the process can be influenced through the efforts of healthcare professionals, government, the laity and special advocacy groups. Emphasis is placed on the professional healthcare role as a member of the Profession.

N432 Complex Health Alterations in Nursing Practice

6 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisite (BSN: PL):* N313, N361, N342, N371, and N372

*Prerequisite (BSN: Accelerated and BSN: Second Degree):* N313 and N361 *Pre- and/or Corequisite:* N321

*Corequisite:* N432 Clinical

This course is a means to explore and provide care for complex clients, across various clinical practice settings. Students will utilize the Living Systems Theory as a means to correlate internal and external stimuli related to complex alterations in health. Gordon's Health Patterns and Living Systems Theory are utilized to analyze data and assessments to identify the nursing diagnosis and to develop a plan of care. Special attention is given to health patterns and the Living Systems Theory which includes person and environment. Students integrate prior learning from previous courses which develop the body of knowledge and skills

required to care for complex clients. A concurrent clinical component enables students to apply theory to practice.

N445 Internship in Nursing Practice

7 Credit Hours (3 Theory Hours, 4 Internship Hours)

*Prerequisites:* N304, N313, N331, N342, N361, N371, N372, N421, N432

*Pre- or Corequisite:* N450

The outcomes of the course are intended to facilitate and prepare the baccalaureate-prepared generalist nurse to practice within complex healthcare systems and assume the roles of provider of care, manager of care, and member of the profession. Students will become familiar with the health system and its subsystems. Students will utilize functional health patterns to provide comprehensive health assessment. By the end of the course, the student will utilize Gordon's Functional Health Assessment to develop a case study that incorporates the nursing process and care planning. The students will use evidence-based practice tools as they use an evidence-based practice model to complete a critical analysis project concerning an important nursing issue. The clinical component is an immersion experience that provides the student the opportunity to build clinical reasoning and self-confidence. The skills associated with interdisciplinary team collaboration and effective management of nursing care and healthcare delivery are emphasized. The student will work in collaboration with a nurse preceptor to provide care for clients in acute care environments. This course will be blended with some online components.

N447 Organizational and Systems Management for Quality Outcomes

5 Credit Hours (5 Theory Hours)

*Prerequisites:* Admission to Methodist College

This non-clinical course is designed to increase the student's knowledge and skill in understanding the nurse's role in the integration of health information systems, quality and safety improvement and outcomes.

Systems theory and its significance to nursing care will also be explored as well as issues and trends

affecting healthcare delivery and nursing practice. Competencies outlined by the Institute of Medicine are also incorporated into the course in informatics and quality and safety.

#### N450 Leadership and Management in Nursing Practice

3 Credit Hours (3 Theory Hours)

*Prerequisites:* N331, N342, N361, N371, N372, N421

*Pre- or Corequisite:* N432

This non-clinical course is offered at the senior level of the undergraduate curriculum. The content is aimed at examining leadership roles and management functions in professional nursing practice. The focus is on the dynamics of healthcare, the transformation of nursing practice through effective leadership and management principles, ethical and legal influences and determinants that impact delivery, and outcomes of healthcare within the expanding healthcare environment. The course generates a spirit of inquiry for the future nursing leadership roles in nursing science, practice, and education.

#### N455 Population and Community Health in Nursing Practice

6 Credit Hours (5 Theory Hours, 1 Practicum Hours)

*Prerequisite:* Admission to Methodist College in the RN-BSN program

This course introduces the Professional Nurse to concepts in population- focused nursing, community health, and public health with emphasis on nursing care to populations. Theories from nursing, public health, and social and behavioral sciences are utilized to analyze and develop competent nursing care for total populations or families. Primary prevention strategies for populations at risk are emphasized to promote and protect health and prevent disease across the lifespan. Local, state, and national health policies, as well as political and economic influences will be incorporated in understanding community health.

The course includes a practicum where the student integrates concepts from theory within a healthcare environment. Theory and practicum are designed to build on the student's professional experience and to prepare them for population-focused practice in community/ public health settings where they can meet the health needs of the community. The practicum is accomplished with 30 hours of practicum experience that is overseen by the instructor and developed and designed in collaboration with the student.

#### N480 Management and Collaboration in Nursing Practice Course and Practicum

6 Credit Hours (5 Theory Hours, 1 Practicum Hours)

*Prerequisites:* Admission to the RN-BSN degree completion program *Corequisites:* N426

This course and practicum are intended to facilitate understanding of the many facets of nursing's leadership and management role in collaborative interdisciplinary relationships, as well as the nursing's role in promoting patient safety, and fostering a nurturing and supportive work environment. This requires an understanding of change and conflict theories and strategies as well as understanding the forces behind workplace violence and its devastating effects on nursing practice. Understanding the role nursing will play in the community as patient care moves out of acute care areas.

#### N499 Work Study Specialty Internship

3 Credit Hours (3 Practicum Hours)

*Prerequisites:* N304, N361, N331, N342, N370, N421, and N432

*Pre- or Corequisite:* N445

The outcomes of the course are intended to facilitate and prepare the baccalaureate –prepared student nurse at the end of the program of study to practice in a specialty area of their choice within a complex healthcare system and assume the roles of provider of care, manager of care, and member of the profession. The student will work in collaboration with a nurse preceptor to provide care for clients in acute care environments. The primary goal of this cooperative work study program is to provide the undergraduate student experience in

specialized areas of care that are not a part of the regular internship/management course to gain the knowledge and skills that expand their individual strengths to prepare the student for potential employment in the specialty area. **NE**

#### N1307 Basic Nurse Assistant Training

7 Credit Hours (6 Theory Hours, 1 Clinical Hour)

*Prerequisite: Admission to Methodist College*

This clinical course is designed as an occupational preparation course for the Certified Nursing Assistant Certification. Students will study simple body structure and function, normal growth and development, principles of infection control, disease processes, and medical terminology. The student will receive skill training in patient-nursing assistant relationships; taking and recording vital signs; bathing, feeding, dressing and transporting patients in hospitals and nursing homes; and cardiopulmonary resuscitation. The course will also provide advanced skill training in catheter care, range of motion, bowel and bladder training, maternal and infant care, admission and discharge procedures and care of the dying. Upon completion of the nurse aide program, the student is eligible to take the nurse aide certification exam that leads to employment as a certified nurse aide. **NE**

#### N2313 Introduction to Professional Nursing

3 Credit Hours (3 Theory Hours)

*Prerequisites: COM101, ENG201, & PHL101*

*Corequisites: BIO201, BIO206, & HS160*

This course will provide the learner with an introduction to contemporary professional nursing practice. The course provides the learner with a historical perspective of the development of the profession as well an opportunity to explore the discipline of nursing as an art and a science. Emphasis is placed on both the multi-dimensional client system and nursing role within the healthcare system. Ethical and legal issues related to the Standards of Nursing practice will be reviewed to explain the role of the nurse in decision making and quality improvement.

