

METHODIST COLLEGE CATALOG

2024-2025 Academic Year



Methodist College

Methodist College 7600 N. Academic Drive
Peoria, IL 61615
Phone: (309) 672-5513
Fax: (309) 671-8303
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

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***.

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

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (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

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) 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, pre-corequisites courses, grading methods, academic and student policies, administrative procedures, payment and payment arrangements, financial aid policies, program specific handbooks, 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!

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

This catalog serves as a resource for you. I stand with the faculty, administration, and staff eager to help you succeed in the health care career of your 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 achievements that will get you closer to your dream!

With Promise and Purpose,

Dr. Kayla Banks, Chancellor
Methodist College

2024-2025 Methodist College Academic Calendar

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		
19	Monday	First Day of Full Term and First 8-Week Courses
21	Wednesday	Last Day to Add First 8-Week (WK) Courses (4PM)
23	Friday	Last Day to Add Full Term Courses (4PM)
23	Friday	Last Day to Drop First 8-WK Courses (4PM)
30	Friday	Last Day to Drop Full Term Courses (4PM)

September 2024						
Su	Mo	Tu	We	Th	Fr	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	Sunday	Readmission Applications for Nursing Programs Due
1	Sunday	Spring Applications for Accelerated Nursing Program Due
2	Monday	COLLEGE CLOSED - Labor Day
3	Tuesday	Last Day for 100% Refund: Full Term Courses and First 8-WK Courses
3	Tuesday	10th Day Census for Full Term and First 8-WK Courses (4PM)
9	Monday	Last Day for 75% Refund: Full Term and First 8-WK Courses
16	Monday	Last Day for 50% Refund: Full Term & First 8-WK Courses
17	Tuesday	0% Refund for Full Term and First 8-WK Courses
18	Wednesday	Midterm Grades for First 8-WK Courses Due (4PM)
20	Friday	Last Day to Withdraw with a Grade of "W" from First 8-WK Courses (4PM)
23	Monday	Grade of "WF" Begins for Withdrawn First 8-WK Courses

October 2024						
Su	Mo	Tu	We	Th	Fr	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		
4	Friday	Withdraw Period Ends for First 8-WK Courses (4PM)
11	Friday	Midterm Grades for Full Term Courses Due (4PM)
13	Sunday	Last Day of First 8-WK Courses
14	Monday	COLLEGE CLOSED -- Fall Break
15	Tuesday	COLLEGE CLOSED -- Fall Break
16	Wednesday	Spring Term Schedule Opens in CAMS & Advisement Begins
16	Wednesday	First Day of Second 8-WK Courses
18	Friday	Final Grades for First 8-WK Courses Due (4PM)
18	Friday	College Readmission Priority Deadline for Spring
18	Friday	Last Day to Withdraw from Full Term Courses (4PM) -- Grade of "W"
21	Monday	Grade of "WF" Begins for Withdrawn Full Term Courses
22	Tuesday	Last Day to Add Second 8-WK Courses (4PM)
22	Tuesday	Last Day to Drop Second 8-WK Courses (4PM)
28	Monday	Last Day for 100% Refund: Second 8-WK Courses
30	Wednesday	10th Day Census for Second 8-WK Courses (4PM)

November 2024						
Su	Mo	Tu	We	Th	Fr	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		
4	Monday	Last Day for 75% Refund: Second 8-WK Courses
8	Friday	Withdraw Period Ends for Full Term Courses (4PM)
11	Monday	Spring Term Registration Opens
11	Monday	Last Day for 50% Refund: Second 8-WK Courses
12	Tuesday	0% Refund for Second 8-WK Courses
13	Wednesday	Midterm Grades for Second 8-WK Courses Due (4PM)
15	Friday	Last Day to Withdraw from Second 8-WK Courses (4PM) -- Grade of "W"
16	Saturday	Spring Term Textbook List Published and MBS Online Bookstore Opens
18	Monday	Grade of "WF" Begins for Withdrawn Second 8WK Courses
27	Wednesday	Withdraw Period Ends for Second 8-WK Courses (4PM)
27	Wednesday	Last Day of Full Term Courses
28	Thursday	COLLEGE CLOSED -- Thanksgiving Break
29	Friday	COLLEGE CLOSED -- Thanksgiving Break
30	Saturday	COLLEGE CLOSED -- Thanksgiving Break

December 2024						
Su	Mo	Tu	We	Th	Fr	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	Sunday	COLLEGE CLOSED -- Thanksgiving Break
2	Monday	College Resumes Business Operations
2	Monday	Final Exams for Full Term Courses
3	Tuesday	Final Exams for Full Term Courses
4	Wednesday	Final Exams for Full Term Courses
5	Thursday	Final Exams for Full Term Courses
6	Friday	Final Exams for Full Term Courses
7	Saturday	Final Exams for Full Term Courses
8	Sunday	Final Exams for Full Term Courses
8	Sunday	Last Day of Second 8-Week Courses
11	Wednesday	Final Grades for Anticipated Fall Graduates Due (12PM)
13	Friday	Grades for Full Term and Second 8-WK Courses Due (4PM)
14	Saturday	Celebration of Graduates & Graduation
23	Saturday	COLLEGE CLOSED -- Winter Holiday
24	Sunday	COLLEGE CLOSED -- Winter Holiday
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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January		
1	Wednesday	COLLEGE CLOSED -- Winter Holiday
2	Thursday	College Resumes Business Operations
13	Monday	First Day of Full Term and First 8-WK Courses
15	Wednesday	Last day to Add First 8-WK Courses (4PM)
17	Friday	Last Day to Drop First 8-WK Courses (4PM)
17	Friday	Last Day to Add Full Term Courses (4PM)
20	Monday	COLLEGE CLOSED -- Martin Luther King Jr. Day
24	Friday	Last Day to Drop Full Term Courses (4PM)
27	Monday	Last Day for 100% Refund: Full Term and First 8-WK Courses
27	Monday	10th Day Census for Full Term and First 8-WK Courses (4PM)

February 2025						
Su	Mo	Tu	We	Th	Fr	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	

February		
3	Monday	Last Day for 75% Refund: Full Term and First 8-WK Courses
10	Monday	Last Day for 50% Refund: Full Term and First 8-WK Courses
11	Tuesday	0% Refund for Full Term and First 8-WK Courses
12	Wednesday	Midterm Grades for First 8-WK Courses Due (4PM)
14	Friday	Last Day to Withdraw from First 8-WK Courses (4PM) -- Grade of "W"
17	Monday	Grade of "WF" Begins for Withdrawn First 8-WK Courses
28	Friday	Withdraw Period Ends for First 8-WK Courses (4PM)

March 2025						
Su	Mo	Tu	We	Th	Fr	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	Saturday	Readmission Applications for Nursing Programs Due
1	Saturday	Summer Applications for Accelerated Nursing Program Due
3	Monday	Summer & Fall Term Schedule Opens in CAMS & Advisement Begins
7	Friday	Midterm Grades for Full Term Courses Due (4PM)
9	Sunday	Last Day of First 8-WK Courses
10	Monday	No Courses - Spring Break
11	Tuesday	No Courses - Spring Break
12	Wednesday	College Readmission Priority Deadline for Fall
12	Wednesday	No Courses - Spring Break
13	Thursday	No Courses - Spring Break
14	Friday	No Courses - Spring Break
14	Friday	Last Day to Withdraw from Full Term Courses (4PM) -- Grade of "W"
15	Saturday	No Courses - Spring Break
16	Sunday	No Courses - Spring Break
17	Monday	Courses Resume
17	Monday	First Day of Second 8-WK Courses
17	Monday	Grade of "WF" Begins for Withdrawn Full Term Courses
19	Wednesday	Last Day to Add Second 8-WK Courses (4PM)
21	Friday	Last Day to Drop Second 8-Week Courses (4PM)
21	Friday	Final Grades for First 8-Week Courses Due (4PM)
31	Monday	Last Day for 100% Refund: Second 8-Week Courses
31	Monday	10th Day Census for Second 8-Week Courses (4PM)

April 2025						
Su	Mo	Tu	We	Th	Fr	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	Tuesday	Summer Registration Opens
4	Friday	Withdraw Period Ends for Full Term Courses (4PM)
7	Monday	Last Day for 75% Refund: Second 8-WK Courses
7	Monday	Fall Registration Opens
14	Monday	Last Day for 50% Refund: Second 8-WK Courses
15	Tuesday	0% Refund for Second 8-WK Courses
16	Wednesday	Midterm Grades for Second 8-WK Courses Due (4PM)
18	Friday	Last Day to Withdraw from Second 8-WK Courses (4PM)-Grade of "W"
20	Sunday	No Courses - Easter Holiday
21	Monday	Grade of "WF" Begins for Withdrawn First 8-WK Courses

May 2025						
Su	Mo	Tu	We	Th	Fr	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

May		
1	Thursday	Applications for Fall Accelerated Nursing Program Due
2	Friday	Withdraw Period Ends for Second 8-WK Courses (4PM)
4	Sunday	Last Day of Full Term Courses
5	Monday	Final Exams for Full Term Courses
6	Tuesday	Final Exams for Full Term Courses
7	Wednesday	Final Exams for Full Term Courses
8	Thursday	Final Exams for Full Term Courses
9	Friday	Final Exams for Full Term Courses
10	Saturday	Final Exams for Full Term Courses
11	Sunday	Final Exams for Full Term Courses
11	Sunday	Last Day of Second 8-Week Courses
14	Wednesday	Final Grades for Anticipated Spring Graduates Due (12PM)
16	Friday	Grades for Full Term and Second 8-WK Courses Due (4PM)
17	Saturday	Celebration of Graduates & Graduation
19	Monday	First Day of Summer I (8-WK) and Summer II (12-WK) Courses
21	Wednesday	Last Day to Add Summer I (8-WK) Courses (4PM)
23	Friday	Last Day to Add Summer II (12-WK) Courses (4PM)
26	Monday	COLLEGE CLOSED -- Memorial Day

June 2025						
Su	Mo	Tu	We	Th	Fr	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	Sunday	Applications for Readmission to Second Degree Nursing Program Due
2	Monday	Last Day for 100% Refund: Summer I and Summer II Courses
2	Monday	10th Day Census for Summer I and Summer II Courses
9	Monday	Last Day for 75% Refund: Summer I and Summer II Courses
16	Monday	COLLEGE CLOSED -- Juneteenth
17	Tuesday	Last Day for 50% Refund: Summer I and Summer II Courses
20	Friday	Last Day to Withdraw from Summer I Courses (4PM)--Grade of "W"
23	Monday	Grade of "WF" Begins for Summer I Courses
23	Monday	0% Refund for Summer I and Summer II Courses

July 2025						
Su	Mo	Tu	We	Th	Fr	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	Tuesday	Fall Textbook List Published and MBS Online Bookstore Opens
3	Thursday	Last Day to Withdraw from Summer II Courses (4PM)-Grade of "W"
3	Thursday	Withdraw Period Ends for Summer I Courses (4PM)
4	Friday	COLLEGE CLOSED -- Fourth of July
7	Monday	Grade of "WF" Begins for Summer II Courses
13	Sunday	Last Day of Summer I Courses
18	Friday	Withdraw Period Ends for Summer II Courses (4PM)
27	Sunday	Last Day of Summer II Courses
28	Monday	Final Exams for Summer II Courses
29	Tuesday	Final Exams for Summer II Courses
30	Wednesday	Final Exams for Summer II Courses
31	Thursday	Final Exams for Summer II Courses

August 2025						
Su	Mo	Tu	We	Th	Fr	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	Friday	Final Exams for Summer II Courses
2	Saturday	Final Exams for Summer II Courses
3	Sunday	Final Exams for Summer II Courses
8	Friday	Final Grades Summer I & Summer II Due (4PM)
18	Monday	First Day of Full Term and First 8-WK Courses

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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. Anthony Stanowski, Chair
Ms. Jill Dodaro
Ms. Elizabeth Crider
Mr. Gary J. Giacomelli
Ms. Pam Howe
Mr. Brian Mooty

Ms. Jeanine Spain, Vice Chair
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Mr. Jamie Harwood
Ms. Joy Ledbetter
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Leadership

Dr. Kayla Banks, Chancellor
Mr. Jason Garber, Vice President of Enrollment Management & Student Services
Dr. Octavian Gabor, Dean of Academic Affairs
Dr. Blanca Miller, Dean of Nursing

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	We're committed to being the very best in all we do.
Integrity	We're grateful for the trust placed in us by those we service, and we always strive to do the right thing.
Inclusivity	We welcome, respect and value every individual.
Compassion	We seek to understand and empathize with others.
Accountability	We take ownership of everything we do in a way people can count on.

Carle Health DEI Commitment

Methodist College is proud to be part of an organization that supports diversity and inclusion. Carle Health is committed to being an inclusive place for our team members, patients, health plan members and communities. Building a more diverse, equitable and inclusive environment lays the foundation for trusted partnerships and the delivery of high-quality care for everyone we serve.

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 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 Carle compliance 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, childcare, 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 with 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) upon the recommendation of the Medical Assisting Education Review Board (MAERB)

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

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.

Undergraduate Nursing CAS Submissions

Applicants can also submit applications through NursingCAS (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.

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:
 - Official transcripts from all high school programs attended.
 - Official transcripts from all colleges attended.
 - 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:
 - Proof of graduation from a high school program (this can be unofficial or official).
 - 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.

English Proficiency Requirements by Degree

English Proficiency Requirements	Undergraduate Degree	Master's Degree
TOEFL PBT	Minimum score of 500	Minimum score of 530
TOEFL iBT	Minimum score of 61	Minimum score of 71
IELTS	Minimum score of 6.0	Minimum score of 6.5
Pearson Test of English Academic	Minimum score of 44	Minimum score of 50
Duolingo	Minimum score of 105	Minimum score of 110
A high school diploma completed at an accredited/recognized US high school	Accepted	Accepted
30 Credit Hours Completed A transcript indicating completion of at least 30 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.	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.

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).
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. 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 Registrar@methodistcol.edu.

Nursing CAS Application Process

Applicants for graduate admissions can also submit applications through NursingCAS (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.

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

Graduate students in the MSN (Post Licensure) programs are primarily admitted to the program with their starting term in the fall. 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:

1. Hold a Baccalaureate Degree in Nursing from a regionally accredited institution with a nationally- accredited program.
2. 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.

3. 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).
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. 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 Registrar@methodistcol.edu.

Nursing CAS Application Process

Applicants can also submit applications through NursingCAS (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.

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

Graduate students in the MSN Prelicensure program will start their program in the fall term. Students may be admitted to this graduate program in the spring term with administrative approval.

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 credit hours)
 - Microbiology (4 credit hours)

NOTE: 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:

- a. **Veterans** must show documentation from the U.S. Department of Veteran Affairs.
- b. **Alumni** will be verified through the Methodist College Office of Records Management and Registration. However, this does not include students who have been dismissed and are applying for re-admission.
- c. **Methodist College employees** will be verified by Methodist College Human Resources
- d. **Carle Health employees** will be verified by Methodist College Human Resources
- e. **Federally qualified low-income students** must show proof by submitting one of the following:
 - Documentation of enrollment in the Federal Free or Reduced-Price Lunch program (FRPL).
 - A copy of the Student Aid Report (SAR). Prospective applicants can retrieve the PDF by logging into their FAFSA account.
 - Proof of government assistance such as food stamps.
 - Proof of enrollment in a low-income assistance program like TRIO or Upward Bound.

- An official letter printed on letterhead from a school counselor attesting to the prospective applicant's financial situation.
- f. **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 Admission 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 Registrar@methodistcol.edu 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:
 - 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
 - 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 terms.

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. The student is responsible for creating an account and maintaining updated records and/or renewals of immunizations, and CPR certification. Costs associated with required records are the responsibility of the student.

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 term. If the student is unsure of their term's starting date, please consult the Methodist College academic calendar.

Requirements for Immunity included:

- Measles, Mumps, & Rubella (MMR) two doses.
- Tetanus, Diphtheria, and Pertussis (Tdap) post 18th birthday and must be within the last ten years, renewed every ten years.
- Meningococcal for students born after 1995, administered on or after their 16th birthday.

