

MC Graduate Handbook and Catalog *2016-2017 Academic Year*





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MESSAGE FROM THE PRESIDENT OF THE COLLEGE



Dear Prospective Student:

The decision to pursue graduate nursing education is a very important one. I applaud you for considering this next step in your education. Our Master of Science in Nursing Education degree is built on the strong foundation of our many years as a leading educator of nurses. This program was developed to incorporate the most recent theories and developments in nursing education.

Well educated and experienced nursing faculty will guide you in your journey from novice to confident and knowledgeable nurse educator. Our large undergraduate student population and affiliation with UnityPoint Health - Methodist | Proctor provide you with excellent and varied practicum opportunities.

Graduate Nursing education is exciting but sometimes the decision to begin the process is daunting. I hope you will consider Methodist College as you make this very important decision.

Sincerely,

Dr. Kimberly Johnston
President, Methodist College

This handbook/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 handbook/catalog are subject to change at any time with or without notice. The electronic version of this handbook/catalog on the Methodist College website 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.

Course Prerequisites

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

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT OF THE COLLEGE _____ **3**
 2017 Spring Semester _____ 7
 2017 Summer Semester I: 8 weeks plus finals (all programs except MSN and Second Degree BSN) ____ 8
 August 2-8 Final Examinations for Summer Semester II Classes..... **8**
EQUAL OPPORTUNITY/NON DISCRIMINATION _____ **9**
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) _____ **9**
Student Rights under the Family Educational Rights and Privacy Act (FERPA) _____ 9
INTRODUCTION TO METHODIST COLLEGE _____ **12**
ACCREDITATION AND APPROVAL _____ **12**
 Accreditation _____ 12
 Continuing Nursing Education Accreditation _____ 13
 Governance _____ 13
METHODIST COLLEGE MISSION, VISION AND VALUES _____ **14**
 Mission Statement _____ 14
 Vision Statement _____ 14
 Methodist College Institutional Goals _____ 14
GRADUATE ACADEMIC PROGRAM (MASTER’S DEGREE) _____ **15**
METHODIST COLLEGE GRADUATE ADMISSION _____ **16**
 Application Deadlines _____ 18
 Progression/Non-Progression _____ 18
MSN DEGREE COMPLETION REQUIREMENTS _____ **19**
ACADEMIC SUPPORT POLICIES, INFORMATION, & PROCEDURES _____ **21**
 Registration and Enrollment Policies _____ 21
 Enrollment Status _____ 21
 Grading Scale _____ 21
 Grade Point Average (GPA) Calculation: _____ 21
 Credit Hour Definition _____ 22
 Methodist College adheres to the following definitions of credit hour allocation: _____ 22
TUITION AND FEES _____ **23**
 Payment Extension Policy _____ 23
 Collection Policy _____ 24
 Methodist College Tuition and Fee Definitions _____ 24
 Graduate Tuition and Fee Schedule* _____ 25
 Refund Processing Policy _____ 26
 Tuition Refund Policy _____ 26
FINANCIAL AID _____ **27**
 Graduate Student Financial Aid Opportunity _____ 27
 Federal Direct Stafford Loans _____ 27
 Federal Direct PLUS Loans for Graduate Students _____ 27
 Scholarships and Grants _____ 27
 Veteran’s Benefits _____ 27
 The Financial Aid Office at Methodist College _____ 27
SATISFACTORY ACADEMIC PROGRESS POLICY, GRADUATE PROGRAMS _____ **28**
 General Information _____ 28
 Completion (Pace) Requirement _____ 28
 Grade Point Average Requirement _____ 28
 Maximum Time Frame Requirement _____ 28
 Satisfactory Academic Progress Warning _____ 28
 Satisfactory Academic Progress Denial _____ 28

Student Appeals for SAP _____	28
Enrollment Status _____	29
Refund Policy _____	30
CAMPUS LIFE GRADUATE STUDENT ACTIVITIES _____	31
Residence Life _____	31
Student Health Insurance _____	31
Student Government Association (SGA)	31
SUPPORT SERVICES _____	31
Campus Safety _____	31
Parking Tips _____	32
Personal Counseling _____	32
Simulation and Clinical Practice Centers _____	32
Library _____	32
Academic Advising Program and Mentoring Program _____	33
Center for Student Success _____	34
Career Placement _____	34
Disability Services _____	34
Computer Laboratory _____	34
Laptop Requirements for Students _____	34
OTHER POLICIES _____	34
Drug-Free Policy _____	35
Sexual and Other Forms of Harassment and Grievance _____	35
Tobacco-Free Environment Policy _____	35
Campus Violence Prevention _____	35
COURSE DESCRIPTIONS _____	36
COLLEGE PERSONNEL _____	38
Organizational Structure _____	38
College Administration _____	39
Enrollment Management _____	40
Institutional Research and Analysis _____	41
Human Resource Services _____	41
Graduate Faculty _____	42
INDEX _____	43