#### N2314 Health Assessment

4 Credit Hours (2.5 Theory Hours, 1.5 Lab Hours)

*Corequisite: BIO201, BIO206, & HS160*

This laboratory course is designed to provide the learner theoretical knowledge and clinical competency needed to determine an adult client's current state of health. The learner experience focuses upon holistic assessment of the client utilizing a body systems and head-to-toe approach. The learner assesses the physiological, psychological, sociocultural, developmental and spiritual data about the client to determine the client's overall level of function in order to make a clinical judgement. Emphasis is placed on communication, data collection, interpretation, documentation, collaboration, education, and evaluation of the physical and psychosocial findings. An introduction to the interpretation of common lab values and diagnostic tests, as relevant to health promotion, is provided. The learner develops proficiency in performing psychomotor skills in the laboratory setting.

#### N2315 Transitions into Professional Registered Nursing

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to the LPN to RN Program*

This theory course is for licensed practical nurses to transition to a registered nurse curriculum. This course will provide foundational information for the licensed practical nurse on nursing process and application of nursing process to client care situations. The course begins with a review of nursing process, communication, client teaching, and critical thinking and introduces higher levels of cognition including clinical reasoning and clinical judgment. Foundational knowledge of client education and principles of teaching and learning will be provided. Students will explore pharmacological principles necessary for understanding how medications work and nursing implications associated with administration of medications. Critical concepts upon which the curriculum is based are discussed and include client-centered care, teamwork and collaboration, informatics, evidence-based practice, safety, quality improvement, leadership, and

professionalism.

N2393G Nursing Topics: Growth & Development Across the Lifespan

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to an undergraduate prelicensure BSN nursing program*

This course will prepare nursing students to develop an interdisciplinary approach to care for individuals across the lifespan. Students will explore foundational theories and concepts of growth and development to determine nursing interventions and a plan of care.

N2416 Dimensions of Holistic Nursing

6 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisite: BIO20 & 206*

*Corequisites: N2313, N2314, & N2423*

This clinical course introduces the learner to nursing as a caring profession predicated on the ethic of care in which caring is viewed as a moral imperative. The course approaches holism from a systems perspective and applies the concept of holism to both the client system and the nursing role, emphasizing the multidimensional role of the nurse within the concept of care. The nursing role dimensions of provider of care, communicator, educator, and advocate are explored within the context of the physical, psychological, sociocultural, developmental, and spiritual dimensions and needs of the client system.

N2423 Pathopharmacology in Nursing Practice I

3 Credit Hours (3 Theory Hours)

*Prerequisites: MAT201*

This course provides a general introduction to pharmacology and will cover medications affecting the gastrointestinal system, joint and bone conditions, pain, inflammation, immune system, and infection. It will introduce math measurements and basic dosage calculations. This course offers insight into clinical reasoning by utilizing the clinical judgement model for safe medication administration. Information about the action of medications on the pathophysiology of disease, clinical indication for use, common adverse effects, and general nursing implications

for different medications, significant drug interactions, and patient education are discussed.

N3323 Pathopharmacology in Nursing Practice II

3 Credit Hours (3 Theory Hours)

*Prerequisites: N2423 & Cum. GPA 2.0 or better*

This course will cover medications affecting the nervous system, respiratory system, cardiovascular system, hematological system, reproductive system, and endocrine system. Medication intravenous calculations and weight-based calculations will also be introduced. This course offers insight into clinical reasoning by utilizing the clinical judgement model for safe medication administration. Information about the action of medications on the pathophysiology of disease, clinical indication for use, common adverse effects, and general nursing implications for different medications, significant drug interactions, and patient education are discussed.

N3333 Evidence-Based Practice in Professional Nursing

3 Credit Hours (3 Theory Hours)

*Prerequisites: N2313, N2314, N2416, N3313, N2393G, & Cum. GPA 2.0 or better*

The course focuses on the beginning level competencies the student needs in order to effectively use and communicate the process of scientific inquiry as the basis for professional nursing practice.

Opportunities are provided for the student to apply evidence-based practice and the research process to critically read and analyze nursing research studies. A general understanding of and appreciation for research is provided. In this course the students will be exposed to an overview of evidence base practice and research, consider ethical aspects related to the conduct of research, and explore processes related to qualitative and quantitative research. This course fulfills the writing across the curriculum requirement.

N3391C Nursing Topics: Career Exploration

1 Credit Hour (1 Theory Hour)

*Prerequisite: N2416*

This non-clinical course is designed collaboratively between the student and a faculty member. The purpose of the course is to allow the student to select an area of nursing practice, subject, or population of interest to develop additional knowledge or skills relative to a future career in nursing. The number of credit hours assigned to the course is predetermined and depends upon the course objectives, desired course outcomes, and required assignments. This course as a degree requirement may be substituted with a N390 elective. Students will be required to complete 30 hours of coursework for each credit hour of independent study. **NE**

N3391SL Nursing Topics: Service Learning

1 Credit Hour (1 Theory Hour)

*Prerequisite: N2416*

This course introduces students to academic service learning. Focus is on participating in experiences in the community that reinforce skills and concepts addressed in nursing courses by actively participating in meaningful civic service experiences that meet community needs. Through service learning, students take what they have learned and apply their learning in a real-world context. Through interactions with community agencies, discussions, and reflection activities students gain an increased understanding of themselves in relation to others. Service learning combines community service with critical reflection and analysis. Through service-learning experiences, the community becomes a classroom in which students work with members of the community to address community issues and needs and build on community strengths and assets. The course integrates the values of the college to create a community partnership that develops an understanding of social responsibility, leadership and academic learning. **NE**

N3392SL Nursing Topics: Summer Camp

2 Credit Hours (2 Theory Hours)

*Prerequisite: N2416*

This course introduces students to academic service learning. The Methodist College student will serve as role models and mentors throughout a

weeklong summer camp for middle school children. The intent is to expose campers to practical learning experiences and offer real-life situations where new knowledge can be practically applied while meeting needs in the community. Simultaneously, the camp creates an interactive experience between two groups of students: the middle school age camper and the college students who are teaching the camp. Each day the Methodist College students will teach a concept related to Health Promotion for part of the day, and then apply that knowledge together with the campers during volunteer projects at local nonprofits and community organizations. Methodist College students will gain crucial experience in educating children, serving diverse clientele and service learning. Nursing theory content is applied in a real-world context. Through interactions with campers, discussions, and reflection activities students gain an increased understanding of themselves in relation to others. The course integrates the values of the college to create a community partnership that develops an understanding of social responsibility, leadership and academic learning.