Health Records Required for Students Enrolled in any Methodist College Program

COVID-19 Vaccination Recommendation

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, COVID-19 vaccination is not required, but strongly encouraged.

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.

All returning students are required to upload updated records for any expiring immunization or required renewal that will occur within the upcoming term.

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: a medical condition or religious belief.

Students requesting an exemption must obtain the Health Requirement Exemption Form from the Methodist College website or Health Records Coordinator. The forms submitted 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 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 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.

Health Record Requirements by Program

In addition to the immunizations required by the State of Illinois and the Methodist College COVID-19 requirement, each program at the College has specific health record requirements for the program of study.

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

Required upon admission:

- State of Illinois Health Requirements.
- Department of Child and Family Services (DCFS) Background Check.
- Fingerprint Background Check: conducted at New Student Orientation or at another designated time.
- Hepatitis B (HBV): three doses.
- 2-step Tuberculin (TB) skin test - followed by an annual 1-step.
- Varicella: two doses, titer, or had disease.
- Urine Drug Screen: panel minimum: (Cocaine, PCP, Opiates, Amphetamine (AMP & MET), MDMA/MDA).

- Seasonal Influenza Vaccine: to be completed annually due November 1st.

Required for clinical and/or internship:

- Hepatitis B titer $r \geq 10$ mIU/mL or declination form signed.
- CPR Certification

Bachelor of Social Work

Required upon admission:

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

Required for field placement: To be determined by Program Director.

Bachelor of Science in Healthcare Management Health Record Requirements

Required upon admission:

- All State of Illinois Requirements.
- Hepatitis B (HBV): three doses.
- Varicella: two doses, titer, or had disease.
- Seasonal Influenza Vaccine: to be completed annually due by November 1st.
- Fingerprint Background Check (conducted at New Student Orientation or at another designated time).
- 2-step Tuberculin Skin Test (TB): followed by an annual 1-step.
- Urine Drug Screen: panel minimum: (Cocaine, PCP, Opiates, Amphetamine (AMP & MET), MDMA/MDA).

After Admission:

Department of Child and Family Services (DCFS) Background Check Required for internship:
As determined by Program Director.

Bachelor of Science in Health Science Health Record Requirements

Required upon admission:

- All State of Illinois Requirements.
- Hepatitis B (HBV): three doses.
- Varicella: two doses, titer, or had disease.
- Seasonal Influenza Vaccine: to be completed annually due by November 1st.

- Fingerprint Background Check: conducted at New Student Orientation or at another designated time.
- 2-step Tuberculin Skin Test (TB): followed by an annual 1-step.
- Urine Drug Screen: panel minimum: (Cocaine, PCP, Opiates, Amphetamine (AMP & MET), MDMA/MDA).

After Admission:

Department of Child and Family Services (DCHS) Background Check Required for Internship course: As determined by Program Director.

Medical Assistant Certificate

Required upon admission:

- All State of Illinois Requirements.
- Hepatitis B (HBV): three doses.
- Varicella: two doses, titer, or had disease.
- Seasonal Influenza Vaccine: to be completed annually due by November 1st.
- Fingerprint Background Check (conducted at New Student Orientation or at another designated time).
- Urine Drug Screen: five-panel minimum: (Cocaine, PCP, Opiates, Amphetamine (AMP & MET), MDMA/MDA).
- 2-step Tuberculin Skin Test (TB) - followed by an annual 1-step (TB).

Required for externship:

- CPR Certification

Documentation Requirements and Specifications

All health records must be verified by a healthcare provider.

Measles, Mumps, Rubella (MMR)

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 (HBV)

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 (TB)

- Two-step TB test is required for all programs the 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 6-months prior to first term.
- 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 (Cocaine, PCP, Opiates, Amphetamine (AMP & MET), MDMA/MDA) and be facilitated by a healthcare provider or authorized testing service.

Seasonal Influenza Vaccine

Seasonal influenza vaccines are required for all students by November 1st of each calendar year. Documentation of the influenza vaccine must be provided to Methodist College as instructed. Medical and Religious Exemptions available upon request. All clinical students who have not submitted records of vaccine or have approved exemptions are required to wear a face mask at all times during clinical settings from Nov. 1 – April 31st.

Cardiopulmonary Resuscitation (CPR)

Effective Fall 2024, all incoming students and/or current students renewing their CPR certification are to use the American Heart Association as their certifying provider.

Required course: Basic Life Support for Healthcare Providers.

- CPR certifications are accepted from Methodist College, American Heart Association, or the American Red Cross for current students.
- 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 Health Records Online Database.
- Find an AHA certification: <https://atlas.heart.org/home>

Malpractice Insurance

Methodist College has a blanket malpractice insurance policy for all students. The cost of insurance is \$10/term 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 Health Records Online Database. Fill out the DCFS authorization form and upload it to the online database. The Health Records Coordinator will submit all forms to DCFS and update the online database 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 (Illinois Department of Public Health) 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 Fees

Payment Schedules and Policies

Payment Schedule for all Programs

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 for reviewing 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 plan due dates:

- 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*.

NOTE: *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 Extension Policy

Payments are due as outlined in the Payment Schedules and Policies 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.

2024-2025 Tuition Refund Schedule

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

Fall 2024 Terms	
Drop Period (16-week 8/14/24-11/26/24 or 1 st 8 week 8/14/24-10/11/24 class Session)	Refund %
On or before 8/28/24	100
8/29/24-9/4/24	75
9/5/24-9/11/24	50
9/12/24	0
Drop Period (2nd 8-week session 10/16/24-12/8/24)	Refund %
On or before-10/30/24	100
10/31/24-11/6/24	75
11/7/24-11/13/24	50
11/14/24	0
Spring 2025 Terms	
Drop Period (16-week) 1/13/25-5/4/25 or 1 st 8-week session 1/13/25-3/9/25	Refund %
On or before 1/27/25	100
1/28/25-2/3/25	75

2/4/25-2/10/25	50
2/11/25	0
Drop Period (2nd 8-week class session) 3/17/25-5/11/25	Refund %
On or before 3/31/25	100
4/1/25-4/7/25	75
4/8/25-4/14/25	50
4/15/25	0
Summer 2025 Term	
Drop Period (Summer Term I Session running 5/19/25-7/13/25 and Summer Term II Session Running 5/19/25-7/27/25)	Refund %
On or before 6/2/25	100
6/3/25-6/9/25	75
6/10/25-6/17/25	50
6/18/25	0

Tuition and Fees for Degree Programs

Disclaimer: Fees are subject to change without notice. Actual amounts depend upon the prices at the time of purchase.

Tuition for Healthcare Management, Health Sciences and Social Work Baccalaureate Degrees

Tuition	Cost
Bachelor of Science in Healthcare Management	\$677.00 per credit hour
Bachelor of Science in Health Sciences	\$677.00 per credit hour
Bachelor of Social Work	\$677.00 per credit hour

Fees Billed by Methodist College

Fee	Cost and Frequency
Methodist College Application	\$25.00 initial fee
Enrollment Deposit	\$100.00 initial fee
Technology	\$225.00 per term
Student Development	\$75.00 per term
Parking	\$30.00 per term
Malpractice Insurance	\$10.00 per term
Graduation	\$200.00 graduation term
Late Payment	\$50.00 per occurrence
Official Transcript	Refer to Office of Records Management and Registration

Miscellaneous Fees Billed by Vendors outside of Methodist College

Fee	Cost and Frequency
Books and Supplies	\$1,000.00-\$2,000.00 per term
Laptop	\$500.00-\$3,000.00
Castle Branch (Health Records)	\$43.00 initial fee
Health Requirements	Cost varies by Individual Insurance Plans and Providers
ExamSoft	\$20.00 per term (Does not apply for Social Work)
Course Proficiency	Cost varies by exam type
Cap and Gown	\$40.00 graduation term

Tuition for Baccalaureate and Master's Degrees in Nursing

Degree	Abbreviation	Cost
Bachelor of Science in Nursing <i>Prelicensure, Accelerated Prelicensure, and Second-Degree Prelicensure</i>	BSN-PL	\$677.00 per credit hour
Bachelor of Science in Nursing <i>For Registered Nurses</i>	RN-BSN	\$677.00 per credit hour (50% discount for Carle Health Methodist, Proctor, and Pekin nurses.)
Bachelor of Science in Nursing <i>For Licensed Practical Nurses</i>	LPN-BSN	\$677.00 per credit hour
Master of Science in Nursing <i>Prelicensure</i>	MSN-PL	\$825.00 per credit hour
Master of Science in Nursing <i>Generalist, Nurse Educator, and Post-Master Certificate</i>	MSN	\$779.00 per credit hour

Fees billed by Methodist College

Fee	Cost and Frequency	Applicable Degrees
Methodist College Application	\$25.00 initial fee	ALL
Enrollment Deposit	\$100.00 initial fee	ALL
Laboratory	\$110.00 per term	BSN-PL/LPN-BSN/MSN-PL
Technology	\$225.00 per term	BSN-PL/RN-BSN/LPN-BSN/MSN/MSN-PL
Student Development Activity	\$75.00 per term	BSN-PL/LPN-BSN/MSN-PL
Testing	\$430.00 per term	BSN-PL/LPN-BSN/MSN-PL
Parking	\$30.00 per term	BSN-PL/LPN-BSN/MSN/MSN-PL
Malpractice Insurance	\$10.00 per term	ALL
Internship Course	\$100.00 course term	BSN-PL/LPN-BSN/MSN-PL
Graduation	\$200.00 graduation term	ALL
Late Payment	\$50.00 per occurrence	ALL
Official Transcript	Refer to Office of Records Management and Registration	ALL

Miscellaneous Fees Billed by Vendors outside of Methodist College

Fee	Cost and Frequency	Program(s) Fee Applied
Books and Supplies	\$1,000.00-\$1,500.00 per term	RN-BSN
Books and Supplies	\$2,000.00-\$2,500.00 per term	BSN-PL/LPN-BSN/MSN-PL/MSN

ExamSoft	\$20.00 per term	BSN-PL/LPN-BSN/MSN-PL/MSN
Laptop	\$500.00-\$3,000.00	ALL
Castle Branch (Health Records)	\$43.00 initial fee	ALL
Health Requirements	Cost varies by Individual Insurance Plans and Providers	ALL
Uniforms/Scrubs/Accessories/Clinical Equipment	\$300.00	BSN-PL/MSN-PL
Lab Coat with MC Emblem	\$50.00	RN-BSN
Course Proficiency	Cost varies by exam type	ALL
CPR Certification (Required for Clinicals)	\$77.00-\$90.00 per certification	BSN-PL/LPN-BSN/MSN-PL/MSN
Initial Fingerprinting & Background Check	\$30.00-\$55.00	ALL
Shadow Health	\$99.00	MSN/MSN-PL
Cap and Gown	\$40.00 graduation term	ALL
Academic Regalia	\$50.00 graduation term	MSN/MSN-PL
NCLEX-RN® CTS/Pearson VUE	\$307.00 graduation term	BSN-PL/LPN-BSN/MSN-PL
NCLEX-RN® Fingerprinting	\$60.00 - \$65.00 graduation term	BSN-PL/MSN-PL
RN License Application	Cost varies by state	
ATI Remediation	\$100.00 after graduation if applicable	BSN-PL/LPN-BSN/MSN-PL

Tuition and Fees for Certificate Programs

Medical Assistant Certificate Program – Tuition and Fees Billed by Methodist College

Fee	Cost and Frequency
Methodist College Application	\$25.00 initial fee
Tuition	\$146.15 per credit hour
Enrollment Deposit	\$100.00 initial fee *Applied to first tuition payment
Technology	\$50.00 per term
Parking	\$30.00 per term
Malpractice Insurance	\$10.00 per term
Graduation	\$200.00 final term
Late Payment	\$50.00 per occurrence
Official Transcript	Refer to Office of Records Management and Registration

Miscellaneous Fees Billed by Vendors outside of Methodist College

Fee	Cost and Frequency
Books and Supplies	\$3,500.00
Laptop	\$500.00-\$3,000.00
Castle Branch (Health Records)	\$43.00 initial fee
Health Requirements	Cost varies by Individual Insurance Plans and Providers
Initial Fingerprinting & Background Check	\$30.00-\$55.00
CPR Certification (Required for Clinicals)	\$77.00-\$90.00 per certification
ExamSoft	\$20.00 per term
Uniforms/Scrubs/Accessories/ Clinical Equipment	\$300.00
Course Proficiency	Cost varies by exam type
Cap and Gown	\$40.00 graduation term
Medical Assistant Certification Test	\$125.00-\$250.00 based on membership

Gerontology Certificate – Tuition and Fees

Fees for the Gerontology Certificate (GC) – are for students not currently enrolled in a Baccalaureate program at Methodist College.

Fees Billed by Methodist College

Fee	Cost and Frequency
Methodist College Application	\$25.00 initial fee
Tuition	\$677.00 per credit hour
Enrollment Deposit	\$100.00 initial fee
Technology	\$225.00 per term
Student Development	\$75.00 per term
Parking	\$30.00 per term
Malpractice Insurance	\$10.00 per term
Late Payment	\$50.00 per occurrence
Official Transcript	Refer to Office of Records Management and Registration

Miscellaneous Fees Billed by Vendors outside of Methodist College

Fee	Cost and Frequency
Books and Supplies	\$1,000.00
Laptop	\$500.00-\$3,000.00
Castle Branch (Health Records)	\$43.00 initial fee
Health Requirements	Cost varies by Individual Insurance Plans and Providers
Course Proficiency	Cost varies by exam type

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

ATI/Testing: 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: Covers graduation administrative costs (cap, gown, and academic regalia 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.

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 term.

Laptop: See Minimum Laptop Computer Specifications in this catalog.

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 term only.

NCLEX-RN® CTS/Pearson VUE: 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 – this applies to all students who will take the NCLEX to become licensed; paid in last term to separate vendors.

NCLEX-RN® Fingerprinting: 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 will be required to register with CTS and Pearson VUE.)

ExamSoft: The testing service used to deliver examinations; paid each term by students in courses with objective testing as stated in the syllabus.

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

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

Transcript: 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 (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.

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 668.34).

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, W, and WF 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 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 their 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.

Students are asked to contact the Registrar's Office if they wish to withdraw from all courses in a semester. The date of the student's notification that the wish to withdraw will be considered the official date of withdrawal.

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 also considered to have unofficially withdrawn from a semester or payment period if the student ceases 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 unofficially 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).

Important timeframes

After performing the Return to Title IV Calculation, if a student is found to have loan funding available, The Office of Financial Aid will notify the student of this eligibility within 30 days. The student will then have 14 days to accept a post-withdrawal loan disbursement.

A post-withdrawal disbursement of any grants the student is eligible to receive will be completed within 45 days.

When a calculation shows a student has a credit balance, a refund will be processed within 14 days.

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, 2019, through May 2, 2019. 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, 2019. 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 days attended_

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 post-withdrawal 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.

Records Management and Registration

Purpose

The Office of Records Management and Registration, also known as the Registrar's Office, is the steward of the official student record. We maintain the accuracy, integrity, and security of student records under the Family Educational Rights and Privacy Act known as FERPA. Our staff is responsible for implementing, supporting, and administering the College's academic policies.

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/or 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.

Inspection and Review of Educational Records

A student wishing to review his/her educational records should request a meeting 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.

Transcripts

A transcript of a student's academic record is maintained in electronic files, filed in a permanent record folder, and/or housed on an archival record medium in the Office of Records Management and Registration.

Educational records received by Methodist College from other institutions are not 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.

Official Transcripts

Official transcripts are documents produced by the Office of Records Management and Registration and must be ordered according to the College's process. Official transcripts are issued as secure .pdf documents or printed on blue tamper proof security paper, which is important to third parties to ensure authenticity (originating directly from Methodist College) and content accuracy. Official transcripts are issued in portrait format, contain the seal of the College, and bear the signature of the Registrar.

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 or through Parchment.

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. Unofficial transcripts are not available to students who matriculated prior to 2006.

Transferring Transcripts

For students and applicants who attended previous institutions of higher learning, official transcripts are required to be submitted to the College. Official transcripts are those sent through mail or in person, received in signed, sealed envelope. Transcripts can also be submitted electronically 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 Registrar@methodistcol.edu.