**METHODIST COLLEGE
2016-2017 ACADEMIC CALENDAR***

2016 Fall Semester

August 15	Fall 1st 8-Week and Semester Classes Begin
August 17	Last Day to Add a Fall 1st 8-Week Class
August 19	Last Day to Drop a Fall 1st 8-Week Class
August 19	Last Day to Add a Fall Semester Class
August 26	Last Day to Drop a Fall Semester Class
September 5	College Closed: Holiday
September 21	Last Day to Withdraw From a Fall 1st 8-Week Class with Grade of "W"
October 7	End Of Fall 1st 8-Week Classes
October 7	Mid-Term Grades For Fall Semester Classes Due
October 10	Academic Advising for Spring Registration Begins
October 10	Fall 2 nd 8-Week Classes Begin
October 12	Last Day to Add a Fall 2nd 8-Week Class
October 14 (Noon)	Final Fall 1 st 8-Week Grades Due
October 14	Last Day to Drop a Fall 2nd 8-Week Class
October 28	Last Day to Withdraw From a Fall Semester Class with a Grade of "W"
October 31	Spring Registration Begins
November 16	Last Day to Withdraw From a Fall 2nd 8-Week Class with Grade of "W"
November 21-27	Holiday Break: No Classes
November 24-25	College Closed: Holiday
November 28	Classes Resume
December 5	Last Day of Fall Semester Classes
December 9	End of Fall 2 nd 8-Week Classes
December 6-12	Final Examinations
December 14 (Noon)	Final Grades for Graduating Students Due
December 17	Graduation
December 19 (Noon)	All Final Grades Due

2017 Spring Semester

December 24-January 2	College Closed: Holiday
January 3-13	Winterim
January 4	Last day to add a Winterim Class
January 6	Last day to drop a Winterim Class
January 10	Last day to Withdraw from a Winterim Class with a Grade of "W"
January 16	College Closed: Holiday
January 17	Spring 1st 8-Week and Semester Classes Begin
January 19	Last Day to Add a Spring 1st 8-Week Class
January 20 (noon)	Final Grades for Winterim Classes Due
January 23	Last Day to Drop a Spring 1st 8-Week Class
January 23	Last Day to Add a Spring Semester Class
January 30	Last Day to Drop a Spring Semester Class
February 22	Last Day to Withdraw From a Spring 1st 8-Week Class with Grade of "W"
March 10	End of 1st 8-Week Classes, Mid-Term Grades Due for All Semester Classes
March 13	Spring 2nd 8-Week Classes Begin
March 13	Academic Advising for Summer and Fall Registration Begins
March 15	Last Day to Add a Spring 2nd 8-Week Class
March 17 (Noon)	Final 1 st 8-Week Grades Due
March 17	Last Day to Drop a Spring 2nd 8-Week Class
March 31	Last Day to Withdraw From a Spring Semester Class with a Grade of "W"
April 3	Summer Registration Begins

April 10-16	Spring Break: No Classes
April 14	College Closed: Holiday
April 17	Classes Resume
April 17	Fall Registration Begins
April 26	Last Day to Withdraw from Spring 2nd 8-Week Class with Grade of "W"
May 8	Last Day of Classes
May 12	End of Spring 2 nd 8-Week Classes
May 9-15	Final Examinations
May 17 (Noon)	Final Grades for Graduating Students Due
May 20	Graduation
May 22 (Noon)	All Final Grades Due

2017 Summer Semester I: 8 weeks plus finals (all programs except MSN and Second Degree BSN)

May 29	College Closed: Holiday
May 30	Summer Semester I Classes Begin
June 1	Last Day to Add a Summer Semester I Class
June 2	Last Day to Drop a Summer Semester Class
June 23	Mid-Term Grades Due for Summer Semester I Classes
July 4	College Closed: Holiday
July 7	Last Day to Withdraw from Summer Semester I Class with a Grade of "W"
July 25	Last Day of Summer Semester I Classes
July 26-August 1	Final Examinations for Summer Semester I Classes
August 4 (Noon)	Final Summer Semester I Grades Due