**NE**

N3393H Nursing Topics: Nursing History

3 Credit Hours (3 Theory Hours)

*Prerequisite: N2416*

This non-clinical online course journeys nursing students through the history of nursing and theory development. By exploring the past, present, and future portraits of the evolving discipline of nursing, students will unveil decades of nursing's fine art and science of theory development. The course reflects upon over a century of nursing's caring from community service to the future image of nursing in leading global healthcare initiatives. Students will actively engage in an experiential learning experience in defining how nursing history impacts the student's personal and future professional life in travel, and related healthcare institutions abroad. **NE**

N3393P Nursing Topics: Palliative Care in Nursing Practice

3 Credit Hours (3 Theory Hours)

*Prerequisites: N2416 & ENG 201 or admission to the RN-BSN degree completion program.*

Course objectives and content are from the End-of-Life Nursing Education Consortium (ELNEC) curriculum and used with the permission of City of Hope National Medical Center and the American Association of Colleges of Nursing. The course introduces the learner to the importance of provision of palliative care and the nurse's role within an interdisciplinary team who is working to enhance the client's quality of life. An overview of the concepts, definitions, and principles involved in hospice and palliative care are examined. The basic principles of pain management at the end of life and assessment and management of symptoms common in advanced disease are reviewed. Students explore useful resources which help provide individualized palliative or end of life care while addressing key ethical, legal, cultural, and spiritual issues and concerns. Complexities and importance of effective communication with patients and significant others while providing end-of-life care are explored. Challenging aspects of grief, loss, and bereavement of patients and their significant others, as well as the loss experiences of healthcare professionals, are discussed. Emphasis is placed on support for the nurse providing palliative or hospice care. **NE**

N3393PA Nursing Topics: Pediatric Assessment  
3 Credit Hours (3 Theory Hours)

*Prerequisite: N371 or N3413*

This course builds on the foundations of the skills and knowledge from the pediatric portion of N371. The student will select a specific area of interest within the pediatric population and develop additional knowledge and skills relative to nursing practice as part of their Independent Study Component of this Course. Concepts of holistic assessment of the pediatric patient including family centered care, cultural competence and population needs assessment are addressed. Strong emphasis of this course is placed on early assessment, recognition and stabilization of pediatric emergency conditions. **NE**

N3393SL Nursing Topics: Service-Learning Summer Camp Coaches

3 Credit Hours (3 Theory Hours)

*Prerequisite: N2416*

This course introduces students to academic service learning. The Methodist College student will serve as role-models and mentors throughout a weeklong summer camp for middle school children. The intent is to expose campers to practical learning experiences and offer real-life situations where new knowledge can be practically applied while meeting needs in the community. Simultaneously, the camp creates an interactive experience between two groups of students: the middle school age camper and the college students who are teaching the camp. Each day the Methodist College students will teach a concept related to Health Promotion for part of the day, and then apply that knowledge together with the campers during volunteer projects at local nonprofits and community organizations. Methodist College students will gain crucial experience in educating children, serving diverse clientele and service learning. Nursing theory content is applied in a real-world context. Through interactions with campers, discussions, and reflection activities students gain an increased understanding of themselves in relation to others. The course integrates the values of the college to create a community partnership that develops an understanding of social responsibility, leadership and academic learning. **NE**

N3413 Pediatrics in Nursing Practice

3 Credit Hours (2 Theory Hours, 1 Clinical Hour)

*Prerequisites: N3415, N3416, N3323, & N2393G*

This clinical course provides the learner the theoretical knowledge to apply the nursing process to culturally diverse family client systems during childrearing. Exploration of child development and the effects of childhood disease that compromises the family system. Selected health issues for pediatric clients with an emphasis on primary prevention will also be examined. The clinical component will provide for correlation of theory to practice in the community, as well as the acute care setting.



### N3415 Mental Health Nursing

5 Credit Hours (3 Theory Hours, 2 Clinical Hours)

*Prerequisites:* N2313, N2314, N2416, N3313, N2393G, & Cum. GPA 2.0 or better

This clinical course is designed to assist learners with the development of theoretical knowledge and skills needed to support various client systems in attaining and maintaining optimal mental health and wellness. Emphasis is placed on assessing diverse client populations, utilizing therapeutic communication, and selecting culturally appropriate nursing interventions to support adaptation within client systems. The learner relates with the clients in a variety of mental health settings and milieus.

### N3416 Health Alterations in Nursing Practice

5 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisites:* N2416, N3313, N2393G, & Cum. GPA 2.0 or better

*Corequisites:* N3416, N3323, & N3333

This clinical course focuses on the care of adult clients who are experiencing alterations in patterns of health. Learners will utilize the clinical judgment model to plan and evaluate therapeutic nursing interventions to optimize the individual client's health. This course provides the learner a variety of experiences in holistic, safe, effective, and culturally appropriate care, with emphasis on health promotion and disease prevention for clients through interdisciplinary collaboration.

Clinical and laboratory experiences allow the learner to apply nursing interventions and skills learned throughout the course. The learner is expected and provided an opportunity to achieve competency in nursing skills related to care of these clients.

### N3423 Childbearing Family in Nursing Practice

3 Credit Hours (2 Theory Hours, 1 Clinical Hour)

*Prerequisites:* N3415, N3416, N3323, & N3333

This clinical course provides the learner with theoretical knowledge to apply the nursing process/clinical judgment model to culturally diverse family client systems during childbearing. The pregnancy experience from conception through recovery and newborn care will be explored. Selected health issues for women with

an emphasis on primary prevention will be examined. The clinical component will provide correlation of theory to practice in the community and acute care setting.

### N4313 Health Policy & Professional Leadership

3 Credit Hours (3 Theory Hours)

*Prerequisites:* N3415, N3416, N3323, & N3333

This course will provide the baccalaureate student with a view of the nursing role as it relates to the provision of complex healthcare. Content will focus on collaborative efforts with interprofessional teams, while exploring leadership, management, and professional growth. Students will realize the importance of assessing the quality of healthcare, while exploring healthcare programs, policies, and regulations from the local to global level.

### N4414 Transcultural & Population Health

4 Credit Hours (3 Theory Hours, 1 Clinical Hour)

*Prerequisites:* N3413, N3423, N4313, & N4416

This clinical course provides an introduction to community-centered client care and public health nursing. Students will explore the concepts of human adaptation, caring, culture, ethics, law, lifespan, professional nursing role, and nursing science as it applies to various populations.

Attention will focus on the differing aggregates in the global population, with emphasis on cultural sensitivity and diversity. A major theme includes prevention strategies focusing on primary prevention, health promotion and protection, and prevention of diseases across the lifespan.

### N4416 Complex Health Alterations

6 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisites:* N3415, N3416, N3323

This clinical course builds on previous medical-surgical courses with a focus on the care of adult clients experiencing complex health alterations. Learners will utilize the clinical judgment model to plan and evaluate therapeutic nursing interventions to manage complications and optimize health. This course provides the learner a variety of experiences in providing holistic and culturally appropriate care, health promotion, and disease prevention for clients

within a variety of health care systems. This course emphasizes the delivery of multimodal safe, effective, communication strategies.

#### N4417 Internship & Management

6 Credit Hours (3 Theory Hours, 4 Clinical Hours)

*Prerequisites:* N4313

*Corequisites:* N4414

This clinical course will facilitate and prepare the baccalaureate-prepared generalist nurse to practice within complex healthcare systems and assume the roles of the nursing professional. Students will become familiar with the health system and its subsystems. The students will use evidence-based practice tools as they use an evidence-based practice model to complete a critical analysis project concerning an important nursing issue. The clinical component is an immersion experience that provides the student the opportunity to build clinical reasoning and self-confidence. The skills associated with interdisciplinary team collaboration and effective management of nursing care and healthcare delivery are emphasized. The student will work in collaboration with a nurse preceptor to provide care for clients in acute care environments. This course will be blended with some online components.