Procedure for Requesting an Official Transcript

Students requesting an official transcript should utilize services through Parchment.

The procedure for requesting an online transcript is made 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. Please allow 1-3 business days to fulfill your request.

Prior to placing your order through Parchment, ensure you check with your receiving institution on their acceptance of electronic transcripts. Not all institutions accept electronic transcripts.

Contact Parchment for questions concerning the site registration, ordering process, or for user interface issues. Inquiries concerning a transcript request that cannot be processed because of a hold should contact the College Office responsible for placing the hold.

Parchment Fees

\$7.50 for each electronic transcript request plus processing fees.

\$10.00 for each postal-mailed transcript request plus processing fees.

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.

Procedure for Requesting a Degree Verification

All degree verifications are to be requested through the National Student Clearinghouse.

- Degree verifications are 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.

The procedure for requesting an online degree verification is requested through the National Student Clearinghouse by accessing this link: <http://nscverifications.org/welcome-to-verification-services/>

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 through the completion of a Permission to Release Educational Information form (sometimes referred to as the FERPA form).

International Transcript Procedure

Students planning to attend Methodist College who have previously attended post-secondary institutions outside of the United States must have their transcripts evaluated for equivalency to US curricular standards. These transcripts must be evaluated by a professional evaluation agency holding Membership with the National Association of Credential Evaluation Services (NACES®). 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.

From the NACES website, 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.

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.

The procedure for requesting a NACES® transcript review is request through NACES® by accessing this link: [IEE \(myiee.org\)](http://myiee.org).

1. Access the NACES website and follow the directions for creating an account and submitting your coursework for evaluation.

2. Submit all other official academic records and the official transcript evaluation from NACES to the Office of Records Management and Registration for processing.
3. Upon receipt of the official evaluation, coursework is evaluated for equivalence to Methodist College curriculum and applied to the student's record and visible in the student's degree audit.

To find the list of current NACES members, visit this website:

<http://www.naces.org/members.html>. 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 another 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 for transfer credit. 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 is not 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) total credit hours of approved courses with a grade of 'B' or better from an accredited nursing program.

Transfer Credit Conversion

Institutions utilizing quarter credits or units other than semester credits are converted to semester credit hours. For example, the conversion factor is 0.67 semester credit hours for every 1 quarter hour of credit.

Institutions using non-semester credits will be converted to ensure course credit is not lost. The academic review of a course looks at content equivalence. If a course has been determined to be equivalent to a Methodist College course the credit conversion will be articulated 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 are transferred to Methodist College as is appropriate by the degree requirements outlined by the program of study.

Transfer Course Review Procedure

Methodist College uses Transferology as its hub for all transfer-related activity. Current equivalencies are maintained within the database for possible articulation.

To review transferability of previous coursework follow the procedure as listed below:

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 for Methodist College to evaluate a course that has not previously been evaluated a syllabus for each course is submitted to: Registrar@methodistcol.edu.
6. 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.
7. All transfer credit applied to the student's program of study will be visible in their degree audit in the student portal.

Audit Requests for Transfer Credit

A student's prior coursework is reviewed, and transfer credit is articulated to the student's record during the initial audit done by the Office of Records Management and Registration.

Students may request a review of course transfer credit for courses not transferred by following this procedure:

1. Request in writing a review of the coursework for transfer credit by contacting the Office of Records Management and Registration at Registrar@methodistcol.edu.
2. The office will review the request and work with academic leadership to review the coursework.
 - a. Students may be asked to provide an electronic copy of the course syllabus. It is the responsibility of the student to contact the institution of record to obtain the course syllabus. Once a syllabus is requested by the College, the review will be

- placed on hold until the syllabus is received.
- b. Upon receipt of the request syllabus, the determination of the review is communicated to the student by the Office of Records Management and Registration.
 3. The student’s degree audit will be updated to reflect the accepted transfer credit. The final determination will be communicated to the student through their Methodist College email.

Military Transfer of Credit

Methodist College refers to the American Council of Education (ACE) Guide when evaluating credit for military course completions. The evaluation of military credit will be completed based on the branch of military service and the submission of the appropriate “institutional copy” of the transcript. Submissions can be emailed electronically to Registrar@methodistcol.edu for an initial review. Official copies should be mailed to The Office of Records Management and Registration, 7600 N. Academic Dr., Peoria, IL 61615.

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). Proficiency examinations are administered on national test dates and designed to give credit for knowledge gained in programs without college credit or for courses, which are not transferable. The process for requesting information regarding CLEP testing is available on the College Board website at: <https://clep.collegeboard.org>.

Students can obtain a list of CLEP Examinations currently acceptable as equivalent to Methodist College requirements in the Student Center of Desire to Learn (D2L). The equivalency sheet is found on the Methodist College website under Current Students/ Office of Records Management and Registration/Articulation Guide.

Students who sit for proficiency examinations will have credit 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	Credit for successful scores will be entered on student transcripts as ‘CR.’ The credit will not be calculated in the student’s GPA.
Testing and Fees	Testing service, site, and fees are the responsibility of the student.
Receipt of Scores	Students must request their scores be submitted to the Methodist College Office of Records Management and Registration. Methodist College’s College Board code is 1503.
Time Limit	There is no time limit for CLEP scores.

Advanced Placement Examinations (AP)

Advanced Placement Examinations are used to grant credit for specific course work. If the student achieves a score 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://apstudents.collegeboard.org>.

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.

Minimum Placement Cut Scores	Accuplacer	ACT	SAT	Validated 100-Level or Higher Course or Administrative Approval
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Mathematics				
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+	
Biology or Chemistry				
	59+ Methodist College Science Exam	N/A	N/A	Equivalent course with “C” or better.
English/Writing				
	195+ Accuplacer Next-Gen Reading AND 5+ Accuplacer Next-Gen Writing AND Methodist College Writing Sample	19+	410+	Equivalent course with “C” or better.

Placement in Developmental Courses

Students who do not meet one of the above criteria for BIO and/or MAT will be placed in the appropriate developmental course. Students who do not meet one of the above criteria for ENG will be:

- Placed 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.
- 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

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:

- Students may take, or re-take, the ACT and achieve a minimum cut score or above.
- Students may take, or re-take, the SAT and achieve a minimum cut score or above.
- 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).
- Students may elect to repeat a placement test once to strive for a better score.

A student may appeal to the Dean of Academic Affairs to retake the Methodist College Placement Test(s) in mathematics, biology, and/or English by submitting in writing rationale for the appeal.

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.

A student who successfully completes a foundational-level course at Methodist College may advance to a 100-level course in that subject.

Medical Terminology Challenge Exam

Students holding LPN licensure and not having already completed HS160 or an equivalent transfer course may request the opportunity to sit for the Medical Terminology Challenge Exam. Students requesting this opportunity must complete the Medical Terminology Challenge Exam Request Form, available from the Office of Records and Registration.

The Exam will be graded on a Credit/No Credit basis and a successful attempt will be recorded on the student's academic transcript. The exam attempted is considered successful provided the student earns a score of 70% or higher. Students who are not successful on their first attempt at the Challenge Exam are not eligible to re-take the exam. Once the student's request form has been approved, a Challenge Exam fee of \$100.00 will be assessed to the student's ledger. The Challenge Exam must be proctored, and approved students will need to schedule an appointment with the Testing Center.

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 two terms to achieve a cumulative GPA of 2.0. If the student fails to achieve a 2.0 cumulative GPA at the end of the second term of academic probation, they will be academically dismissed. A student who is academically dismissed may apply for readmission as per the stated College/Program readmission policy.

Academic Progression Status

In Good Standing

- At the end of the academic term, a student must have earned a cumulative grade point average of at least 2.0 to be in academic good standing.
“Good Standing” is posted to the student's academic record.

Academic Probation

- A student is placed on academic probation at the end of an academic term if their cumulative grade point average is below 2.0. This includes first-term students who withdraw from their entire slate of courses.
“Academic Probation” is posted to the student's academic record.

Removal from Academic Probation

- The student is removed from academic probation at the completion of the academic term when the cumulative GPA is 2.0 or higher. This must be done within two academic terms of being placed on academic probation.

Non-Progression Status

Academic Dismissal: A student can be academically dismissed due to failure to achieve the academic progression of their degree/program when placed on academic probation or failure to

comply with the Student Code of Conduct Policy or sanctions that have been imposed by the Code of Conduct violation.

“Academic Dismissal” will be posted on the student’s academic record.

Official Communications regarding Academic Progression-Non-Progression

Communications regarding academic progression and standing, both at the College level and program level, are communicated to the students by the Office of Records Management and Registration within one week after the official date of final grades being submitted.

Students will receive a general communication sent to their Methodist College email, indicating a change has been made to their academic status including instructions on how to access the information in the student portal within CAMS. Official letters will be uploaded to the student’s document tracking in the student portal. No physical letters indicating a change in academic standing will be mailed to students.

Course Registration Policies and Procedures

Students are responsible for registering for coursework during the open registration period as listed on the academic calendar. Students are encouraged to meet with the Director of Academic Advising or Program Director prior to the open registration period to ensure they have an updated plan of study and are progressing in fulfilling degree/program requirements. Students will use the online student portal to enroll in courses (theory and/or clinical) during the open enrollment period. Students may use the student portal to adjust their enrollment registration until 11:59PM the day before the first day of class for the start of the term.

Adding/Dropping a Course

Once the online enrollment period has closed, students must complete an electronic Add/Drop Form, which can be found on the Methodist College website or a student may complete the paper form available at the Student Welcome Window. Completed submissions in paper format can be returned to the Student Welcome Window for processing.

Once the drop day has passed, students may withdraw from course(s), earning a posted grade of “W” until the last day to withdraw from a class. Students who withdraw or are administratively withdrawn from the course after the posted deadline for withdrawal who are earning a grade of a “D” or “F” will receive a “WF” on their transcript. The “WF” is calculated as an “F” in the grade point average.

Students are encouraged to meet with the Director of Academic Advising/Program Director and the Financial Aid Office prior to dropping courses after classes have begun to discuss their academic progress and financial implications.

Students should refer to the academic calendar published on the Methodist College website for add/drop/withdraw dates. Requests must be received by 4PM of the posted deadline to ensure appropriate processing.

Administrative Drop/Add of Coursework

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.

Operational Definition of Prerequisite and Corequisite Requirements

Certain courses offered by Methodist College bear sequencing requirements that may need to be satisfied before a student is eligible to register for them. The College operationally defines these requirements as:

- Prerequisites – These are requirements that must be satisfied *before* registration for the desired course and may consist of either completion of the course listed as the prerequisite or completion of the listed course *and* achievement of a certain minimum final grade (usually a C or better).
- Corequisites – These are requirements wherein the corequisite listed course needs to be taken at least during the same term in which the student registers for the dependent course, though the listed corequisite may sometimes be taken before the dependent course. For example, N2313 “Introduction to Professional Nursing” lists BIO201, BIO205, BIO206, and HS160 as required corequisites. This means that BIO201, 205, 206, and HS160 *could* be completed in a term prior to registration for N2313 but, if they were not, any that were not taken previously must be registered for during the same term in which N2313 is taken.

Administrative Approval for Prerequisite and Corequisite Overrides

Students are required to complete the Pre/Co-Requisite Override Registration Form located on the Methodist College website or available at the Student Welcome Window in paper format when needing administrative approval to override any unmet prerequisite and/or corequisite requirements for course enrollment. Completed forms are submitted to the Student Welcome Window and processed by the next business day.

Course Registration Holds

Students with any outstanding obligations to the College, may have a hold placed on their registration or be unable to receive their diploma if conferring a degree until the obligation is met. Examples of unmet obligations and registration holds include, but are not limited to the following:

- Advising – (Requires meeting with the Director of Academic Advising or Program Director.)
- Library – (Requires the return of checked out Library materials or other items.)
- Transcript – (Requires providing the College with missing transcripts from an outside institution.)
- Health Records – (Requires submission of health records, immunizations, or other

requirements for clinical practicum.)

- Billing – (Requires contacting the Financial Aid office for unpaid balances or tuition related matters.)

Credit Load Maximum

Administrative approval must be obtained for an academic course load of 18 credit hours in the spring or fall 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 Director overseeing their major.

Nursing Students

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

Student Registration Classification

A student is classified according to the number of credit hours they are enrolled in during the academic term.

Undergraduate Students

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

Graduate Students

- Full-time (6 credit hours or more per term)
- Part-time (Less than 6 credit hours per term)

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 term, 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 term.
- 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 Dean/Chair/Program Director and the Dean of Academic Affairs. Copies of the approved Independent Study proposal are filed with the student's academic advisor, the Dean of Academic Affairs, and the Office of the Registration and Records. This proposal 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 term.

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 faculty supervising the arranged basis course. If willing, the instructor will then submit a course syllabus and the signed request form for approval by the appropriate Dean/Chair and supervising Faculty. The request must then be approved by the Dean of 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 Dean/Chair or supervising Faculty. The student is responsible for completing all course requirements included in the regular course syllabus.

Definitions

Term Length

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

Credit Hour

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:

- 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
- 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

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.

Laboratory experiences are calculated at a ratio of two clock hours (defined as a 50-minute hour) per credit hour.

Clinical experiences are calculated at a ratio of three clock hours (defined as a 50-minute hour) per credit hour.

Practicum, internship, and field placement experiences are calculated at a ratio of four clock hours (defined as a 50-minute hour) per credit hour.

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 by dividing the total number of quality points earned (obtained by multiplying the number of credits for graded courses by the numeric value assigned to the grade received) by the total number of credit hours attempted.

The GPA is based on the 4-point scale illustrated below:

Letter Grade	Definition	Grade Value/Quality Points Per Unit	Computation
A	Excellent	4	Computed in GPA
B	Above Average	3	Computed in GPA
C	Average	2	Computed in GPA
D	Below Average	1	Computed in GPA
F	Failing	0	Computed in GPA
I	Incomplete	No quality points issued until final grade is submitted by instructor.	Not computed in GPA until Final Grade is entered.
S	Satisfactory	0	Not Computed in GPA
U	Unsatisfactory	0	Not Computed in GPA
W	Withdrawal	0	Not Computed in GPA
WF	Withdrawal Failing	0	Computed in GPA

Explanation of Grading Standards other than Letter Grades

Grade	Grade Definition	Grade Standard
I	Incomplete	“I” is reported by faculty and replaced when the final grade is submitted. See Incomplete Grade Policy.
S	Satisfactory	Correlates to letter grade of “C” or higher.
U	Unsatisfactory	Correlates to letter grade of “D” or lower.
W	Withdrawal	Correlates to a withdrawal from the course within the specified date of the academic calendar.
WF	Withdrawal Failing	Correlates to a withdrawal when failing with a letter grade of “D” or “F” after the withdrawal date has passed. This mark is calculated as an “F” in the GPA.

Definition of Terms to Calculate GPA

Credit Hours: Methodist College assigns credit hours based on an academic term 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.

Section Prefixes

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.

Prefix	Prefix Legend Definition
A	Asynchronous Online No regularly scheduled virtual meeting time; faculty may schedule virtual meetings periodically as course needs determine.
B	Blended The course has some online and some in seat 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 8 Weeks
S	Service Learning
T	Travel
U	Summer I
W	Winterim
X	Special Term
Y	Synchronous Online Designated virtual meeting time.

Mandatory Terms

Students are required to be enrolled in mandatory terms as they achieve academic progression in their program/degree. Mandatory terms are primarily Fall and Spring unless denoted on the plan of study. The Second-Degree Nursing program is defined as a full-year program, with Fall, Spring, and Summer constituting the mandatory terms.

Additional Procedures & Policies

Course Repeat Policy

Students who earned a “D”, “F”, “W”, or “WF” in a course may not repeat the same course at Methodist College more than twice. 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/Program Director 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 /Program Director and the Dean of Academic Affairs.

Incomplete Grade Policy

An incomplete grade of an “I” 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).

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 on the Academic Calendar. 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.