2017 Summer Semester II: 10 Weeks plus finals (MSN and Second Degree BSN Programs)

May 22	Classes Begin
May 30	Last Day to Add Summer Semester II Class
June 6	Last Day to Drop a Summer Semester II Class
June 23	Mid-Term Grades Due for Summer Semester II Classes
July 4	College Closed: Holiday
July 14	Last Day to Withdraw From a Summer Semester II Class with a Grade of "W"
August 1	Last Day of Summer Semester II Classes
August 2-8	Final Examinations for Summer Semester II Classes
August 11 (Noon)	All Summer Semester II Grades Due

* Calendar is subject to change. Classes are not held when the College is closed.

** In the event of a closure day due to inclement weather, the make-up day will be held during a term break.

EQUAL OPPORTUNITY/NON DISCRIMINATION

Equal Opportunity

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).

Americans 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 Director of the Center for Student Success/ADA Coordinator.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 the Registrar. Upon receipt of such request, the Office of the Registrar 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 e-mail 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:
- Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, DC 20202-5920
 - Client Confidentiality Policy / HIPAA

Client Confidentiality Policy / HIPAA

Through the various educational experiences, nursing students are privileged to confidential information. As professional nurses, students must adhere to the professional behaviors as directed by 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). MC students may not disclose any information regarding clients, their families or information pertaining to clinical agencies outside of that specific care giving experience.

Every MC student will be required to sign the "*Student Confidentiality Form*." The signed "*Student Confidentiality Form*" will be kept on file in the office of the Registrar.

INTRODUCTION TO METHODIST COLLEGE

Overview

Methodist College is private not-for-profit college with enrollment of over 600 students, with graduate, undergraduate, and professional programs, that educates 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 experiences, and real-world experiences in clinical and community settings.

Methodist College offers degree programs in nursing and health sciences and also a certificate program in gerontology.

Methodist College recruits and educates qualified in-state and out-of-state students from culturally, racially, and ethnically diverse backgrounds who are interested in an environment that promotes academic excellence in the context and scope of nursing practice and nursing education.

History

In 1900, the Deaconesses of the Methodist Episcopal Church opened the Deaconess Home and Hospital and its School of Nursing. In response to national trends affecting changes in the health care delivery system, the nursing profession, and nursing education, the Methodist School of Nursing 3 year diploma program was phased out and in November of 2000 Methodist College was established. In 2008, an RN-BSN online program was started.

In January 2010, MC 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 can be completed in five consecutive semesters of full-time study. Graduates of the program are eligible to take the RN-NCLEX® licensure examination.

In Fall 2010, the Pre-licensure Baccalaureate Degree in Nursing program was begun offering students the opportunity to start their nursing education at Methodist College from the very first classes needed.

In Fall 2012, enrollment in the Baccalaureate Degree in Health Sciences and Certification in Gerontology Program was begun. The Arts and Sciences program at Methodist College was also begun in 2012 to provide the general education for students in all academic programs. Fall 2015 was the inaugural semester for the MSN – Educator program.

ACCREDITATION AND APPROVAL

Accreditation

The basic authority to exist as Methodist College comes from the Illinois Board of Higher Education. Methodist College is additionally accredited by the Higher Learning Commission, a commission of The North Central Association. The College's baccalaureate nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).

The general purposes of accreditation are to assure quality, provide access to federal funds, and ease transfer of credit.

Continuing Nursing Education Accreditation

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

Governance

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

Board of Directors

Meghan Lundeen	Chair
Jim Lynch	Vice Chair
Lisa Parker	Secretary
Dr. Kimberly A. Johnston	President
Darrin Autry	
Brian Mooty	
Diane Oberhelman	
Brad Post	
Rob Quin	
Leanne Skuse	
Jeanine Spain	
Amanda Wright	

Administration

Dr. Kimberly A. Johnston	President
Dr. Deborah R. Garrison	Vice President of Academic Affairs
Dr. Keith Branham	Dean of Enrollment Management and Student Services
Dr. Matt Hertzog	Director of Information Technology
Mrs. Anna Buehrer	Director of Marketing and Public Relations
Mrs. Linda Moore	Chief Operating Officer
Mr. Barry Soffiatti	Controller

METHODIST COLLEGE MISSION, VISION AND VALUES

Mission Statement

Provide quality educational programs that promote the holistic development of a diverse student population to become healthcare professionals. The college is also committed to civic engagement, community service and to meeting the healthcare needs of the diverse population it serves.