### **Graduate Nursing**

#### N5303 Theoretical Foundations of Nursing & Nursing Education

3 Credit Hours (3 Theory Hours)

*Prerequisite:* Admission to a graduate nursing program

Theoretical constructs in nursing and related theories of education from behavioral and natural sciences are examined in relation to theory development, historical perspectives, nursing research, and theory-based practice. The scholarship of discovery is emphasized as students identify philosophical bases for nursing's knowledge, review and critique appropriate literature, and consider nursing's nature of scientific explanation and inquiry. This course also includes an in-depth study of learning theories and their philosophical underpinnings. The application

and analysis of these theories are examined. Teaching strategies as an extension of learning theory are compared and contrasted as a means to engage students within face-to-face, online, and clinical settings.

#### N5306 Women and Children's Health in Generalist Nursing Practice

6 Credit Hours (4 Theory Hours, 2 Clinical Hours)

*Prerequisites:* N531, N520, N530

This course will emphasize care to women and children. Emphasis will be placed on high quality family centered care, interdisciplinary collaboration, leadership skills, quality improvement, and outcomes management. Principles of genetics, decision-making, and social justice will be explored as they relate to care of women and children. Child development and the effects of childhood disease and compromise of the family system will also be examined. The clinical component will provide for a correlation of theory to practice in the community and acute care settings

#### N5307 Common Health Alterations in Generalist Nursing Practice

6 Credit Hours (4 Theory Hours, 3 Clinical Hours)

*Prerequisite:* BIO205, BIO206, BIO201, & N531

*Pre- or Corequisite:* N520, & N530

This clinical course focuses on the care of adult clients who are experiencing alterations in patterns of health. Learners will utilize the nursing process to plan and evaluate therapeutic nursing interventions to optimize the individual client's health. This course provides the learner a variety of experiences in providing holistic care, provision of safe, effective, and culturally appropriate care, and health promotion and disease prevention. Synthesis of evidence-based practice, quality and safety improvement initiatives, and informatics form the foundation for implementing best practices in patient-centered care. Clinical and laboratory experiences allow the learner to apply nursing interventions and skills learned throughout the course. The learner is expected and provided an opportunity to achieve competency in nursing skills related to care of these clients.

N5316 Health Assessment in Advanced Generalist Nursing Practice

6 Credit Hours (4 Theory Hours; 2 Lab Hours)

*Prerequisites: BIO205, BIO206, & BIO201*

Emphasis is placed on the triad of skills needed to perform a comprehensive health assessment: interviewing skills, clinical skills, and clinical reasoning. Didactic instruction is supported with diagnostic and clinical experiences. Content includes assessment throughout the lifespan and addresses elements of clinical prevention and health promotion.

Written narratives, standardized terminology, and the use of technology as a means to collect and organize patient care data are incorporated.

N5323 Socialization into Generalist Nursing Practice

3 Credit Hours (3 Theory Hours)

*Prerequisites: BIO205, BIO206, & BIO201*

This course will provide understanding to the student about the concepts of health as it applies to individuals, families and communities. The determinants of health and the influence of culture and ethnicity are introduced and discussed. The basic tenets concerning promotion of health are examined across the lifespan. The learner is introduced to the concept of health literacy and the nurse's role as an educator in the promotion of health. In addition, the course will provide the learner with the opportunity to investigate ethical and legal issues that influence the standards of nursing practice. Ethical issues that will be discussed, are frequently encountered by nursing personnel, but also involve the entire multidisciplinary team. Health promotion will be addressed across the lifespan with integration of the ethical and legal responsibilities of the nurse.

N5333 Advanced Pathophysiology

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

Provides an in-depth study of the physiological changes and responses to altered health states and their impact on the functional status of patients

throughout the lifespan. Content also addresses vulnerable populations and genetics/genomics in the context of disease prevention and health promotion.

N5343 Foundational Pharmacology for Nurse Generalist

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

The course focuses on the development of foundational knowledge concerning pharmacotherapeutics used in the management of health-related problems. Drug properties including those of pharmacokinetics, pharmacodynamics, and pharmacogenomics are emphasized. Attention is given to lifespan considerations and cultural variations.

N5901 Advanced Health Assessment

3 Credit Hours (2 Theory Hours; 1 Lab Hour)

*Prerequisite: Admission to a MSN-Generalist or Nurse Educator programs*

Emphasis is placed on the triad of skills needed to perform a comprehensive health assessment: interviewing skills, clinical skills, and clinical reasoning. Didactic instruction is supported with diagnostic and clinical experiences. Content includes assessment throughout the lifespan and addresses elements of clinical prevention and health promotion. Written narratives, standardized terminology, and the use of technology to collect and organize patient care data are incorporated.

N5902 Advanced Pathophysiology 3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to a MSN-Generalist or Nurse Educator programs*

Provides an in-depth study of the physiological changes and responses to altered health states and their impact on the functional status of patients throughout the lifespan. Content also addresses vulnerable populations and genetics/genomics in the context of disease prevention and health promotion.

N5903 Advanced Pharmacotherapeutics II 3

Credit Hours (3 Theory Hours)

*Prerequisites: Admission to a MSN-Generalist or Nurse Educator programs*

Building upon the knowledge gained in Advanced Pharmacotherapeutics, this course provides the learner with further knowledge and skills to utilize advanced health assessment and diagnosis to pharmacologically manage the treatment of common health problems in the pediatric, adult, and geriatric populations.

N6301 Professional Dimensions of the Generalist Professional

1 Credit Hours (1 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

The professional dimensions of the advanced generalist nurse engages the student through examining professional involvement, engagement, and commitment. As an advanced generalist nurse, professionals will consider aspects of contemporary practice concerns related to communication, leadership, and collaborations in professional practice. Students are guided to focus on their program specialty in this professional dimension's course.

N6302 Informatics in Nursing Practice and Nursing Education

2 Credit Hours (2 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

This course focuses on human-computer interaction and the dynamic contribution of technology in healthcare and healthcare education. Learners are introduced to various methods to use computer-based interaction systems to locate, organize, and appraise information to guide decision making, client and student learning, and the adoption of research into practice. Legal, ethical, and social factors are included.

N6301 Professional Dimensions of the Generalist Professional

1 Credit Hours (1 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

The professional dimensions of the advanced generalist nurse engages the student through examining professional involvement, engagement, and commitment. As an advanced generalist nurse, professionals will consider aspects of contemporary practice concerns related to communication, leadership, and collaborations in professional practice. Students are guided to focus on their program specialty in this professional dimension's course.

N6303 Roles, Issues, and Public Health Policy

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

This course emphasizes health policy and advocacy and the current and evolving roles of advanced practice nurses and nurse educators.

Learners explore the roles of teacher (with clients, staff or students), change agent, and patient advocate at the micro- level (patient interaction), meso- level (organization and community) and the macro- level (policy) in the context of current and emerging trends in healthcare. Concepts related to epidemiology, clinical prevention, and population health are examined. The variables of culture marginalized, and vulnerable populations and the role of genetics are incorporated.