Below is the last day an incomplete may be resolved by per term:

- Spring – Grade is due by the last day of the summer term.
 - Fall – Grade is due by the date when midterm grades are due for the spring term.
 - Summer – Grade is due by the date when 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 as listed in the Academic calendar.*

Once the final grade is assigned, the student's record will be reviewed, and academic decisions will be revisited as needed depending upon the outcome of the course. Failing grades may lead to the College and/or program dismissal.

As part of the process of issuing incomplete grades, the student and instructor determine a mutually agreeable deadline for coursework to be completed. No extensions may be given from this initially agreed-upon deadline.

Restrictions on Incomplete Grades

Incomplete grades cannot be issued if a final grade has been issued by the assigned faculty.

Students cannot enroll in coursework for the next term if the incomplete course is a pre and/or corequisite to an existing course for which they are receiving the "I" until a final grade is assigned.

Procedure for Requesting an Incomplete Grade

1. The student identifies a need for an incomplete grade.
2. The student contacts their faculty member to discuss requesting an incomplete grade and establish terms for the incomplete.
3. The faculty member and the student complete the Incomplete Grade form and sign.
4. The faculty member submits Incomplete Grade form to the Dean/Program Chair/Director to review and approve or deny the request.
5. The Dean/Program Chair/Director submits the Incomplete Grade Form to the Office of Records Management and Registration.
6. The faculty member notifies the Office of Records Management and Registration of the grade earned.
7. The Office of Records Management and Registration updates the grade per the faculty member.

Registration for Auditing Class Policy

Audit registrations are accepted only after the first day of classes for each term 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 term 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 may obtain 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.

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.

Final Course Grade Appeal Procedure

The appeal process begins with the course instructor. The student meets with the faculty member/instructor, who explains why the student received the grade. If, after meeting with the faculty member, the student is not satisfied that the assigned grade is accurate, the student then must submit the Application for Grade Appeal form (available from the Registrar's office) no later than 10 business days after notification of the final grade or end of session.

Once the Application for Grade Appeal form is submitted to the Registrar's office, the Registrar's office contacts the faculty supervisor who reviews the appeal and makes a recommendation to the faculty member within one week of receipt of the appeal. The student will receive the decision within 14 business days of the grade appeal forms filing and the decision of the faculty member/instructor is final.

This process requires form completion and submission as an attachment to an email. Only Methodist College/Carle email may be used in this process.

Leave of Absence Policy

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

A student may request a LOA if they are currently in good academic standing **and** making satisfactory progress in all coursework. If the student is on academic probation with the College, they are not eligible to for a leave of absence.

A LOA is for a maximum of 180 days, starting from the initial day after the request was made by the student. For a student to maintain active student status, the student is responsible to notify the Office of Records Management and Registration Registrar@methodistcol.edu of their

intention to return to the College and enroll in coursework no later than 180 days from their official withdraw date.

Students who do not return or enroll in coursework after their official LOA return date will be administratively withdrawn from the College.

Procedure for Requesting a Leave of Absence

1. The student reviews their academic standing and current coursework.
2. The student downloads the Leave of Absence form from the Methodist College website and completes the following:
 - a. Completes the student information section of the LOA form.
 - b. Submits a letter of intent to the Dean/Chair/Program Director including the reason for the leave of absence and schedules a meeting to obtain signature approval on the LOA form.
 - c. Obtains the signature approval of the Dean/Chair/Program Director.
3. The student schedules a meeting with financial aid and obtains their signature on the LOA form.
4. The student schedules a meeting with the Office of Records Management and Registration. The Office of Records Management and Registration will:
 - a. Affirm the student is eligible for a Leave of Absence.
 - b. Verify the start date of the LOA and the last day to return from the LOA.
 - c. Verify the coursework indicated on the LOA form.
5. The Office of Records Management and Registration will withdraw the student from the coursework as indicated on the Leave of Absence form and process the Leave of Absence request. The student will receive a written communication from the office with their effective date of absence and their return date.
6. When a student is ready to return, the student must contact the Office of Records Management and Registration via the Registrar@methodistcol.edu email address before the date of return has lapsed. Otherwise, the student will be administratively withdrawn from the College.
7. 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 at the same time that the student withdraws from the entirety of the term's course load.

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.

The 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 for Requesting a Military Leave of Absence

1. The student downloads the Leave of Absence form from the Methodist College website:
 - a. Completes the student information section of the LOA form.
2. The student schedules a meeting with financial aid and obtains their signature on the LOA form.
3. The student schedules a meeting with the Office of Records Management and Registration. The Office of Records Management and Registration will:
 - a. Verify the start date of the LOA and the last day to return from the Military LOA.
 - b. Verify the coursework indicated on the LOA form.
4. The student will submit a copy of the official orders indicating the date in which the student is to report for active duty.
 - a. The Office of Records Management and Registration will verify the start date of the MLOA.
5. The Office of Records Management and Registration will withdraw the student from the coursework as indicated on the Leave of Absence form and process the Military Leave of Absence request. The student will receive a written communication from the office with their effective date of absence and their return date.

When a student is ready to return from active duty, the student must contact the Office of Records Management and Registration via the Registrar@methodistcol.edu 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 Policy

A medical withdrawal is appropriate when, by recommendation of a licensed health care provider, a student cannot continue enrollment in all 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 Dean of Academic Affairs.

Procedure for Requesting a Medical Withdrawal

1. The student submits a signed letter or email requesting a medical withdrawal that outlines the medical condition and details how the condition has interfered with the student's ability to be successful as a student including what proactive steps have been taken or intended for addressing the condition.
2. The student contacts their *licensed medical healthcare provider* and requests a letter, signed, and dated on letterhead stipulating the student is experiencing a medical issue that would significantly impair the student's academic performance. The letter should include:
 - A statement recommending the student withdraws from all coursework.

- Anticipated duration of the medical issue (i.e., when the student is expected to be able to return to his/her studies).

It is the student's responsibility to follow up with their healthcare provider regarding the submission of the letter to the College, this is a required document.

3. The student downloads the Medical Withdraw form from the Methodist College website or obtains a paper copy from the Student Welcome Window and completes the form.
4. The student schedules a meeting with the Financial Aid Office and obtains their signature on the form.
5. The student schedules a meeting with the Office of Records Management and Registration and submits the paperwork and form.
6. The Office of Records Management and Registration will:
 - a. Verify the date of the medical withdraw and withdraw the student from the coursework indicated on the form.
 - b. Notify the faculty of the student's withdrawal from coursework.
7. Upon receipt of the required paperwork listed above, the request will be reviewed by the Dean of Academic Affairs. Medical withdrawals can be approved for all classes after the term has ended. In such cases, "W" grades will remain on the student's transcript.

Additional Information on Medical Withdraw

The College may request additional information which may include:

- A clarification letter from the licensed health care provider.
- Request from the student to allow the Dean 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 Dean of Academic Affairs.
- The student may be asked to complete and sign the Institutional *Withdrawal* form. (Required only if the expected duration of the medical condition will exceed 180 days from the date of diagnosis.)

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 term, 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 term 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.

Institutional Withdrawal Policy

Institutional Withdrawal is the withdrawal from or discontinuation of all coursework in which the student is enrolled. There are two pathways for students who wish to withdraw from the

College. The first is for a student who chooses to withdraw prior to the last day to withdraw from classes for a given term. The second is for a student who decides 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.

Procedure for Requesting an Institutional Withdraw

Prior to the last day to withdraw from courses:

1. Students wishing to withdraw from all courses in the middle of the term may do so and will need to complete both course withdrawal and college withdrawal forms.
2. Students must meet with financial aid and obtain the needed signature on the College Withdrawal form.
3. 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.
4. Institutional Withdrawal and the date of the withdrawal will be posted to the student's transcript.

Following the last day to withdraw from courses and prior to the first day of classes for a subsequent term:

1. 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.
2. The student will complete the College Withdrawal form and meet with financial aid.
3. They will meet with the Office of Records Management and Registration to finalize the paperwork.
4. 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.
5. Institutional Withdrawal and the date of the withdrawal will be posted to the student's transcript.

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 Policy

Students who do not enroll in subsequent mandatory terms and/or who do not have an approved leave of absence will be withdrawn from the College.

Administrative withdrawals will be processed by the Office of Records Management and Registration following the last day to add courses for a mandatory term. "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.

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.

Readmission processes are facilitated by the Office of Records Management and Registration. Questions regarding readmission applications should be directed to Registrar@methodistcol.edu.

An application for readmission may be made after a minimum of one regular (fall or spring) term 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 term (i.e. fall, spring, or summer as the required term of non-enrollment for application for readmission).

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 terms.
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:
 - Submit the Methodist College Application found on the Methodist College website.
 - Submit official transcripts from all post-secondary institutions attended while absent from Methodist College.
 - 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.

Readmissions Committee Process

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, Registrar@methodistcol.edu.

Program Completion

Graduation and Program Completion Requirements

Commencement activities are held in December and May. Students who complete their degree requirements in the summer are invited to participate in the December commencement activities.

All students completing graduate or undergraduate degree programs, or the medical assistant certificate program will be assessed a graduation fee included in their final term 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 term 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.

Students planning to complete a degree or certificate program in a given term must complete the Program Completion/Graduation Application located on the Methodist College website under Registrar's Office Student Forms 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.

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.

- 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.
- 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.
- Students completing the Nursing Assistant Certificate program participate in a completion ceremony at the conclusion of the course.

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 graduation requirements for conferring a degree or certificate include:

- Completion of all coursework outlined in the student's degree audit.
- Earned a minimum of a cumulative 2.0 GPA in all coursework completed at the College.
- Established 'residency' at the College by earning at least 25% of the credit hour requirements at the College.
- Earned a minimum of 120-122 credit hours for a baccalaureate degree (contingent upon program requirements).
- Graduates completing 120 or 122 credit hour programs must complete at least 30 credit hours of Methodist College coursework.
 - a. 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.*
- 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.
- Library materials must be returned to the College library in order to be cleared to graduate.
- Students will receive their diploma, diploma cover, and any earned honor cords whether 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

A student who is near to completing graduation requirements, and who meets the following conditions listed below, may wish to participate in the upcoming commencement ceremony with their peers. This request does not constitute a waiver of remaining credits for graduation requirements. All outstanding credits and graduation requirements must be completed before the degree or certificate is conferred. A student will not receive their diploma/certificate and/or other graduation materials until the degree/program requirements are completed.

A student may participate in commencement under these conditions:

1. The student is registered and able to complete all remaining coursework in the following

term.

2. The student has less than two outstanding courses totaling seven (7) credit hours remaining on their student degree audit. Outstanding coursework cannot include internship, externship, field study, or practicum courses.

A student who meets these criteria and wishes to participate in the commencement prior to their degree completion are instructed to follow the process for commencement participation below.

Procedure for Commencement Participation Requests

1. The student meets with Academic Dean/Program Chair/Director to review the student's degree audit in CAMS to ensure that the above criteria have been met.
2. The student completes the Commencement Participation Request Form and obtains the approval of the Academic Dean/Program Chair/Director and signature on the form.
3. The student submits the form to the Office of Records and Registration for review. Forms must be received no later than two weeks prior to the date that final grades are due for anticipated graduates.
4. Granted approvals and the finalized form will be uploaded to the student's document tracking in CAMS.

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 – 3.90 – 4.00 GPA - Highest Distinction—Students receive a gold cord.

Magna Cum Laude – 3.75-3.89 GPA - High Distinction—Students receive a silver cord.

Cum Laude – 3.50 – 3.74 GPA - Distinction—Students receive a bronze cord.

Term Academic Honors

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

Chancellor's List

- Completing a minimum of 11 term credit hours and achieving a term grade point average of 3.90 to 4.00 GPA.

High Honors List

- Completing a minimum of 11 term credit hours and achieving a term grade point average of 3.75 to 3.89 GPA.

Honors List

- Completing a minimum of 11 term credit hours and achieving a term grade point average of 3.50 to 3.74 GPA.

Academic Class Standing

Students are classified according to the total number of credit hours completed including transfer credit 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 credit hours completed.
- Sophomore 31-57 credit hours completed.
- Junior 58-89 credit hours completed.
- Senior 90+ credit hours completed.

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.

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 with 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 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:

- Assignments are 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 first-year 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 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.

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.

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, many online resources are available 24/7 in addition to virtual appointments 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.

Tutoring

The CSS has 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 reviews 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 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 a course in a previous term 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 term, 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, midterm action planning, 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 term. 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 assorted topics per the faculty's request. Prior topics include the importance of study skills and study 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 quiet study area where students have access to either a private study room or a seat at one of the individual study carrels.

For in-person tutoring or writing assistance, professional and peer tutor offices are located on each side of the CSS in rooms W-172, W-174, and W-178. CSS hours may vary, so please check with the 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 has a targeted collection of over 5,000 physical items including books, magazines, videos, and other objects to meet the College's academic needs. 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 create research guides with tutorials and additional help available on the library's website.

Resources

Library staff are 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 during hours of operation and staff will assist as soon as they are able.

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 during hours of operation and staff will assist as soon as they are able.

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.

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.

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

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 precautions 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. |

Mental Health 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 counselor can be reached by emailing counseling@methodistcol.edu.

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 Operations 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 they need 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 is 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 have a personal laptop. All other students, excluding nursing assistant students, are required to have 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.

Minimum Computer Configuration Requirements

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. ***iPads, Chromebooks, and Android Tablets are not supported.***

Laptop/Notebook	Specifications
CPU	Intel Core i5 (or AMD Equivalent) or better. Devices with Microsoft SQ series chips and Qualcomm CPUs will NOT support the necessary software. MacBooks with any Intel CPU or M1 CPUs will be supported
RAM	8GB or more preferred.
Hard Drive Space	256 GB or greater.
Display	11 inches or larger.
Screen Resolution	1024x768 or higher and set to 100% scaling.
Wireless	802.11 g/n/ac.
Internet Connection	Off campus internet connection should not be below 8mbps upload and download.
Operating System	64-bit version – Windows 10 is required and must be at an updated level of 2004, 20H2, 21H1, or higher.
Webcam and Microphone	Working webcam (minimum resolution of 320x240 VGA) and microphone (internal or external) are required with a laptop or desktop. ExamSoft requires you have a working camera and microphone.
For Student Support	Working USB, newer devices may require an adaptor.
Adobe Reader	Version 9, 11, or DC. You can access Adobe Acrobat plug in at http://get.adobe.com/reader .
MS Office 365	You can access MSOffice 365 by logging into office.com with your student email address – free of charge through the college.

Academic Affairs

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 of the Academic Catalog.

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.

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.

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.

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

The requirements and the curriculum for a minor are determined by the academic department faculty offering the minor the development of which has received appropriate approval 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.

Students electing a minor should propose a program of study following the course level and credit requirements outlined above. Students should also consult the requirements for each minor by referring to specific departmental sections in the Methodist College catalog. If a student would like to add a second minor to their course of study, the selected minors may share no more than two courses or seven credit hours of coursework.

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.

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 terms at the College. Students wishing to make this transition do not

need to complete the readmission process unless they take one or more terms off from the College. Students separating from the College for one or more terms 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 term, 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 terms by the first day of a given term.

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 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 has the following outcomes:

Critical Thinking: Identify, comprehend, analyze, evaluate, and construct reasoning in deciding conclusions to draw and/or actions to take.

Global perspectives: Acquire global awareness, appreciate global diversity, and pursue collaborative and equitable global actions.

Civic and social engagement: Be active and responsible participants, in their respective civic and social spheres, dedicated to the common good.

Quantitative reasoning: Demonstrate understanding of quantitative methods, interpret and evaluate quantitative models, and communicate quantitative information.

Communication and expression: Craft responsible, considered, and well-structured communication using media and modes of expression appropriate to the situation.

The LAS Faculty have also mapped the new LENSES outcomes to the Undergraduate Student Learning Outcomes.

LENSES Outcomes

Critical Thinking
Global Perspectives
Civic and Social Engagement
Quantitative Reasoning
Communication and Expression

USLO

Inquiry & Analysis and Integrative Learning
Integrative Learning and Civic Engagement
Civic Engagement
Inquiry & Analysis
Communication

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.