Vision Statement

Methodist College will be the premier college of choice for excellence in Health Science and Human Service education within the Midwest.

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.

Methodist College Institutional Goals

1. Create and support a positive, student-centered learning environment.
2. Provide quality instruction and programs.
3. Create quality student support services and programs.
4. Recruit and retain a diverse, qualified workforce.
5. Promote fiscal responsibility and accountability.
6. Provide adequate resources to support institutional mission.
7. Recruit and retain a qualified, diverse student body.
8. Promote collaborative relationships for the benefit of the community.

GRADUATE ACADEMIC PROGRAM (MASTER'S DEGREE)

General Mission/Purpose of all Methodist College Graduate Master's 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. Emphasis is placed on preparing graduates who think critically and creatively, engage in research and scholarship, demonstrate disciplinary excellence, and are socially and ethically responsible. Through their learning experiences, graduates are prepared 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.

Institutional Student Learning Outcomes:

Upon completion of a Master's degree at Methodist College, the graduate will be able to do the following:

- I. Professional Development (Disciplinary Excellence)
 - Demonstrate teamwork and leadership ability by utilizing appropriate leadership skills and styles in a variety of intradisciplinary and interdisciplinary work groups.
 - Collaborate with a variety of individuals and/or groups using elements of effective team dynamics to effectively and appropriately structure team work.
- II. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
 - Competently apply the essential elements of core principles to analyze and evaluate problems and to construct and implement solutions in the health care environment.
 - Employ appropriate analytical models and applies critical reasoning processes to evaluate evidence, select among alternatives, and generate creative options to further effective decision making.
- III. Social and ethical responsibility
 - Demonstrate selection of ethical courses of action in research and practice.
 - Demonstrate social responsibility by applying the institutional values to professional and personal endeavors and activities.

Purpose of the Master of Science Degree Program in Nursing: Nurse Educator Program:

The purpose of the Nurse Educator program of the Master of Science in Nursing degree 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 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 degree, 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 are admitted in fall and spring semesters and can complete the program in six consecutive semesters, including summer terms, by taking 6 - 7 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 Nurse Educator Master of Science in Nursing degree program, the graduate will be able to:

1. Professional Development (Disciplinary excellence)
 - a. Integrate theories from nursing, health care, 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 health care practices when providing education and health care 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 and in comprehensive care.
 - d. Maintain an environment of academic integrity.

METHODIST COLLEGE GRADUATE ADMISSION

Students seeking admission to the Nurse Educator program of the Masters in Nursing Degree must submit a completed Graduate Packet; See required graduate packet criteria.

Complete and send all documents to the Department of Admissions. All requirements for admission to the master's program must be met before students will be considered for admission to the Masters in Nursing Degree program.

- Submit a completed graduate program application including a writing sample
- Pay a non-refundable Application Fee
- Provide evidence of having earned a Baccalaureate Degree in Nursing from a regionally-accredited institution with a nationally accredited program.
 - Have earned a cumulative GPA of at least 3.0 on a baccalaureate degree or a cumulative GPA of at least 3.0 for the last 60 hours of baccalaureate studies.
- Have a current unrestricted licensure to practice as a Registered Nurse in Illinois
- Submit official transcripts from all previously attended post-secondary institutions of education
- Submit a favorable letter of reference from a professional contact
- Submit a favorable letter of reference from a personal or academic contact

Conditional Admission

- Applicants not meeting the above GPA requirements who have at least a 2.5 cumulative GPA in their baccalaureate studies may request consideration for conditional admission by writing a letter of appeal to the Dean of Nursing.
- In order to be removed from conditional admission, students must achieve a cumulative GPA of 3.0 and no grade less than a B through the end of the second semester of enrollment.
- Conditionally admitted students who do not achieve a cumulative GPA of 3.0 and have earned a grade less than a B at the end of the second semester of enrollment will be dismissed from the program and will not be considered for re-admission.