N6306 Health Promotion and Communication with Patient Populations in Generalist Nursing Practice

6 Credit Hours (4 Theory Hours; 2 Clinical Hours)

*Prerequisites: N512*

This course examines the etiology, manifestations, and clinical management of selected mental illnesses across the lifespan and special populations. It assesses the nursing care needs of individuals, families and groups in the community and in the healthcare system. The impact of public health laws and regulations on public safety and access to care will be examined. Emphasis will be placed on promoting health in these special populations. Therapeutic communication skills will be examined and utilized in caring for these special populations.

Students will analyze evidence-based practice for the care of specific populations and apply this knowledge in promoting overall health and optimal functioning.

N6307 Complex Health Alterations in Generalist Nursing Practice

7 Credit Hours (4 Theory Hours; 3 Clinical Hours)

*Prerequisites: N512, N520, N530, N531*

This clinical course focuses on the care of adult clients who are experiencing complex alterations in patterns of health. Learners will utilize the nursing process to plan and evaluate therapeutic nursing interventions to optimize the individual client's health. The students will develop skills to care for progressively complex problems of diverse adult patients within the healthcare system. Students will demonstrate leadership skills in providing care through interdisciplinary collaboration and coordination.

Students will demonstrate leadership to analyze, design, implement and evaluate ethical care.

Clinical and laboratory experiences allow the learner to apply nursing interventions and skills learned throughout the course. The learner is expected and provided an opportunity to achieve competency in nursing skills related to care of these clients.

N6313 Leading Change in Healthcare and Nursing Education

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

This course emphasizes the role of the nurse as a leader and change agent in the context of a healthcare or higher education organization. Theories of leadership and followership are examined, and methods for continuous quality improvement are included.

N6316 Internship in Advanced Generalist Nursing Practice

6 Credit Hours (3 Theory Hours; 3 Practicum Hours)

*Prerequisites: N500, N512, N513, N520, N530, N531, N 600, N610, N611, N612, N613, N620, N630, N635*

*Co-Prerequisites: N614, N650*

This course enables the learner to practice theory in the clinical environment of a graduate nurse professional. Learners are paired with a preceptor in appropriate professional environments. Aspects of both autonomous and collaborative practice are emphasized as learners prepare to transition to the role of a generalist nurse professional.

N6323 Evidence-Based Practice

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to the MSN-Generalist Program*

Nursing and middle-range theories are explored as a foundation for quantitative and qualitative methods. Design and methods for clinical research in nursing, related health disciplines, and health sciences education are examined. The fundamental skills needed to construct a research project as well as the analysis of research to determine the integration of scholarship into practice are emphasized.

N6333 Statistical Analysis in Clinical Research and Nursing Practice

3 Credit Hours (3 Theory Hours)

*Prerequisite: N6323*

Learners will be provided a basic understanding of statistical methods commonly used in clinical research and nursing education. Key statistical concepts are reviewed including sampling level measurement, probability, sensitivity/specificity, and Type I and Type II errors. Inferential statistical tests including chi-square, independent and dependent samples t-tests, simple linear regression, and analysis of variance are studied, and the application of these tests in research reports is analyzed and critiqued.

N6343 Internship for the Graduate Nurse Professional

3 Credit Hours (1 Theory Hours; 2 Practicum Hours Practicum)

*Course Pre-requisites: N5303, N6303, N6313, N6302, N6323, N6333, N6343, N5901, N5902, N5903, 6412, 6413*

*Course Co-requisites: N6901*

*This course enables the learner to practice theory in the educational environment of a nurse professional. Learners are paired with an approved preceptor in appropriate professional environments. Aspects of both autonomous and collaborative practice are emphasized as learners prepare to transition to the role of an advanced nurse professional. The student chronicles and archives supervised learning activities in the electronic professional portfolio.*

#### N6402 Preparation for Professional Nursing Practice

2 Credit Hours (2 Theory Hours)

*Prerequisites: N5303, N5323, N5307, N5306, N5333, N5343, N6307, N6306, N6323, N6333*  
*Co-Requisites: N6316*

This course is structured to prepare the student for the National Council Licensure Examination (NCLEX-RN). It is not intended to be a comprehensive review of nursing content but rather designed to assist student to develop critical thinking and test taking skills through the destruction and analysis of NCLEX-RN type questions.

#### N6403 Advanced Communication Skills and Group Dynamics in Advanced Generalist Nursing Practice

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to a graduate nursing program*

This course is focused on communication skills with an emphasis on establishing therapeutic relationships and use of assessment techniques and tools. The learner will be able to utilize therapeutic communication in a one-on-one situation as well as a group situation. Emphasis will be placed on demonstrating use of nursing processes. This course will introduce the basic theories and procedures of group counseling. Lecture, class

discussion, demonstration and videotaped material will be utilized. Upon course completion, class participants should be able to demonstrate an understanding of theories and procedures used in group settings.

#### N6412 Assessment and Evaluation of Student Learning for the Nurse Educator

2 Credit Hours (2 Theory Hours)

*Course Prerequisites N5303, N5901, N5902, N5903, N6323, N6333, N6303, N6313, N6302*

This course emphasizes formative and summative assessment in academia as measures to determine achievement of student learning. The course discusses program and course evaluation for nurse educators. The process of planning, constructing, administering, scoring and \*analyzing assessments in nursing education.

#### N6413 Curriculum Development, Instructional Design

3 Credit Hours (3 Theory Hours)

*Course Prerequisites N500, N510, N520, N530, N600, N630, N635*

This course emphasizes the fundamental steps of program development in academia and formative and summative measures to determine efficacy and effective achievement of student learning. Instructional design and methodologies are explored and examined. The student incorporates concepts related to organizational structure, leadership, collaboration, finance, and scope of practice to design a comprehensive program that will promote quality outcomes in nursing education.

#### N6901 Dimensions of Professional Nursing for the Nurse Educator

1 Credit Hour (1 Theory Hour)

*Prerequisites: Admission to a MSN-Generalist or Nurse Educator programs*

The professional dimensions of the advanced generalist nurse engage the student through examining professional involvement, engagement, and commitment. As an advanced generalist nurse, professionals will consider aspects of contemporary practice concerns related to communication, leadership, and collaborations in professional

practice. Students are guided to focus on their program specialty in this professional dimensions course.

## **Public Health**

### PH101 Health and Society: An Introduction to Public Health

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This foundational course provides the student with an introduction to major issues related to public health as structured in the United States. Students will explore these major issues and develop an understanding of how these issues arose and study possible solutions to these issues/concerns. The course provides a broad overview of the fields that comprise public health. At the same time, this course can give a good grounding in the field to those students who are interested in exploring other courses in this discipline. **SW, SS, LD**

### PH103 Global Health

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

The focus of this course is on health in low- and moderate-income countries. The course covers basic principles and goals of global health, the link between development and health, the global burden of disease, cross-cutting themes related to global health (for example, ethics, human rights and culture and global health), and intersectoral approaches to improving global health. **SW, SS, LD**

### PH300 Epidemiology

3 Credit Hours (3 Theory Hours)

*Prerequisite: ENG201 & MAT201*

The course will increase the student's knowledge base and understanding of the scope of practice, scientific methods and applications involved in epidemiology as a community and public health related discipline. The course explores the application of epidemiologic methods to basic and clinical sciences as well as the use of findings from investigation and analyses to generate policy. The course is designed to integrate skills such as quantitative reasoning, inquiry and problem

analysis, deductive and inductive reasoning, creating generalizations and teamwork. **UD, SS, SW, MS**

## **Philosophy**

### PHL101 Philosophical Inquiry and Modalities

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

PHL101 is a humanities course in the Methodist College's LENSES/General Education program. This course is designed to involve the student in the study of the fundamental questions of philosophy: nature of truth; nature of identity; logical reasoning; ethical and aesthetic values; religious belief systems. The students will evaluate influential answers that have been given to these questions by thinkers such as Plato, Descartes, Hume, Kant, or Mill. The course emphasizes the requirements of producing clear and consistent ideas.