<u>LENSES/General Education Discipline</u>	Required Credit Hours
Fine Arts	3
Communication	3
Humanities	6
Social & Behavioral Sciences	9
Physical/Life Sciences (One Course must have a Lab)	7
Mathematics	3
English	6
Upper-Level General Education (300+)	6
Total Credit Hours	43

Students may select from courses offered at Methodist College displayed below by course number or transfer an approved equivalent*.

Fine Arts:

ART101 ART102 ART209S THE100 THE101

Communications: 3 Credit Hours Required.

COM101

Humanities:

HST101 HUM101 LIT101 LIT102 LIT103 PHL101 PHL102

Social & Behavioral Sciences:

ECN101 POL101 PSY101 PSY201 PSY203 SOC101

Physical and/or Life Sciences:

AST101 BIO100 BIO103 BIO104 BIO109I BIO109M BIO111 BIO112
 BIO200 BIO201 BIO205 BIO206 CHM100 CHM101 CHM102 CHM110
 CHM200 CHM201 PHY211 PHY212

Mathematics:

MAT101 MAT102 MAT150 MAT200 MAT201 MAT202

English:

ENG101 ENG201 ENG250

Upper-Level General Education: (300+ level or above).

ACT309 ART301 ART309 BIO300 BIO301 BIO302 BIO303 BIO304
 BIO305 BIO309 BIO400 BIO401 BIO402 CHM301 CHM302 CHM303
 CHM309 ECN309 ENG301 ENG309 GER300 GER309 GER310 GER320
 GER350 HST301 HST309 HUM301 HUM302 HUM303 HUM304 HUM315
 HUM3003 LIT301 LIT309 MAT309 MAT400 PH300 PH309 PHL300
 PHL301 PHL302 PHL303 PHL309 POL309 PSY301 PSY302 PSY309
 PSY401 SOC309 SOC400 THE309

*Please refer to the Credit Transfer Policy and Transfer Course Review Process for further information on transfer credit and equivalencies.

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. 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 use of college 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 credit hours 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 the courses exist in the curriculum and are not exclusive to the minor or certificate. Up to 6 credit hours may be transferred from another institution, upon approval by the Dean of Academic Affairs.

NOTE: Every term 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 and Western Religions
- LIT102: Stories that Matter in Film and Literature
- 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: Navigating Wonderland*
- HST301: Suffering and Forgiveness*
- HUM301: Beware! Monsters Inside*
- HUM302: A City Speaks: How Urban Landscapes Tell Stories
- HUM303: Who Are You? Examining Identity*
- HUM304: Ruining Your Childhood for College Credit*
- HUM315: Trauma Studies through Popular Culture*
- HUM3003: Don't Stand So Close to Me
- HS304: Transcultural Healthcare
- SW373: Cultural Humility in Social Work Practice

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 and Western Religions or HUM302: A City Speaks: How Urban Landscapes Tell Stories.

Faculty can even take existing courses and incorporate diversity content. For example, LIT102: Stories that Matter in Film and Literature 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 term.

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: Who Are You? Examining Identity. Qualifying courses will be identified every term.

Health Science Minor

The Health Science 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 Health Science Minor Include:

Lower Division Courses (Three credit hours required)

- HS160: Medical Terminology (Two credit hours)
- HS200: Introduction to Informatics for the Health Professions

Required Health Science Course (Three credit hours required)

- HS312: Principles of Management in Healthcare

Upper Division Courses (Nine credit hours required)

- HS304: Transcultural Healthcare
- HS311: Trends and Reform in Healthcare
- HS320: Law and Ethics in Healthcare
- HS462: Collaboration and Human Resource Management
- HS463: Financial Management in Healthcare
- SW373: Cultural Humility in Social Work Practice

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 credit hours may be transferred from another institution.

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
- N2423: 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 credit hours 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 credit hours may be transferred from another institution.

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 credit hours 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.

Bachelor of Science in Health Science - BSHS

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 students' 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 program is designed to allow students with an associate degree to complete a bachelor's degree and for students without an associate degree to choose the direction they would like to study. It is ideal for medical assistants, respiratory therapists, diagnostic sonographers, registered health information technicians, physical therapy assistants, occupational therapy assistants, and other healthcare professionals who seek to complete a bachelor's degree.

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.

Learning 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 Health Sciences Curriculum

LENSES/Foundation Required Coursework

Course Code	Course Name/Requirement	Credit Hours
COM101	Public Speaking and Presenting	3
ENG101	College Composition	3
ENG201/ ENG250	Disciplinary Composition or Writing for the Professions	3
FA	Fine Arts Requirement	3
HU	Humanities Requirements	6
MAT150/ MAT201	Applied Statistics or Statistics	3
	Physical or Life Science with Lab Requirement	4
	Physical or Life Science Requirement	3
PSY101	Psychological Inquiry and Applications	3
SS/BS	Social/Behavioral Science Requirements	6
300+ Level	Two Upper-Level General Education Courses	6
Total Credit Hours		43

Healthcare Management Required Coursework

Course Code	Course Name	Credit Hours
BH200	Holistic Health and Healthcare	2
HS200	Introduction to Informatics for Healthcare Professionals	3
HS220	Interdisciplinary Allied Health	3
HS304	Transcultural Healthcare	3
HS311	Trends and Reform in Healthcare	2
HS312	Principles of Management in Healthcare	3
HS320	Law and Ethics in Healthcare	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 Professional Leadership	3
HS462	Collaboration and Human Resource Management	3
HS463	Financial Management in Healthcare	3
Total Credit Hours		41

General Electives Required Coursework	Credit Hours
	36

Degree Completion Hours 120

Bachelor of Health Sciences Sample Program of Study

Course Number	Year One – First Term Course Name	Credit Hours
ENG101	College Composition	3
	Life or Physical Science with Lab Requirement	4
PSY101	Psychological Inquiry and Applications	3
HU	Humanities Requirement	3
SS	Social Science Requirement	3
	Total Credit Hours	16
Course Number	Year One – Second Term Course Name	Credit Hours
ENG201/ ENG250	Disciplinary Composition/Writing for the Professions	3
	Life or Physical Science Requirement	3
MAT150/ MAT201	Applied Statistics or Statistics	3
HU	Humanities Requirement	3
	General Elective Requirement	3
	Total Credit Hours	15
Course Number	Year Two – Third Term Course Name	Credit Hours
COM101	Public Speaking and Presenting	3
HS200	Introduction to Informatics for Healthcare Professionals	3
BH200	Holistic Health and Healthcare	2
SS	Social/Behavioral Science Requirement	3
	General Elective Requirement	3
	Total Credit Hours	14
Course Number	Year Two - Fourth Term Course Name	Credit Hours
FA	Fine Arts Requirement	3
HS304	Transcultural Healthcare	3
HS220	Interdisciplinary Allied Health	3
	General Elective Requirement	3
	General Elective Requirement	3
	Total Credit Hours	15
Course Number	Year Three – Fifth Term Course Name	Credit Hours
HS312	Principles in Management in Healthcare	3
HS320	Law and Ethics in Healthcare	3
HS311	Trends and Reform in Healthcare	3
	General Elective Requirement	3
	General Elective Requirement	3
	Total Credit Hours	15
Course Number	Year Three – Sixth Term Course Name	Credit Hours
HS325	Healthcare of Aging	3
HS425	Operations Management in Healthcare	3
300+ Level	Upper-Level General Education Requirement	3

HS462	Collaboration and Human Resource Management	3
	General Elective Requirement	3
	1 Total Credit Hours	15
Course Number	Year Four – Seventh Term Course Name	Credit Hours
HS431	Health Policy and Professional Leadership	3
HS463	Financial Management in Healthcare	3
300+ Level	Upper-Level General Education Course	3
	General Elective Requirement	3
	General Elective Requirement	3
	Total Credit Hours	15
Course Number	Year Four – Eighth Term Course Name	Credit Hours
HS321	Strategic Management in Healthcare	3
HS410	Evidence-Based Practice and Research in Healthcare	3
	General Elective Requirement	3
	General Elective Requirement	3
	General Elective Requirement	3
	Total Credit Hours	15

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

Health Science 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 Health Science program. If a student has multiple failing grades in one term, the next term will be limited by the program director to help insure successful completion of the courses.

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.

Learning 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 Healthcare Management Curriculum

LENSES/Foundation Required Coursework		
Course Code	Course Name/Requirement	Credit Hours
COM101	Public Speaking and Presenting	3
ENG	English Requirements	6
FA	Fine Arts Requirement	3
HU	Humanities Requirements	6
MAT150/201	Applied Statistics/Statistics	3
	Physical or Life Science with Lab Requirement	4
	Physical or Life Science Requirement	3
PSY101	Psychological Inquiry and Applications	3
SS/BS	Social/Behavioral Science Requirements	6
300+ Level	Two Upper-Level General Education Courses	6
	General Education Elective Requirement	3
	Total Credit Hours	43

Healthcare Management Electives

**Credit Hours
36**

Health Sciences Required Coursework

Course Code	Course Name	Credit Hours
HS160	Medical Terminology for the Health Sciences	2
HS200	Introduction to Informatics for Healthcare Professionals	3
HS304	Transcultural Healthcare	3
HS306	Health and Healthcare Systems	3
HS312	Principles in Management in Healthcare	3
HS321	Strategic Management in Healthcare	3
HS320	Law and Ethics in Healthcare	3
HS410	Evidence Based Practice and Research in Healthcare <i>(Replaces HS363)</i>	3
HS425	Operations Management in Healthcare	3
HS431	Health Policy and Professional Leadership	3
HS455	Internship	6
HS462	Collaboration and Human Resource Management	3
HS463	Financial Management in Healthcare	3
Total Credit Hours		41
Degree Completion Hours		120

Bachelor of Science in Healthcare Management – Sample Program of Study

Course Number	Year One – First Term Course Name	Credit Hours
HS160	Medical Terminology for the Health Sciences	2
HS312	Principles in Management in Healthcare	3
COM101	Public Speaking and Presenting	3
ENG101/ ENG250	Writing for the Healthcare Professions	3
	General Education Elective Requirement	3
	Total Credit Hours	14
Course Number	Year One – Second Term Course Name	Credit Hours
MAT150 or MAT201	Applied Statistics or Statistics	3
HS304	Transcultural Healthcare	3
HS200	Introduction to Informatics for Healthcare Professionals	3
	Life or Physical Science with Lab Requirement	4
PSY101	Psychological Inquiry and Applications	3
	Total Credit Hours	16
Course Number	Year Two – Third Term Course Name	Credit Hours
HS410	Evidence Based Practice and Research in Healthcare	3
HS321	Strategic Management in Healthcare	3
HS320	Law and Ethics in Healthcare	3
300+ Level	Upper-Level General Education Requirement	3
	Life or Physical Science Requirement	3
	Total Credit Hours	15
Course Number	Year Two - Fourth Term Course Name	Credit Hours
HS462	Collaboration and Human Resource Management	3
HS431	Health Policy and Professional Leadership	3
	General Education Elective Requirement	3
	General Education Elective Requirement	3
300+ Level	Upper-Level General Education Course	3
	Total Credit Hours	15
Course Number	Year Three – Fifth Term Course Name	Credit Hours
HS463	Financial Management in Healthcare	3
HS425	Operations Management in Healthcare	3
	General Education Elective Requirement	3
	General Education Elective Requirement	3
	General Education Elective Requirement	3
	Total Credit Hours	15
Course Number	Year Three – Sixth Term Course Name	Credit Hours

HS455	Internship (2 Theory Hours – 4 Practicum Hours)	6
	General Education Elective Requirement	3
	General Education Elective Requirement	3
	General Education Elective Requirement	3
	Total Credit Hours	15

Healthcare Management Grading Scale

The Healthcare Management program at Methodist College uses the conventional LENSES/General Education grading scale. The minimum passing grade for Healthcare Management Core classes is a grade of “C.”

90+ = A

89-80 = B

79-70 = C

69-60 = D

0-59 = F

Healthcare Management 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 term, the next term will be limited by the program director to help insure successful completion of the courses.

Bachelor of Social Work

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 15 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 (MAT150 or 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 Curriculum

LENSES /Foundation Required Coursework		
Course Code	Course Name/Requirement	Credit Hours
COM101	Public Speaking and Presenting	3
ENG101	College Composition	3
ENG201	Disciplinary Composition	3
FA	Fine Arts Requirement	3
HU	Humanities Requirement	6
MAT150/201	Applied Statistics or Statistics	3
	Physical or Life Science with Lab Requirement	4
	Physical or Life Science Requirement	3
SS/BS	Social/Behavioral Science Requirements	9
300+ Level	Two Upper-Level General Education Courses	6
Total Credit Hours		43

Social Work Required Coursework		
Course Code	Course Name	Credit Hours
SW170	Concepts of Social Work	3
SW270	Foundations of Social Work	3
SW271	Service Learning within a Social Work Environment	3
SW272	Contemporary Social Issues	3
SW310	Research Methods	3
SW320	Foundations of Social Work Practice with Individuals and Families	3
SW334	Case Management in Social Work	3
SW370	Human Behavior in the Social Environment	3
SW371	Family Life Cycle Transitions	3
SW372	Special Topics in Social Work	1
SW373	Cultural Humility in Social Work Practice	3
SW375	Social Work in Groups	3
SW431	Policy and Professional Leadership	3
SW470	Special Topics in Social Work	3
SW471	Field Practicum I	18
SW473	The Ethics of Social Work Practice	3
SW474	Field Practicum Preparation	1
Total Credit Hours		62

Social Work Electives **Credit Hours**
15

Degree Completion Hours **120**

Bachelor of Social Work - *Sample Program of Study*

Course Number	Year One – First Term Course Name	Credit Hours
ENG101	College Composition	3
MAT150/ MAT201	Applied Statistics or Statistics	3
PSY101	Psychological Inquiry and Applications*	3
SOC101	Special Forces*	3
	Total Credit Hours	12
Course Number	Year One – Second Term Course Name	Credit Hours
COM101	Public Speaking and Presenting	3
ENG201	Disciplinary Composition	3
	Humanities Requirement	3
	Life or Physical Science with Lab Requirement	4
SW170	Concepts of Social Work	3
	Total Credit Hours	16
Course Number	Year Two – Third Term Course Name	Credit Hours
	Social/Behavioral Science Requirement	3
SW270	Foundations of Social Work	3
SW272	Contemporary Social Issues	3
	Social Work Electives	6
	Total Credit Hours	15
Course Number	Year Two - Fourth Term Course Name	Credit Hours
	Fine Arts Requirement	3
	Humanities Requirement	3
	Life or Physical Science Requirement	3
SW271	Service Learning within a Social Work Environment	3
SW373	Cultural Humility in Social Work Practice	3
	Total Credit Hours	15
Course Number	Year Three – Fifth Term Course Name	Credit Hours
SW310	Research Methods	3
SW320	Foundations of Social Work Practice with Individuals and Families	3
SW334	Case Management in Social Work	3
SW375	Social Work in Groups	3
	Upper-Level General Education Course	3
	Total Credit Hours	15

Course Number	Year Three – Sixth Term Course Name	Credit Hours
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
	Social Work Elective	3
300+ Level	Upper-Level General Education Requirement	3
	Total Credit Hours	16

Course Number	Year Four – Seventh Term Course Name	Credit Hours
SW471	Field Practicum	9
SW474	Field Practicum Preparation	1
SW470	Special Topics in Social Work	3
	Social Work Elective	3
	Total Credit Hours	16

Course Number	Year Four – Eighth Term Course Name	Credit Hours
SW471	Field Practicum	9
SW473	The Ethics of Social Work Practice	3
	Social Work Elective	3
	Total Credit Hours	15

**Recommended Social/Behavioral Science Requirement Coursework*

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
9355 113th St. N, 7709 Seminole, FL 33775
(727) 210-2350
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.

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.

Medical Assistant Curriculum

Course Code	Course Name	Credit Hours
MA1202	The Medical Assistant as a Professional	2
MA1203	Introduction to Medical Assisting	3
MA1204	Medical Assisting Clinical I (3 Theory Hours – 1 Lab Hour)	4
MA1213	Foundations of Medical Assisting	3
MA1214	Medical Assisting Clinical II (3 Theory Hours – 1 Lab Hour)	4
MA2202	Administrative Medical Assisting (2 Theory Hours – 1 Lab Hour)	2
MA2203	Medical Assisting Practicum	3
MA2212	Concepts of Medical Coding & Billing	2
MA2213	Medical Assistant Certification Review	3
Program Completion Hours		26

Non-Remuneration for Practicum

The Medical Assistant practicum 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

A student whose cumulative GPA falls below a 2.0 will be placed on academic probation. The student will have one term to achieve a cumulative GPA of 2.0 or greater. Students who are still below a cumulative 2.0 after one term 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.

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 not considered passing in the Medical Assistant program. Regardless of the grade earned, a minimum GPA of 2.0 must be maintained in order to stay enrolled in the program per the progression requirements. All courses must be completed with a minimum of a “C” grade. 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, 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 (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 term 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 recognize 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 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 nursing 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 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. 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 (AACN Entry Level Essentials, 2021).

3. 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 (AACN Entry Level Essentials, 2021).
4. 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 (AACN Entry Level Essentials, 2021).

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

Bachelor of Science in Nursing - BSN: Prelicensure (BSN: PL)

General Information

The BSN: Prelicensure (BSN: PL) program (120 cumulative credit hours) 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.

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 term and/or number of transfer credits applied and sequencing of clinical courses.

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 2.5 (on a 4.0 -point scale). This GPA is calculated from an average of all post-secondary work completed.
2. Official transcripts from each college or university attended.

BSN: Prelicensure Curriculum

LENSES/ Foundation Required Coursework

Course Code	Course Name/Requirement	Credit Hours
BIO201	Microbiology	4
BIO205	Anatomy and Physiology I	4
BIO206	Anatomy and Physiology II	4
COM101	Public Speaking and Presenting	3
ENG101	College Composition	3
ENG201	Disciplinary Composition	3
FA	Fine Arts Requirement	3
HU	Humanities Requirement	3
MAT101	Concepts of Math	3
MAT201	Statistics	3
PSY101	Psychological Inquiry and Applications	3
PHL101	Philosophical Inquiry and Modalities	3
SOC101	Social Forces	3
SS/BS	Social/Behavioral Science Requirement	3
300+ Level	Two Upper-Level General Education Courses	6
Total Credit Hours		51

Health Sciences Required Coursework

Course Code	Course Name	Credit Hours
HS160	Medical Terminology for the Health Sciences	2
HS200	Introduction to Informatics for Healthcare Professionals	3
Total Credit Hours		5

Nursing Required Coursework

Course Code	Course Name	Credit Hours
N	Nursing Elective	2
N2313	Introduction to Professional Nursing	3
N2314	Health Assessment	4
N2393G	Nursing Topics: Growth & Development Across the Lifespan	3
N2416	Dimensions of Holistic Nursing	6
N2423	Pathopharmacology in Nursing Practice I	3
N3323	Pathopharmacology in Nursing Practice II	3
N3333	Evidence-Based Practice in Professional Nursing	3
N3413	Pediatrics in Nursing Practice	3
N3415	Mental Health Nursing	5
N3416	Health Alterations in Nursing Practice	6
N3423	Childbearing Family in Nursing Practice	3
N4313	Health Policy & Professional Leadership	3
N4414	Transcultural & Population Health	4
N4416	Complex Health Alterations	6
N4417	Internship & Management	7
Total Credit Hours		64

Degree Completion Hours 120

BSN: Prelicensure Plan of Study

Course Number	Year One – First Term Course Name	Credit Hours
BIO205	Anatomy and Physiology I	4
ENG101	College Composition	3
MAT101	Concepts of Math	3
PSY101	Psychological Inquiry and Applications	3
	Total Credit Hours	13
Course Number	Year One – Second Term Course Name	Credit Hours
BIO206	Anatomy and Physiology II	4
ENG201	Disciplinary Composition	3
PHL101	Philosophical Inquiry and Modalities	3
SOC101	Social Forces	3
	Total Credit Hours	13
Course Number	Year Two – Third Term Course Name	Credit Hours
BIO201	Microbiology	4
COM101	Public Speaking and Presenting	3
MAT201	Statistics	3
300+ Level	Upper-Level General Education Course	3
N2393G	Nursing Topics: Growth & Development Across the Lifespan	3
	Total Credit Hours	16
Course Number	Year Two - Fourth Term Course Name	Credit Hours
FA	Fine Arts Core Requirement	3
HU	Humanities Core Requirement	3
SS	Social Science Core Requirement	3
HS160	Medical Terminology for the Health Sciences	2
300+ Level	Upper-Level General Education Course	3
HS200	Introduction to Informatics for Healthcare Professionals	3
	Total Credit Hours	17
Course Number	Year Three – Fifth Term Course Name	Credit Hours
N2313	Introduction to Professional Nursing	3
N2314	Health Assessment (2.5 Theory Hours – 1.5 Lab Hours)	4
N2423	Pathopharmacology in Nursing Practice I	3
N2416	Dimensions of Holistic Nursing (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
	Total Credit Hours	16

Course Number	Year Three – Sixth Term Course Name	Credit Hours
N3323	Pathopharmacology in Nursing Practice II	3
N3333	Evidence-Based Practice in Professional Nursing	3
N3415	Mental Health Nursing (3 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	5
N3416	Health Alterations in Nursing Practice (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
	Total Credit Hours	17
Course Number	Year Four - Seventh Term Course Name	Credit Hours
N3413	Pediatrics in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N3423	Childbearing Family in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N4313	Health Policy & Professional Leadership	3
N4416	Complex Health Alterations (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
	Total Credit Hours	15
Course Number	Year Four – Eighth Term Course Name	Credit Hours
N4414	Transcultural & Population Health (3 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	4
N4417	Internship & Management (3 Theory Hours – 4 Clinical Hours = 192 Hours of Clinical)	7
N	Nursing Electives	2
	Total Credit Hours	13
	Degree Completion Hours	120

This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific term.

Curriculum and Availability

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.

The College determines what courses will be offered in the summer term and no courses are guaranteed to be offered.

All lower-level courses must be completed prior to entry into N3416, and students must meet the minimum requirements of the nursing progression policy as listed in Nursing Undergraduate Academic Policies in this catalog.

Program Completion

The nursing curriculum may be completed on a part-time basis; all pre- and co-requisites apply.

If attending full time – the degree may be completed in eight consecutive, compulsory terms. 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.

Bachelor of Science in Nursing Prelicensure First Degree Accelerated (ABS-PL)

The First Degree Accelerated BSN (ABS-PL) program (120 credit hours) 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®.

ABS-PL General Application Requirements

- Minimum GPA of 3.0 (on a 4.0 scale) prior to enrollment in the first-degree accelerated program.
- Completion of all prerequisite LENSES/General Education courses.
- Completion of nursing electives and Health Science courses.
- 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.

ABS-PL Program Progression

- Students will maintain a cumulative GPA of 3.0.
- If a student's GPA falls below 3.0 GPA in any term, students will have one term to achieve the required cumulative 3.0 GPA. *
- Students will 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 terms.
- Students will meet the requirements for Service Learning.
- Students will be required to progress to upper-level nursing courses following the Nursing Program Progression Requirements.

*If a student is 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.

First Degree Accelerated BSN Curriculum

LENSES/Foundation Required Coursework

Course Code	Course Name/Requirement	Credit Hours
BIO201	Microbiology	4
BIO205	Anatomy and Physiology I	4
BIO206	Anatomy and Physiology II	4
COM101	Public Speaking and Presenting	3
ENG101	College Composition	3
ENG201	Disciplinary Composition	3
FA	Fine Arts Requirement	3
HU	Humanities Requirement	3
MAT101	Concepts of Math	3
MAT201	Statistics	3
PSY101	Psychological Inquiry and Applications	3
PHL101	Philosophical Inquiry and Modalities	3
SOC101	Social Forces	3
SS/BS	Social/Behavioral Science Requirement	3
300+ Level	Two Upper-Level General Education Courses	6
Total Credit Hours		51

Health Sciences Required Coursework

Course Code	Course Name	Credit Hours
HS160	Medical Terminology for the Health Sciences	2
HS200	Introduction to Informatics for Healthcare Professionals	3
Total Credit Hours		5

Nursing Required Coursework

Course Code	Course Name	Credit Hours
N	Nursing Elective	2
N2313	Introduction to Professional Nursing	3
N2314	Health Assessment	4
N2393G	Nursing Topics: Growth & Development Across the Lifespan	3
N2416	Dimensions of Holistic Nursing	6
N2423	Pathopharmacology in Nursing Practice I	3
N3323	Pathopharmacology in Nursing Practice II	3
N3333	Evidence-Based Practice in Professional Nursing	3
N3413	Pediatrics in Nursing Practice	3
N3415	Mental Health Nursing	5
N3416	Health Alterations in Nursing Practice	6
N3423	Childbearing Family in Nursing Practice	3
N4313	Health Policy & Professional Leadership	3
N4414	Transcultural & Population Health	4
N4416	Complex Health Alterations	6
N4417	Internship & Management	7
Total Credit Hours		64

Degree Completion Hours 120

First Degree Accelerated BSN Sample Plan of Study

First Year – First Term		Credit Hours
Course Number	Course Name	Credit Hours
N2313	Introduction to Professional Nursing	3
N2314	Health Assessment (2.5 Theory Hours – 1.5 Lab Hours)	4
N2423	Pathopharmacology in Nursing Practice I	3
N2416	Dimensions of Holistic Nursing (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
300+ Level	Upper-Level General Education Course*	3
Total Credit Hours		16 (19*)
First Year – Second Term		Credit Hours
Course Number	Course Name	Credit Hours
N3323	Pathopharmacology in Nursing Practice II	3
N3333	Evidence-Based Practice in Professional Nursing	3
N3415	Mental Health Nursing** (3 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	5
N3416	Health Alterations in Nursing Practice (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
300+ Level	Upper-Level General Education Course*	3
Total Credit Hours		17 (20*)
Second Year – First Term		Credit Hours
Course Number	Course Name	Credit Hours
HS200	Introduction to Informatics for Healthcare Professionals	3
N3413	Pediatrics in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N3423	Childbearing Family in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N4313	Health Policy & Professional Leadership	3
N4416	Complex Health Alterations (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
Total Credit Hours		18
Second Year – Second Term		Credit Hours
Course Number	Course Name	Credit Hours
N4414	Transcultural & Population Health (3 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	4
N4417	Internship & Management (3 Theory Hours – 4 Clinical Hours = 192 Hours of Clinical)	7
Total Credit Hours		11
Degree Completion Hours		120

*Upper-level LENSES/General Education required for First Degree Accelerated (ABSN-PL) students. May have transfer credits to fulfill this requirement.

**Service Learning: Required for First Degree Accelerated (ABSN-PL) students.

This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific term.

Curriculum and Availability

Courses in the First Degree Accelerated BSN program are offered primarily Monday through Friday during the fall and spring terms.

Summer term courses are offered online, blended, and in-seat on Saturday and/or Sundays and clinical experiences are also on Saturday and/or Sunday.

Program Completion

Students entering this program may complete the First Degree Accelerated (ABS-N-PL) in four terms, including summers, with full-time enrollment status.

Bachelor of Science in Nursing Second Degree- Prelicensure (BSN-Second Degree)

The Second-Degree 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®.

BSN – Second Degree Accelerated Application Requirements

- Minimum GPA of 2.5 (on a 4.0-point 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.

BSN-Second Degree Accelerated Program Requirements

Prior to beginning 2000-level nursing courses, with the exception of N2313 – Introduction to Professional Nursing, in the Second-Degree program, the following courses must be completed with a grade of a “C” or better:

- Anatomy and Physiology I or equivalent – 4 credit hours
- Anatomy and Physiology II or equivalent – 4 credit hours
- Microbiology or equivalent – 4 credit hours

Second Degree – Prelicensure (BSN: Second Degree) Curriculum

Foundation Requirements

Course Code	Course Name	Credit Hours
BIO201	Microbiology	4
BIO205	Anatomy and Physiology I	4
BIO206	Anatomy and Physiology II	4
Total Credit Hours		12

General Education Electives

Upper-Level General Education Electives

Total Credit Hours	43
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Health Sciences

Course Code	Course Name	Credit Hours
HS200	Introduction to Informatics for Healthcare Professionals	3
Total Credit Hours		3

Second-Degree BSN Curriculum

Course Code	Course Name	Credit Hours
N2313	Introduction to Professional Nursing	3
N2314	Health Assessment	4
N2416	Dimensions of Holistic Nursing	6
N2423	Pathopharmacology in Nursing Practice I	3
N3323	Pathopharmacology in Nursing Practice II	3
N3333	Evidence-Based Practice in Professional Nursing	3
N3413	Pediatrics in Nursing Practice	3
N3415	Mental Health Nursing	5
N3416	Health Alterations in Nursing Practice	6
N3423	Childbearing Family in Nursing Practice	3
N4313	Health Policy & Professional Leadership	3
N4414	Transcultural & Population Health	4
N4416	Complex Health Alterations	6
N4417	Internship & Management	7
Total Credit Hours		62

Degree Completion Hours	120
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Second Degree – Prelicensure (BSN: Second Degree) Sample Plan of Study

First Year – First Term		
Course Number	Course Name	Credit Hours
N2313	Introduction to Professional Nursing	3
N2314	Health Assessment (2.5 Theory Hours – 1.5 Lab Hours)	4
N2423	Pathopharmacology in Nursing Practice I	3
N2416	Dimensions of Holistic Nursing (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
Total Credit Hours		16
First Year – Second Term		
Course Number	Course Name	Credit Hours
N3323	Pathopharmacology in Nursing Practice II	3
N3333	Evidence-Based Practice in Professional Nursing	3
N3415	Mental Health Nursing (3 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	5
N3416	Health Alterations in Nursing Practice (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
300+ Level	Upper-Level General Education Course*	3
Total Credit Hours		17 (20*)
Second Year – First Term		
Course Number	Course Name	Credit Hours
HS200	Introduction to Informatics for Healthcare Professionals	3
N3413	Pediatrics in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N3423	Childbearing Family in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N4313	Health Policy & Professional Leadership	3
N4416	Complex Health Alterations (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
Total Credit Hours		18
Second Year – Second Term		
Course Number	Course Name	Credit Hours
N4414	Transcultural & Population Health (3 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	4
N4417	Internship & Management (3 Theory Hours – 4 Clinical Hours = 192 Hours of Clinical)	7
300+ Level	Upper-Level General Education Course*	3
Total Credit Hours		11 (14) *
Degree Completion Hours		120

*Upper-level LENSES/General Education required for BSN: Second Degree students. May have transfer credits to fulfill this requirement.

This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific term.

Curriculum and Availability

Courses in the Second-Degree program is offered synchronous online on Tuesday and Thursday evenings and weekend classes are in-seat, blended, and online. Clinical hours will be completed during Saturday and Sunday.

Program Completion

Students entering this program may complete the Second Degree BSN in four terms, including summers, with full-time enrollment status. 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.

Licensed Practical Nurse to Bachelor of Science in Nursing (LPN-BSN)

Methodist College offers a Bachelor of Science in Nursing program designed for students who have already completed a Licensed Practical Nurse program and wish to become a registered nurse. Our hybrid program is designed to allow students to remain employed while completing their degree. Our LPN to BSN program offers online classes during the week (nursing courses only), and in-person nursing classes or clinical experiences over the weekend. Students will complete a transition into professional nursing course and competency out of the fundamentals of nursing course. The program is designed to be completed in eight terms.