### PHL102 Introduction to Ethics

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to Methodist College*

PHL102 is a philosophy course in the Methodist College's LENSES/General Education program. This course is designed to involve the student in the study of various ethical theories, including virtue ethics, deontological theories, and utilitarianism. The students will evaluate influential answers that have been given to ethical questions by thinkers such as Aristotle, Kant, or Mill. The course emphasizes the foundations for producing clear and consistent ideas. **LD, HUM, SW**

### PHL300 Applied Ethics

3 Credit Hours (3 Theory Hours)

*Prerequisite: PHL101*

PHL300 is an upper-level LENSES/General Education course at Methodist College. This course is designed to involve students in the application of philosophical ethical theories to case studies. To this end, the course is structured in two parts. During the first part (two thirds of the semester), students are engaged in theoretical studies, analyzing virtue theories, consequentialist theories, or duty theories. During the second (one third of the semester), each student will work on a project in

which he or she will analyze a case study by applying the various ethical theories discussed during the first part of the course. The project may be individual or group work. **UD, HUM, SW**

PHL301 Philosophy of the Human Psyche

3 Credit Hours (3 Theory Hours)

*Prerequisite: PHL101*

This is a humanities course in Methodist College's LENSES/General Education program. This course is designed to involve the student in the study of the development of the concept of *psyche*, or soul. To such end, different theories regarding what it is to be a human being will be discussed. The course is an excursion into metaphysics, at least in how it was understood by the ancients: the science of what is real. At the same time, it is also a course in the history of philosophy and how the use of *psyche* has changed from Homer to modern thinkers. In the process of analyzing *psyche*, topics such as the good life for a human being, the problem of *akrasia* (the modern "weakness of will"), and how humans of the 21st century can relate to other human beings will be analyzed. The course emphasizes the requirements of producing clear and consistent ideas. **UD, HUM, SW**

PHL302 Sacrifice in Literary, Philosophical, and Biblical Writings

3 Credit Hours (3 Theory Hours)

*Prerequisite: PHL101*

This is an upper-level course in General Education. The course is designed to help students understand the concept of sacrifice by looking at writings from various fields. To such end, the students will study tragedy, Biblical writings, and philosophical treatises. The readings could range from Greek tragedies to the theater of the absurd, from Ancient philosophy to contemporary continental philosophy, from the Old Testament to the New Testament. The students will also read articles on reading and analyzing a philosophical text. **UD, HUM, SW**

PHL303 Knowledge & Humility: Development of the Notion of Humility

3 Credit Hours (3 Theory Hours)

*Prerequisites: Admission to Methodist College*  
PHL303 is a Philosophy course in Methodist College's Arts and Sciences curriculum. This course will engage philosophical approaches to the notion of humility from Antiquity to the Early Centuries of Christianity. Students will study theories of knowledge proposed by Greek philosophers and will analyze how they have been used by the Christian theologians of the first centuries of Christianity. They will also be introduced to the notions of kataphatic and apophatic theology and how they relate to moralism and humility. **UD, HUM, SW**

**Physics**

PHY211 Introduction to Physics I

3 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: MAT102*

This course covers the physical principles of linear and rotational motion, force, energy, gravity, fluids, oscillations, waves and sound. Emphasis will be placed on problem solving and critical thinking skills. **LP, MS, LD**

PHY212 Introduction to Physics II

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

*Prerequisite: PHY211*

This course covers the physical principles of electricity, magnetism, electric circuits, light, optics, and electromagnetic waves. Emphasis will be placed on problem solving and critical thinking skills. **LP, MS, LD**

**Political Science**

POL101 Political Science, Advocacy, and Civility 3

Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

Through the study of Civics and American government, students will acquire the skills and knowledge necessary to become responsible and effective citizens in an interdependent world. They will also explore the complex challenges that affect our communities today and are introduced to theories, strategies, and tools for community development and positive social change. **LD, SS**



## **Psychology**

### PSY101 Psychological Inquiry and Applications

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course introduces the student to the critical examination of mental processes and behavior. Topics include the nature of psychological science and evaluating scientific research, biological foundations of behavior, sensation, and perception, learning and memory. The topics of language and thought, intelligence, and cognitive abilities, motivation and emotion, personality, developmental and social psychology, psychopathology and psychotherapy are also covered. An emphasis on the interpretation of information and observations and developing scientific literacy is evident throughout the courses. **LD, BS, SS**

### PSY201 Developmental Psychology

3 Credit Hours (3 Theory Hours) *Prerequisite: PSY101*

For this course, students examine theory and research on psychological development through early development; infancy, childhood and adolescence; focusing primarily on the dynamic of nature/nurture as critical components in human physical, emotional, intellectual, and moral development. This course begins with an overview of developmental theories, approaches and research methods. Students explore (chronologically and topically) the development of the individual through four major periods of life: infancy, early childhood, middle childhood, and adolescence. **LD, BS, SW**

### PSY203 Personality Psychology

3 Credit Hours (3 Theory Hours)

*Prerequisite: PSY101*

Personality Psychology is the scientific study of psychological and other forces that make us uniquely ourselves. Although personality is a time-honored topic in philosophy and from the early days of that much more recent discipline, psychology, it remains a vibrant and exciting field. To begin and set a context, the course will lay out a foundation based on leading personality theories

(with relevant examination of the research underlying these theories). Personality psychology is a broad sub-discipline that involves various topics. Students will delve into areas of recent interest such as altruism, authoritarianism, narcissism, resilience, what in our personalities may make us lie, and humor. Students will learn about assessment of personality and how this information can be used as a foundation for or supplement to clinical therapy. Where possible, the “third” hour of class time will be devoted to social science type laboratory projects. It will be an interesting, enjoyable and stimulating journey. **SW, BS, SS, LD**

### PSY301 Abnormal Psychology

3 Credit Hours (3 Theory Hours)

*Prerequisite: PSY101*

This course will provide students with an up-to-date view of how psychopathology is studied, understood, experienced, and treated today. The course uses the integrative biopsychosocial approach and includes what is known about the brain and its role in psychological disorders. This approach shows the dynamic interplay between the biological (especially neurological), psychological, and social factors involved in understanding psychological disorders and their treatment. The textbook is rich in clinical material and can provide students with a deeper appreciation of abnormal psychology to enable students to understand concepts and appropriately apply these to the world around them. **SW, UD, SS**

### PSY302 Adult Development and Aging

3 Credit Hours (3 Theory Hours)

*Prerequisite: PSY101*

This course is an examination of the psychological, social and biological influences that affect the human life course from young adulthood to old age. The topics covered may include memory and intellectual functioning, personality and social relationships, physical and emotional health, and life transitions. **SW, BS, SS, UD**