LPN to BSN Sample Plan of Study

Course Number	Year One – First Term Course Name	Credit Hours
BIO205	Anatomy and Physiology I*	4
ENG101	College Composition*	3
MAT101	Concepts of Math*	3
PSY101	Psychological Inquiry and Applications*	3
COM101	Public Speaking and Presenting*	3
	Total Credit Hours	16
Course Number	Year One – Second Term Course Name	Credit Hours
BIO206	Anatomy and Physiology II*	4
ENG201	Disciplinary Composition*	3
PHL101	Philosophical Inquiry and Modalities*	3
SOC101	Social Forces*	3
	Total Credit Hours	13
Course Number	Year Two – Third Term Course Name	Credit Hours
BIO201	Microbiology*	4
MAT201	Statistics*	3
300+ Level	Upper-Level General Education Course*	3
N2393G	Nursing Topics: Growth & Development Across the Lifespan*	3
HS160	Medical Terminology for the Health Sciences *	2
	Total	15
	Credit Hours	
Course Number	Year Two - Fourth Term Course Name	Credit Hours
HU	Humanities Core Requirement*	3
SS	Social Science Core Requirement*	3
300+ Level	Upper-Level General Education Course*	3
HS200	Introduction to Informatics for Healthcare Professionals*	3
N2315	Transitions into Professional Registered Nursing	3
	Total Credit Hours	15
Course Number	Year Three – Fifth Term Course Name	Credit Hours
N2314	Health Assessment (2.5 Theory Hours – 1.5 Lab Hours)	4

N3323	Pathopharmacology in Nursing Practice II	3
N	Nursing Electives**	2
FA	Fine Arts Core Requirement*	3
	Total Credit Hours	12
Course Number	Year Three – Sixth Term	Credit Hours
	Course Name	
N3333	Evidence-Based Practice in Professional Nursing	3
N3415	Mental Health Nursing (3 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	5
N3416	Health Alterations in Nursing Practice (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
	Total Credit Hours	14
Course Number	Year Four - Seventh Term	Credit Hours
	Course Name	
N3413	Pediatrics in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N3423	Childbearing Family in Nursing Practice (2 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	3
N4313	Health Policy & Professional Leadership	3
N4416	Complex Health Alterations (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
	Total Credit Hours	15
Course Number	Year Four – Eighth Term	Credit Hours
	Course Name	
N4414	Transcultural & Population Health (3 Theory Hours – 1 Clinical Hour = 48 Hours of Clinical)	4
N4417	Internship & Management (3 Theory Hours – 4 Clinical Hours = 192 Hours of Clinical)	7
	Total Credit Hours	11
	Total Credit Hours of Nursing Core Courses	53-62
	Upper-Level LENSES General Education Courses	6
	LENSES General Education Courses	45
	Health Science Requirements	5
	Nursing Electives	2
	Total Program	120
	Hours	
Transfer Requirements:		Credit Hours
N2416	Dimensions of Holistic Nursing* (4 Theory Hours – 2 Clinical Hours = 90 Hours of Clinical)	6
N2423	Pathopharmacology in Nursing Practice I*	3

*Transfer Credit may articulate over and is subject to review by the Office of Records Management and Registration per the transfer credit policy.

**Nursing elective courses will be identified in their course title & description. Time to completion may be impacted dependent on number of credits taken per term, or student's status as part-time or full-time.

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 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®.

General Application Requirements

- Submission of a complete application for admission and application fee.
- Submission of official transcripts from each college and university attended.
- 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).

RN-BSN Credit Transfer

The program requires 30 credit hours of nursing courses (can be completed in as little as one year depending on full-time or part-time status and number of credit hours transferred) plus an additional 90 credit hours to total the 120 credit hours 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 90 credits to transfer may need to take additional elective courses in order to fulfill the 120-credit requirement.

RN-BSN Required Coursework

N3393	Nursing Topics: Palliative Care
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

RN-BSN Sample Plan of Study

Course Number	Course Name	First Term - Fall	Credit Hours
N400*	Integration of Foundational Concepts for Professional Nurses Working in a Global Healthcare Setting (*ELC-Experiential Learning)		3
N447	Organizational and Systems Management for Quality Outcomes		5
Total Credit Hours			8

Course Number	Second Term - Spring Course Name	Credit Hours
N455	Population and Community Health in Nursing Practice	6
N431	Health Policy and Professional Leadership	3
N3393	Nursing Topics: Palliative Care	3
	Total Credit Hours	12
Course Number	Third Term - Summer Course Name	Credit Hours
N426	Evidence-Based Practice	4
N480	Management and Collaboration in Nursing Practice Course and Curriculum	6
	Total Credit Hours	10
	Total Credit Hours of Nursing Core Courses	30
	Additional Credit Hours for Program	90
	Total Program Hours	120

*ELC- experiential learning

This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific term.

Curriculum and Availability

All courses in the RN to BSN program are offered in the online environment with the exception of N455 and N480. These courses have a clinical component which requires a total of 60 clinical hours. 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.

Program Completion

Students entering this program are able to attend full time or part time. If attending full time, the degree may be completed in three consecutive terms, including summers. 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.

Community-Based Primary Care (CBPC) Certificate

Methodist College offers a certificate embedded within the nursing curriculum that allows students to focus on serving the healthcare needs of the population in the community setting. This pathway is for students enrolled in the BSN: Prelicensure, BSN: Accelerated Prelicensure, or BSN: Second Degree programs.

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 14 credit hours of didactic and practical experience. The certificate includes two courses currently embedded in the BSN curriculum, N3393B - Nursing Topics: Community Based Intensive/Primary Care Certification course and PH300 – Epidemiology. 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. Perform Tier I core competencies for a Population Health Nurse as outlined by the Quad Council.
2. Utilize a caring, assertive, and responsible manner when communicating in various modalities (writing, verbal, social media outlets) to interdisciplinary health care teams, clients and their families, and other caretakers.
3. Identify the social determinants of health for vulnerable populations in the community setting.
4. Apply behaviors consistent with cultural competency when working with diverse client populations.
5. Use evidence-based community resources in the planning and evaluation phases of population-centered care.

Admission Requirements

1. Enrolled in the Methodist College BSN program.
2. Cumulative GPA of 2.5 or greater at the completion of N2416.
3. Satisfactory completion of all lower division nursing courses and all specified core LENSES/General Education courses.

Community Based Primary Care Curriculum

Required courses for this certificate include:

- N2313 - Introduction to Professional Nursing (3 credit hours) - Embedded in prelicensure BSN curricula.
- N4414 - Transcultural & Population Health (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.

- N3393B - Nursing Topics: Community Based Intensive/Primary Care Certification (3 credit hours). Can be used to satisfy the Nursing Topics requirement in the BSN: Prelicensure program.

Grading Scale for Nursing Courses (N2313, N4414 and N3393B)

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 Academic Program Policies

Theory and Clinical Course Progression and Grading

In nursing courses which contain a clinical component, students must earn a grade of “C” for nursing theory and an “S” for the 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 nursing 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.

Upper Division Progression Requirements

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 N2416 - Dimensions of Holistic Nursing, 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:

- Cumulative Methodist College GPA of 2.0 or greater at the end of the N2416 term.
- Satisfactory completion of all required nursing courses in the lower level (N2313, N2314, N2416, N2423, & N2393G) and all specified core LENSES/General Education courses (MAT101, MAT201, ENG101, ENG201, BIO205, BIO206 and BIO201) with a “C” or better.

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 will 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:

1. 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

- BIO201-Microbiology
2. No readmission will be reviewed if the student does not meet these criteria.
 3. Additionally, students that have completed N2416, N2423, N3323, N3416, N3413, and N3423 will have a greater chance of readmission consideration, although not guaranteed, than those who have not successfully completed those courses.

Process for Readmission to the Nursing Program

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 term 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 and make a determination about the student's potential to be successful if readmitted. The committee will also review:

- Prerequisite course grades
- Science grades (BIO205 - A&P I, BIO206 - A&P II, BIO201 - Microbiology)
- Nursing course grades
- Clinical performance
- Course progress reports
- ATI scores
- College sanctions
- Letters of faculty support
- 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. The 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.

- 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 BSN program but are precluded from transferring a second time.

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 2022 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 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.

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

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.

Nurse Educator: CIP code 51.3817

Master of Science in Nursing: Nurse Educator Curriculum

Graduate Nursing Core Courses		
Course Code	Course Name/Requirement	Credit Hours
N5303	Theoretical Foundations of Nursing and Nursing Education	3
N6303	Roles, Issues, and Public Health Policy	3
N6313	Leading Change in Healthcare and Nursing Education	3
N6302	Informatics in Nursing Practice and Nursing Education	2
N6323	Evidence-Base Practice	3
N6333	Statistical Analysis in Clinical Research and Nursing Practice	3
	Credit Hours	17
Direct Care Courses		
Course Code	Course Name	Credit Hours
N5901	Advanced Health Assessment (2 Theory Credit Hours and 1 Lab Credit Hour)	3
N5902	Advanced Pathophysiology	3
N5903	Advanced Pharmacotherapeutics	3
	Credit Hours	9
Functional Area Courses for Nurse Educators		
Course Code	Course Name	Credit Hours
N6413	Curriculum Development and Instructional Design	3
N6901	Dimensions of Professional Nursing for the Nurse Educator	1
N6412	Assessment and Evaluation of Student Learning for the Nurse Educator	3
N6343	Internship in Advanced Nurse Generalist	3
	Credit Hours	9
	Total Program Hours	35

*The Essentials of Master's Education for Advanced Practice Nursing considers a Masters 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

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 15 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 35 credit hours.

Program Overview

The Master of Science in Nursing: Generalist program is a 35-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 Outcomes

Upon completion of the Master of Science in Nursing: Prelicensure program, the graduate will be able to:

1. Professional Development (Disciplinary Excellence)
 - a. Develop and facilitate interdisciplinary teams using effective group dynamics to coordinate, foster, and evaluate safe patient care.
 - b. Collaborate with a variety of individuals using effective team dynamics to manage teamwork effectively and appropriately.
 - c. Create meaningful community partnerships to provide holistic care to disparate populations.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
 - a. Utilize evidence to engage in validating knowledge relevant to nursing.
 - b. Translate current evidence to practice setting.
 - c. Analyzes trends in health care and organizational functions as they impact the profession of nursing and patient care.
3. Social and Ethical Responsibility
 - a. Demonstrates commitment to social justice and advocacy for clients. (Individuals, communities, and families)
 - b. Analyze differences in cultural norms and healthcare practices.
 - c. Provides culturally competent care for ALL patients in a variety of healthcare systems.

MSN Generalist: CIP Code: 51.3801

Master of Science in Nursing: Generalist Program Curriculum

Graduate Nursing Coursework		
Course Code	Course Name/Requirement	Credit Hours
N5303	Theoretical Foundations of Nursing and Nursing Education	3
N6303	Roles, Issues, and Public Health Policy	3
N6313	Leading Change in Healthcare and Nursing Education	3
N6302	Informatics in Nursing Practice and Nursing Education	2
N6323	Evidence Based Practice	3
N6333	Statistical Analysis in Clinical Research and Nursing Practice	3
N6343	Internship in Advanced Nurse Generalist	3
Nursing Core Total Credit Hours		20
Nurse Generalist Electives		
Course Code	Course Name	Credit Hours
N6433	Financial Management for the Nurse Generalist	3
N6901	Dimensions of Professional Nursing for the Nurse Educator	1
N6423	Strategic Planning for the Nurse Generalist	2
N5901	Advanced Health Assessment (2 Theory Credit Hours and 1 Lab Credit Hour)	3
N5902	Advanced Pathophysiology	3
N5903	Advanced Pharmacotherapeutics	3
Nurse Generalist Electives Total Credit Hours		15
Total Program Hours		35

Master of Science in Nursing: Prelicensure Program

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.

MSN Prelicensure: CIP Code: 51.3801

Master of Science in Nursing – Prelicensure Curriculum – Sample Plan of Study

Course Number	Year One – First Term Course Name	Credit Hours
N5320	Fundamental Health Alteration in Nursing Practice	6
N5316	Health Assessment in Generalist Nursing Practice	6
N5333	Advanced Pathophysiology	3
	Total Credit Hours	15
Course Number	Year One – Second Term Course Name	Credit Hours
N5307	Common Health Alterations in Generalist Nursing Practice	7
N6323	Evidence Based Practice	3
N5343	Foundational Pharmacology for Generalist Professionals	3
N6333	Statistical Analysis in Clinical Research and Nursing Practice	3
	Total Credit Hours	16
Course Number	Year Two – Third Term Course Name	Credit Hours
N6313	Leading Change in Healthcare and Nursing Education	3
N6306	Health Promotion and Communication with Patient Populations in Generalist Nursing Practice	6
N6302	Informatics in Nursing Practice and Nursing Education	2
N6303	Roles, Issues, and Public Health Policy	3
	Total	14
	Credit Hours	
Course Number	Year Two - Fourth Term Course Name	Credit Hours
N5306	Women and Children’s Health in Generalist Nursing Practice	6
N6307	Complex Health Alterations in Generalist Nursing Practice	7
N5303	Theoretical Foundations of Nursing and Nursing Education	3
	Total Credit Hours	16
Course Number	Year Three – Fifth Term Course Name	Credit Hours
N6402	Preparation for Professional Nursing Practice	2
N6301	Professional Dimensions of the Generalist Professional	1
N6316	Internship in Generalist Nursing Practice	6
	Total Credit Hours	9
	Total Program Hours	70

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.

Post-Master's Certificate: Nurse Educator Curriculum

Course Code	Course Name/Requirement	Credit Hours
N5901	Advanced Health Assessment (2 Theory Credit Hours and 1 Lab Credit Hour)	3
N5902	Advanced Pathophysiology	3
N5903	Advanced Pharmacotherapeutics	3
N6303	Roles, Issues, and Public Health Policy	3
N6302	Informatics in Nursing Practice and Nursing Education	2
N6413	Curriculum Development and Instructional Design	3
N6412	Assessment and Evaluation of Student Learning for the Nurse Educator	2
N6901	Dimensions of Professional Nursing for the Nurse Educator	1
N6343	Internship in Advanced Nurse Generalist	3
	Total Program Hours	23

Completion requirements: 23 credits* ** ***

* 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.

Graduate Academic Standing

Students in the graduate programs are expected to maintain a required cumulative grade point average of 3.00 or higher. Only grades earned at Methodist College are included in calculating the grade point average. Grades of “C” (graduate program only), “D”, “F”, “W” or “WF” are counted as unsuccessful completion of credit hours. Students will be allowed one attempt to repeat a course in which an unsuccessful grade was earned.

Good Standing

Graduate students are considered to be in good academic standing by Methodist College when their cumulative Methodist College grade point average is 3.00 or higher.

Academic Probation

A term GPA and a cumulative GPA are calculated at the end of each term. Academic probation is imposed when a student achieves a grade less than a “B” in a graduate course taken at the College. Any student placed on probation will receive written notice via from the Registrar.

Graduate students on probation are required to meet with their academic advisor to develop a plan for success. Graduate students will be allowed one term to bring up their GPA to a 3.0 or higher.

Academic Dismissal

Academic dismissal is a result of:

- Cumulative GPA below 3.0.
- Earning more than one unsuccessful grade in the graduate program.
- Sanctions associated with Code of Conduct Policy violations.

The Dean of Nursing notifies students when they are dismissed from graduate programs without completing a degree. Dismissals normally take place at the end of the semester. Students may be dismissed for the following reasons:

- As a conditionally admitted graduate student, upon failure to achieve a “B” or higher final grade in each course of their first semester credit hours.
- Upon expiration of the time limit for completing a master’s degree.
- Upon failure to regain Good academic standing following one semester of Probation or the occurrence of a second nonconsecutive term of Probation.
- Upon failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree
- Upon the determination by the faculty of the student’s program that the student has violated institutional policies governing Academic Integrity and our Student 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.

Graduate Program Readmission

Requirements and Criteria

Before readmission, a student must have a cumulative GPA of 3.0 or higher to be considered in “good standing”. No readmission will be reviewed if the student does not meet these criteria.

Process for Readmission

In addition to the above requirements, for a Master of Science Pre-licensure (MSN-PL) student, 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. For a Master of Science in nursing, educator, or generalist student, two letters must be obtained from a faculty member teaching a theory 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 graduate nursing program?
2. What examples of evidence can you provide showing you have had success in the graduate nursing program?
3. Reflecting on your prior experience in the graduate 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?
5. Why is it important to you to be readmitted into the graduate 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 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 graduate nursing program.

The Readmission Committee will review the application and make a determination about the student’s potential to be successful if readmitted. The committee will also review prerequisite course grades, nursing course grades, clinical performance (if MSN-PL), course progress reports, ATI scores (if applicable), 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 a 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 graduate nursing program (MSN educator or generalist or MSN-PL).