### PSY303 Death and Dying

3 Credit Hours (3 Theory Hours)

*Prerequisite: PSY101*

This course is concerned with a consideration of death and the dying process from the perspective of psychology. Learners have the opportunity to read and discuss issues relevant to the major topic. **SW, SS, BS, UD**

### PSY310 Organizational Behavior

3 Credit Hours (3 Theory Hours)

*Prerequisite: PSY101*

This course simultaneously integrates the study of organizational behavior and organization theory. While acknowledging that human behavior is influenced by the system in which it occurs, here the healthcare system, this course has been designed to assist the upper level student in considering what must be done to motivate and lead very diverse groups of people in a constantly changing environment. By focusing on theory, the student will have the opportunity to understand the development of current theories about what people do, why they do it, and then apply this knowledge to possible intervention strategies to improve what people do. This course will introduce the student to concepts in both individual and group behavior. It will cover topics such as 66individuals' perceptions and attitudes, diversity, communication, motivation, leadership, power, stress, conflict management, negotiation models, group dynamics, team building, and managing organizational change. **SW, UD, SS**

### PSY401 Health Psychology

3 Credit Hours (3 Theory Hours)

*Prerequisites: PSY101*

This course explores the biological, psychological and social interactions that influence an individual's state of health and illness. Stress, pain, cardiovascular risk, cancer, chronic illness, and addictive behaviors are examined for associated impact on health. **SW, SS, UD**

## **Sociology**

### SOC101 Social Forces

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course is a social science course in Methodist College's LENSES/General Education program

designed to introduce students to the sociological perspective including the sociological view on culture, socialization, the social structure, and research. The course also introduces students to various sub-disciplines in sociology including, but not limited to, deviance, social stratification, collective behavior and social movements, and social institutions. **SS, DEI**

### SOC400 Social, Economic, and Political Influences on Healthcare 3 Credit Hours (3 Theory Hours)

*Prerequisite: SOC101*

This course introduces the foundational and integrated theories and research related to the interface between social sciences and public policy. Topics to be considered in this upper-level seminar are economics and cultural power; healthcare reform, health economics and health policy; healthcare markets; agency; training and socialization of healthcare professions; comparisons between the US healthcare system and other systems from an economic and political perspective; socio-economics of healthcare access and inequality and the role of the political system in preserving these inequalities; sociological analysis of health and illness. **UD, SS, SW**

## **Social Work**

### SW109P Social Work Approaches to Public Health

2 Credit Hours (2 Theory Hours)

*Prerequisites: Admission to Methodist College*

The course examines the major theoretical contributions of social work to current Public health approaches used during pandemics/epidemics. The course will take a critical analysis of self-determination theory, transtheoretical models of change in human behavior and the use of motivational interviewing during times of public health crisis. **SW**

### SW170 Concepts of Social Work

3 Credit Hours (3 Theory Hours)

*Prerequisite(s): Admission to Methodist College*

This course provides a basic overview and introduction to Social Work Practice. Introduced will be the historical context of the development of social work, formation of social welfare policies

and actions, and the many roles of the social work professional.

### SW270 Foundations of Social Work

3 Credit Hours (3 Theory Hours)

*Prerequisite(s): Admission to Methodist College  
Pre- or Corequisite: SW170*

This course provides an exploration of areas of Social Work Practice, including a review of major systems such as mental health, child and family, community organization. This course will lay the foundation for students to understand work within a multicultural context and the implications of social work practice amongst different constituencies.

### SW271 Service Learning within a Social Work Environment

3 Credit Hours (3 Theory Hours)

*Prerequisite(s): Admission to Methodist College*

This course introduces students to academic service learning. Focus is on participating in experiences in the community that reinforce skills and concepts addressed in social work courses by actively participating in meaningful civic service experiences that meet community needs. Through the Service-Learning Practicum, students take what they have learned and apply their learning in a real-world context. Through interactions with community agencies, discussions, and reflection activities students gain an increased understanding of themselves in relation to others. Service learning combines community service with critical reflection and analysis. Through service-learning experiences, the community becomes a classroom in which students work with members of the community to address community issues and needs and build on community strengths and assets. The course integrates the values of the college to create a community partnership that develops an understanding of social responsibility, leadership and academic learning. **SL**

### SW272 Contemporary Social Issues

3 Credit Hours (3 Theory Hours)

*Prerequisite(s): Admission to Methodist College*

Students utilize a variety of social science perspectives to develop a broad understanding of

complex social issues such as racism, poverty, substance abuse, violence, medical care and the environment. Issues are presented at local, national and international levels to illustrate how problems are connected as well as addressed by networks of public, private and nonprofit service providers. This course will offer many opportunities for the social work student to place themselves within this complex web of problems and issues in order to understand their role as a change agent.

### SW274 Resilience and Compassion of Care

1 Credit Hour (1 Theory Hour) *Prerequisite:*

*Admission to Methodist College*

This course provides students an opportunity to learn about meditation, which is a method that deliberately and systematically works to cultivate compassion. Through progressive exercises (beginning with the development of attentional stability and progressing through various analytical meditations), one gains insight into how one's attitudes and behaviors support or hinder compassionate response. The practice of compassion in care intensifies the desire to help others, allowing compassion to become more natural and spontaneous in one's everyday life. It also helps increase personal resilience by grounding one in realistic expectations of self and others.

### SW310 Research Methods

*(Cross-listed with HS 310)*

3 Credit Hours (3 Theory Hours)

*Prerequisite: MAT201*

The course focuses on the beginning level of competencies the student needs in order to use the process of scientific inquiry as the basis for professional practice. A general understanding of and appreciation for qualitative and quantitative research is provided. Opportunities are provided for the learner to critically read and analyze research studies.

SW320 Foundations of Social Work with  
Individuals and Families

*(Cross-listed with BH320)*

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

The course examines the major theoretical counseling and psychotherapy orientations with an emphasis on the application of each theory to the treatment of addiction and behavioral health disorders as these apply to individual and family systems. Theories and their related therapeutic approaches considered include Psychoanalytic theories, Adlerian theory, Existential Theory, Person-Centered Theory, Gestalt Theory, Behavioral Theory, Cognitive-Behavioral Theory, Reality Theory, Feminist Theory, Postmodern approaches to counseling/psychotherapy theoretical speculation and Family-Systems Theory.

SW334 Case Management in Social Work

*(Cross-listed with BH334)*

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course integrates case management theory and practice as it is applied to individuals, agencies and communities. Students will learn core case management components and practice skills in assessment, planning, linking, monitoring, recording and evaluating client care. Issues of diversity, community resources, and the various arenas of case management will be explored. Case studies will be reviewed and discussed using “best practice” models. Focus will be placed on the role of case management in mental health and addiction treatment programs.