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 graduate 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, and faculty consultation.

Recommendations will be made by the Readmission Committee. The student must comply with those recommendations. Failure to do so will result in dismissal from the graduate nursing program.

Readmission Committee-Non-Academic Dismissal Guide

Readmission application following non-academic dismissal from the college.

1. The 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 qualified plan that contributed dismissal from the college.
3. Students dismissed for ethical violations inconsistent with values of the professional nurse or for reasons that may disqualify them from obtaining licensure as a registered nurse (MSN-PL students) will not be readmitted.
4. The student must be in good standing with the college to be readmitted to the graduate nursing program.
5. The student must identify resources needed to be successful in the graduate nursing program if readmitted.

Readmission Committee-Withdrawal Guide

Readmission application following withdrawal from the graduate 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 graduate nursing program and/or the college.
2. The application must include a thorough summary of factors that contributed to a decision to return to the graduate nursing program.
3. The student must be in good standing with the college to be readmitted to the graduate nursing program.

The student must identify resources needed to be successful in the graduate nursing program if readmitted.

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 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, N5320, 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:

- A=93-100%
- B=85-92%
- C=77-84%
- D=69-76%

F=68 and below.

All non-clinical graduate nursing courses the grading scale is as follows:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=60 and below.

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.

AH	Arts & Humanities	MS	Math & Science Elective
BS	Behavioral Science	NE	Nursing Elective
DEI	Diversity, Equity, Inclusion	SL	Service Learning
FA	Fine Arts Elective	SS	Social Science Elective
HS	Health Science Minor	SW	Social Work Elective
HU M	Humanities Elective	UD	Upper Division Elective
LD	Lower Division		
LP	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 of identifying 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)

Prerequisite: 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: CHM 110 or equivalent, or appropriate placement score, or administrative approval.

This course will demonstrate to the student the fundamental aspects of microbes as pathogenic agents: their structure, physiology, genetics, interaction with humans, and activities as etiological agents of disease. Their importance in the food industries and in their pharmaceutical and environmental control will be covered. **LD, LP, MS**

BIO205 Anatomy and Physiology I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

Prerequisite: CHM 110 or equivalent, or appropriate placement score, 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)

Prerequisites: CHEM 110 or equivalent, or appropriate placement score, and BIO205 with a grade of "C" or better or administrative approval.

This course is a continuation of BIO205 that studies in depth 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, 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)

Prerequisites: BIO100 & 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)

Prerequisites: 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)

Prerequisites: BIO206 & 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 & 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 & 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-based 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)

Corequisites: ENG100B & 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)

Corequisites: ENG100A & 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)

Prerequisite: 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 Healthcare Professionals

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)

Prerequisite: ENG101 or consent of the instructor.

Holistic care encompasses the ability of our future allied health providers to be able to perform in an array of facilities. More holistic and integrated approaches to healthcare are leading to a greater dependence upon interdisciplinary teams of allied health providers and the need for those allied health workers to have a variety of skills they may not otherwise be introduced to. Collaboration and integration both in the educational and work settings will foster the ability to have better trained employees that meet the culture and values of the healthcare worker and their employers.

HS

HS304 Transcultural Healthcare

3 Credit Hours (3 Theory Hours)

Prerequisites: PSY101 and SOC101

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**

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 Reforms in Healthcare

2 Credit Hours (2 Theory Hours)

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. **HS**

HS312 Principles of Management in Healthcare

3 Credit Hours (3 Theory Hours)

Prerequisite: ENG201 or ENG250

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)

Prerequisite: 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)

Prerequisites: 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. **HS**

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. **HS**

HS410 Evidence Based Practice and Research in Healthcare (Replaces HS363 – Research in Healthcare)

3 Credit Hours (3 Theory Hours)

Prerequisites: ENG101

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. The course also provides a beginning level of competency in the use of scientific inquiry. Opportunities are provided for the learner to critically read and analyze research studies, find credible sources, evaluate a source's credibility and how to integrate a source into scholarly writing. **HS**

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. **HS**

HS431 Health Policy and Professional Leadership

3 Credit Hours (3 Theory Hours)

Prerequisite: HS304

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. **HS**

HS455 Healthcare Management Internship

6 Credit Hours (2 Theory Hours, 4 Practicum Hours)

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. **HS**

HS462 Collaboration and Human Resource Management

3 Credit Hours (3 Theory Hours)

Prerequisites: ENG101 & 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)

Prerequisites: ENG101 & HS312

This course prepares students for management roles in budgeting and finance in healthcare environments. This course will also introduce students to basic accounting principles. Differences between for-profit and not-for-profit health organizations will also be explored.

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.

HS

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)

Prerequisites: 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 i: art, religion, history, politics, science, culture), and the foal 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 foal 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)

Prerequisites: PSY101 & 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 monstrifying 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

MA1202 The Medical Assistant as a Professional 2 Credit Hours (2 Theory Hours)

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.

MA1203 Introduction to Medical Assisting 3 Credit Hours (3 Theory Hours)

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.

MA1204 Medical Assisting Clinical I

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

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.

MA1213 Foundations of Medical Assisting

3 Credit Hours (3 Theory Hours)

This course introduces the foundations of medical assisting. Students will incorporate cognitive knowledge in the 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.*

MA1214 Medical Assisting Clinical II

4 Credit Hours (3 Theory Hours, 1 Lab Hour)

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.

MA2002 Administrative Medical Assisting
2 Credit Hours (2 Theory Hours)

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 applications 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.

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.

MA2212 Concepts of Medical Coding & Billing
2 Credit Hours (2 Theory Hours)

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.

MA2213 Medical Assistant Certification Review
3 Credit Hours

Corequisite: MA2203

This course will focus on preparation for professional certification.

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 Prerequisite: 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

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.

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.

N447 Organizational and Systems Management for Quality Outcomes

5 Credit Hours (5 Theory Hours)

Prerequisite: 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.

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) *Prerequisite: 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**

N2313 Introduction to Professional Nursing

3 Credit Hours (3 Theory Hours)

Prerequisites: COM101, ENG201 & PHL101

Corequisites: BIO201, BIO205, 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 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 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)

Prerequisites: BIO205 & BIO206

Corequisite: BIO201 & 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: BIO201, BIO205 & BIO206

Corequisites: HS200, 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: BIO201, BIO205, BIO206 & MAT201

Introduces basic pharmacology, dosage calculation, and legal and ethical nursing responsibilities with medication administration. Offers insight into clinical reasoning by utilizing the clinical judgement model for safe medication administration. Studies drug classifications such as anti-infective, antibiotics, antiviral, anti-inflammatory, immune modulators, vaccines, drugs affecting gastrointestinal motility, and parenteral agents. Also provides 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 learning needs patients have about their medications.

N3323 Pathopharmacology in Nursing Practice II
3 Credit Hours (3 Theory Hours)

Prerequisites: N2416, N2423 & Cum. GPA 2.0 or better.

Introduces advanced pharmacology, dosage calculation, and legal and ethical nursing responsibilities with medication administration. Offers insight into clinical reasoning by utilizing the clinical judgement model for safe medication administration. Drug classifications such as anti-infective, antibiotics, antiviral, anti-inflammatory, immune modulators, vaccines, drugs affecting gastrointestinal motility, and parenteral agents will be covered. 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 learning needs patients have about their medications.

N3333 Evidence-Based Practice in Professional Nursing

3 Credit Hours (3 Theory Hours)

Prerequisites: N2313, N2314, N2416, N2423 & 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.

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. The 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**

N3393B Nursing Topics: Community Based Intensive/Primary Care Certification

3 Credit Hours (2 Theory Hours; 1 Clinical Hour)

Prerequisites: N3413, N3423 & N4416

This theory/clinical course provides an in-depth insight into primary care-based nursing in the community. This course will explore public health nursing that is primary care focused with an emphasis on health promotion and disease prevention. The student will work side-by-side with practicing nurses and healthcare workers in community-based settings. The course experience will help the student increase awareness of community needs, increase their knowledge of diverse populations, and assess their knowledge of primary care-based nursing. The student will have the opportunity to prepare health promotion and prevention teaching materials as well as evaluate the role of the nurse and healthcare workers in the community setting. Upon completion of this course and Epidemiology, the student will receive a Primary Care Registered Nurse Certification. **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: ENG201, N3415 & N3416.

The course introduces the learner to the importance of providing holistic palliative care focused on the needs of the patient and their family members. The nurse's role is explained as a team member who collaborates within an inter-professional team to enhance the patient'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 the 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: N3413

This course builds on the foundations of the skills and knowledge from the pediatric portion of N3413. 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 with the theoretical knowledge to apply the nursing process to culturally diverse family client systems during childrearing. 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, N2423,

N2393G & Cum. GPA 2.0 or better.

Corequisite: N3416

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, N2423, N2393G & Cum. GPA 2.0 or better.

Corequisites: N3323 & N3333

This clinical course focuses on the care of adult clients who are experiencing alterations in patterns of health. Learners will utilize evidence-based information and 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 within a variety of healthcare systems.

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 non-clinical course seeks to 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 & N4416

Corequisite: N4313

The Population Health course introduces students to concepts in culturally competent and population-centered nursing based on populations possessing similar health concerns or characteristics. Students will assess a population's culture and needs to 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 cultural sensitivity; 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.

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 evidence-based information and 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 & 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 with 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 and 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: N5316, N5333, N5343 & Level 2 on proctored Fundamental ATI in N5307.
(Each credit for clinical experiences includes three clock hours of clinical time for the equivalent of 15 weeks e.g. 6 clock hours/week; 90 clock hours/term.)

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)
Prerequisites: Admission to MNPL program, N5316 & N5333.
Corequisite: N5343

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 Generalist Nursing Practice

6 Credit Hours (4 Theory Hours; 2 Lab Hours)
Prerequisite: Admission to MNPL program.
(Each credit for lab experiences includes two clock hours of lab time for the equivalent of 15 weeks e.g. 4 clock hours/week; 60 clock hours/term.)

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.

N5320 Fundamental Health Alteration in Nursing Practice

6 Credit Hours (4 Theory Hours, 2 Clinical Hours)
Prerequisite: Admission to MNPL program.
(Each credit for clinical experiences includes three clock hours for clinical time for the equivalent of 15 weeks e.g. 3 clock hours/week; 45 clock hours/term.)

This course will provide an understanding to the student about the concepts of basic nursing care as it applies to individuals, families, and communities. The course will focus on communication skills with an emphasis on establishing therapeutic relationships. 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. In addition, the course will provide the learner with the opportunity to investigate ethical and legal issues that influence the standard 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.

N5323 Socialization into Generalist Nursing Practice

3 Credit Hours (3 Theory Hours)

Prerequisite: Admission to MNPL program.

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)

Prerequisite: Admission to the MSN 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 Advanced Generalist Professionals

3 Credit Hours (3 Theory Hours)

Prerequisite: Admission to MSN 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 Graduate Educator and Generalist Nursing Program. Transfer courses must have been completed in the past five (5) years. (Each credit for lab experiences includes two clock hours of lab time for the equivalent of 15 weeks e.g. 2 clock hours/week; 30 clock hours/term.)

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)

Prerequisite: Admission to the MSN Educator or Generalist Graduate 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.

N5903 Advanced Pharmacotherapeutics

3 Credit Hours (3 Theory Hours)

Prerequisite: Admission to the MSN Educator or Generalist Graduate Program.

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)

Prerequisite: Admission to a graduate nursing program.

The professional dimensions of the generalist nurse engages the student through examining professional involvement, engagement, and commitment. As a 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)

Prerequisite: 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.

N6303 Roles, Issues, and Public Health Policy

3 Credit Hours (3 Theory Hours)

Prerequisite: 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: N5307, N5316, N5333 & N5343

Two (2) credits clinical (Each credit for clinical experiences includes three clock hours of clinical time for the equivalent of 15 weeks e.g. 6 clock hours/week; 90 clock hours/term)

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: N5307, N5316, N5333 & N5343

(Each credit for clinical experiences includes three clock hours of clinical time for the equivalent of 15 weeks e.g. 9 clock hours/week; 135 clock hours/term.)

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)

Prerequisite: 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 Generalist Nursing Practice

6 Credit Hours (3 Theory Hours; 3 Clinical Hours)

Prerequisites: N5303, N5323, N5307, N5306, N5333, N5343, N5316, N6303, N6313, N6403, N6307, N6306, N6302, N6323, N6333 & N6403
Corequisites: N6301 & N6402

(Each credit for clinical experience includes 3 clock hours of practicum time for the equivalent of 15 weeks 12 clock hours/week; 180 clock hours/term.)

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)

Prerequisite: Admission to a graduate nursing 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: Admission to a graduate nursing program.

The course allows the learner to apply the knowledge and skills of the development of a scholarly project commensurate of a student nearing completion of master's level graduate education. Learners may choose to further develop skills of scientific inquiry in one of three ways: collaborating with a mentor on an approved research project, conducting independent research; or developing an integrative review of the literature. A faculty member is assigned as project advisor to provide guidance and offer feedback. Learners will be provided with 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 in Advanced Nurse Generalist

3 Credit Hours (1 Theory Hours; 2 Practicum Hours Practicum)

Prerequisites: N5303, N5901, N5902, N5903, N6303, N6313, N6302, N6323, N6333, N6412 & N6413

Corequisite: N6901

(Each credit hour for a clinical experience includes 4 clock hours of practicum time for the equivalent of 15 weeks, 120 clock hours/term.)

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, N5316, N5333, N5343 & N5307

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 students 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 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 the 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)

Prerequisites: N5303, N5901, N5902, N5903, N6302, N6323, N6333 N6303 & N6313

This course emphasizes formative and summative assessment in academia as measures to determine achievement of student learning. The course discusses program and course evaluations for nurse educators. The process of planning, constructing, administering, scoring, and analyzing assessments in nursing education.

N6413 Curriculum Development and Instructional Design

3 Credit Hours (3 Theory Hours)

Prerequisite: N5303, N5901, N5902, N5903, N6302, N6323, N6333 N6303 & N6313

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.

N6423 Strategic Planning for the Nurse Generalist

2 Credit Hours (2 Theory Hours)

This course will examine strategic management, strategic planning processes, and strategic planning theories within healthcare organizations. Students will analyze and apply principles and methods of strategic planning, implementation, and evaluation in healthcare organizations.

N6433 Financial Management for the Nurse Generalist

3 Credit Hours (3 Theory Hours)

This dynamic course will prepare the student in the essentials of financial management within a healthcare system, specifically in the role of nurse leader. The course will emphasize budgeting at the departmental and organizational levels; financial analysis of reading and interpreting the core financial measures; productivity measures including nursing hours per patient day; revenue and

expenses; pay for performance and development of a business plan.

N6901 Dimensions of Professional Nursing for the Nurse Educator

1 Credit Hour (1 Theory Hour)

Prerequisite: Admission to the Nurse Educator or Nurse Generalist Program.

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)

Prerequisites: 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)

Prerequisite: 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 an 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 individuals' 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)

Prerequisite: 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)

Prerequisite: 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: 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: 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, and 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: 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: 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

3 Credit Hours (3 Theory Hours)

Prerequisites: Sophomore standing and completion of MAT150 or 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

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

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: 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: 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, SW**

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 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
2 Credit Hours (3 Theory Hours)

Prerequisites: 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.

SW470 Special Topics in Social Work
3 Credit Hours (3 Theory Hours)

Pre/Corequisites: SW471 or SW472 and Senior Standing
This course is designed to prepare social work students to take the licensure exam. The course will help students develop successful test-taking strategies for correctly answering examination questions and will review material in each of the content areas on the examination to assist with recall of information. Content areas will include theories of human development; assessment, diagnosis and treatment; psychopathology; psychopharmacology; communication; professional ethics; management and administration; research; and diversity.

SW471 Field Practicum I
9 Credit Hours (3 Theory Hours, 6 Practicum Hours)

Prerequisites: SW320, SW330, SW431, SW334, SW335 & 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, SW**

SW472 Field Practicum II

9 Credit Hours (3 Theory Hours, 6 Practicum Hours)

Prerequisite: 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: 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)

Pre or Corequisites: 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: [Methodist College Directory](#)