SW370 Human Behavior in the Social  
Environment

3 Credit Hours (3 Theory Hours)

*Prerequisite(s) Completion of Lower-Level Courses and 50 documented community service hrs.*

Students in this course will examine physiological, psychological, and social changes throughout the lifespan. Individuals and family interactions with the environment are emphasized during each phase

of the life cycle; infancy and early childhood, adolescence and young adulthood, middle adulthood, and later life. Major developmental changes and crises will be identified and strategies to navigate such changes will be practiced. Major theories to underpin assessment and interventions with individual and family client systems are presented, within the broader context of a systems approach. **DEI**

SW371 Family Life Cycle Transitions

3 Credit Hours (3 Theory Hours)

*Prerequisite(s) Completion of Lower-Level Courses and 50 documented community service hrs.*

This course develops and builds upon the knowledge, skills, and attitudes of the student training for the social work profession. The course emphasizes developing practice competence in human behavior across the life cycle within the context of the social and ecological environment. Focus will be on the analysis of family, societal processes, and their effects on individual behavior in relation to social class, ethnicity, and cultural background. Study of problem-solving methods and applications for working with families will develop practice competence.

SW372 Special Topics in Social Work

1 Credit Hour (1 Theory Hour)

*Pre- or Corequisites: SW170 or SW270*

This course is developed in a manner to allow for current and historical movements in social work to be examined through the lens of the NASW Code of Ethics, to prepare social work students to be successful in their practice and in completing their licensure examination. This course will examine relevant topics including but not limited to the following: privilege, power and oppression, social justice, healthcare, and social determinants based upon recent or historical context. This course is designed to be responsive to the changing global

needs that social workers confront and work through to enhance individual, families, groups, and community's well-being. **NE**

### SW373 Cultural Humility in Social Work Practice

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to BSW program*

Students in this course will gain an understanding of the construct of cultural humility and how to apply this other-oriented approach in their social work practice. Students will examine ways to achieve cultural humility through suspending their own knowledge and assumptions about individuals, groups and communities based upon what they think they know or have generalized about such culture. Students will also learn about power imbalances, accountability and critically assess themselves and their ability to focus on others through self-reflection. **HS, DEI**

### SW374 Social Work Practice through the Lens of Spirituality

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course allows for students to explore the intersectionality of spirituality in social work practice with individuals, families, groups, organizations, and communities. Students will gain an understanding of a variety of religions, ethnicities, cultures, and other perspectives that search for ultimate meanings and purposes. Students will explore institutional and personal beliefs and create appropriate intervention plans based upon understanding of cultural and spiritual beliefs of their clients.

### SW375 Social Work with Groups

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

This course is an introduction to the theoretical base and skills used in conducting group counseling. Included are theories of group work, facilitation techniques, types of styles of groups and models of group functioning. Common topics suitable to group counseling are presented and discussed in a group setting in which students function as participants of the group as well as

having the opportunity to function as the group leader.

### SW431 Policy and Professional Leadership

(Cross-listed with HS43 and N431)

2 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to the BSW program, SW170, & SW270*

This course is designed to ensure that the baccalaureate-educated professional has a solid understanding of the broader context of supportive services including navigating care systems. The student will develop an understanding of the identification of policy issues, how social welfare policy is both developed and changed, and how that process can be influenced through the efforts of professionals, the laity and special advocacy groups. Emphasis is placed on the professional's leadership role as a member of the profession.

### SW471 Field Practicum I

9 Credit Hours (3 Theory Hours, 6 Practicum Hours)

*Prerequisite(s): SW320, SW330, SW431, SW334, SW335, and senior standing* Field Practicum allows for the student to engage in a real-world practice setting to further develop and demonstrate the key competencies that are defined by the Council on Social Work Education (CSWE, 2015). Refined development and demonstration of key competencies can be achieved through integrating the knowledge, values, skills, and ethics that have been part of the BSW Curriculum.

The practicum placement is to be arranged by the BSW Field Practicum Coordinator in a mutually agreed upon area of practice. The placement is individually developed according to the students' learning and practice needs, preferences, and career goals. A placement runs the full 16 weeks of the semester and students will be expected to spend no less than 20 hours per week with their practicum agency. The student will be assigned to a social worker at the practicum agency, who will work with the student to develop a learning plan for the semester. This plan must be approved by the instructor and must allow assessment to determine

if a student can demonstrate required practice skills as well as professional ethics. **SL**

### SW472 Field Practicum II

9 Credit Hours (3 Theory Hours, 6 Practicum Hours)

*Prerequisite(s): SW471 and senior standing*

This is a continuation of Field Practicum I in which a student will engage in supervised practice at a community agency to demonstrate the key competencies of generalist Social Work Practice. Utilizing the assessment of the learning plan, a revised plan will be developed to build upon a student's strengths as well as provide opportunity for further development in areas as needed. This placement runs 16 weeks and students will be expected to spend no less than 20 hours per week within the context of their agency.

The hours can be designated as direct practice (micro, macro, mezzo), with field instruction and supervision. Some of the weekly hours can also be utilized indirectly, through activities related to the placement such as preparing records, process recordings, reading case materials, community or agency meetings and visits to other agencies and communities, within the structure of the learning contract. **SL**

### SW473 The Ethics of Social Work Practice

3 Credit Hours (3 Theory Hours)

*Prerequisite: Senior standing Corequisite(s): SW471 or SW472*

This course is designed to involve the student in the study of the Social Work code of ethics. To such end, students will engage in analyzing the core values of the profession: social justice, dignity and worth of a person, human relationships, integrity, and service.

### SW474 Field Practicum Preparation

3 Credit Hours (3 Theory Hours)

*Course Pre-or Corequisite(s): Senior Standing and approval for field placement*

This course is developed in a manner to allow for professional preparation and development of students prior to field placement. The course will also introduce the SW-PAI assessment which is

used during the field placement. Students will develop learning plans based off of SW-PAI assessment conducted during this class. This class supports the requirements of CSWE to have training for social workers specific to field placement prior to start of placement. This course will examine relevant topics including but not limited to the following: professional behavior in the workplace, safety, assessment of skills and development of learning plan. Expectations of field placement for both field site and student. Policies and procedures of field placement are reviewed.

## **Theatre**

### THE100 Theatre Appreciation

3 Credit hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

Theatre Appreciation is a LENSES/General Education Fine Arts course. Students study the history of theatre, including its plays, playwrights, productions, and genres from various cultures. Additionally, the evolution of theatre to film will be examined. Through theory and observation, students explore the various elements that are necessary for a theatrical production - costumes, make-up, props, sets, acting, directing, and designing. The course will also investigate the reciprocal relationship of culture's influence on theatre and theatre's influence on culture. **FA**

### THE101 Introduction to Theatre

3 Credit Hours (3 Theory Hours)

*Prerequisite: Admission to Methodist College*

Foundations of Theatre is a General Education Fine Arts course in the Humanities. Students study the history of theatre, including its plays, playwrights, productions, and genres. Additionally, the evolution of theatre to film will be examined. Through theory, observation, and practice, students explore the various elements that are necessary for a theatrical production—costumes, make-up, props, sets, acting, directing, and designing. The course will also investigate the reciprocal relationship of culture's influence on theatre and theatre's influence on culture. If possible, students will develop and stage simulations to assist the college

and community. The course may have field trips to attend theatrical performances. **FA**

## **Methodist College Personnel**

Methodist College' Personnel Directory can be found at:

<https://www.methodistcol.edu/directory.aspx>