Additional Requirements

Following the admission process and upon acceptance to the program and prior to enrollment in courses, please note these additional requirements:

- Student liability insurance must be purchased prior to enrollment and maintained throughout the program.
- Criminal background checks are required prior to enrollment.
- Graduate students must comply with all health requirements of Methodist College
- Graduate students must comply with drug testing prior to admission. (5 panel urine drug screen)

Application Process

Methodist College Graduate Masters in Nursing Education (MSN) purposes to enroll students whose goals reflect and are in accordance with the MC Mission to; provide quality educational programs that promote the holistic development of a diverse student population to become health care providers, demonstrate a commitment to civic engagement and community service, and meet the health care needs of a diverse population. While experiencing and engaging in the MC vision of excellence for the future of nursing and health sciences education MSN students will enact the values of: Human Dignity, Integrity, Inquiry, and Social Justice.

- All candidates are required to show support of MC mission and core values in written two-page APA format written document of a personal statement demonstrating critical thinking, communication, and a solid foundation of writing for achieving a MSN, and future academic or clinical staff employment.
- Please submit a complete packet with the documentation evidence of the above admission requirements and the written document of a personal statement paper. When all required admission requirements and materials are on file the MSN Admissions committee will review the materials and notify the applicant in writing of its decision- usually within three weeks.
- Application packets must be received by deadlines on the MSN calendar.

Admission Process

1. The Director of Admissions will assemble the admission packet and submit it to the Dean of Nursing.
2. The Dean of Nursing will notify the Graduate Council Admissions Committee and schedule a meeting.
3. After evaluation of the Master's Candidate, the Graduate Council Admissions Committee makes recommendations regarding admission to the Graduate Council.
4. The Graduate Council will vote on the admission recommendations for each candidate.*
5. The recommendations for each candidate will be given to the Dean of Nursing.
6. The Dean of Nursing, with advisement from the Graduate Council, will assign a faculty mentor to each Master's student.
7. The mentor will contact and make arrangements to meet with the Master's student.

*The Dean of Nursing will administer the admission process during the summer.

Application Deadlines

Applications will be reviewed as submitted. Priority admission will be given to applications received by the following dates:

June 15 for the Fall semester

December 15* for the Spring semester

June 15 for the Fall semester

Applications received after these deadlines will be considered on a space-available basis.

Upon acceptance to the program and prior to enrollment in courses, please note these additional requirements:

- Student liability insurance must be purchased prior to enrollment and maintained throughout the program.
- Additional pre-admission/pre-enrollment requirements may be needed. Please contact the Admissions office for additional information.
- Graduate students must comply with all health requirements of Methodist College.

* *Starting a spring cohort is conditional related to enrollment numbers*

Progression/Non-Progression

Progression Status:

In Good Standing

At the end of each semester, a student must have earned a cumulative grade point average of at least 3.0 to progress in a MC graduate degree program.

A student is expected to earn a “B” grade in all attempted graduate degree courses. Only one “C” grade is allowed in a degree program. This “C” grade may be repeated one time only.

Non-Progression Status:

Academic Dismissal

A student will be academically dismissed for any one of the following reasons:

- Failure to maintain a 3.0 cumulative GPA
- Second C earned in a course in the MSN curriculum
- Second withdrawal from a single MSN course
- Failure to achieve a cumulative GPA of 3.0 or higher within 2 semesters of enrollment after being granted conditional admission
- Sanctions imposed for violations of Student Code of Conduct

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

The student may apply for readmission to resume enrollment one regular semester (fall or spring) following academic dismissal. (See the *Readmission Policy*.)”

Readmission Policy

A student who has institutionally withdrawn from the College, has not been continuously enrolled at the College for one or more semesters, or has been academically dismissed and desires to re-enter the College must apply for readmission. The student must submit an *Application for Admission* through the online application portal, send updated copies of transcripts if appropriate, and submit the application fee.

In addition to these items, the student will provide a written request to the Office of Admissions explaining why he or she should be considered for readmission.

To be considered for readmission to Methodist College, applicants must be in good financial standing with the College. Any outstanding balances must be resolved before any decision on the application will be rendered.

Readmission is not guaranteed. Readmission will be made by recommendation of Academic Affairs. Students will be admitted in accordance with the admission policies in effect at the time they are seeking readmission.

The student may apply for readmission to resume enrollment one regular semester (fall or spring) following academic dismissal.

Once accepted for readmission to the College, students will be required to meet the curriculum requirements for the degree as stated in the current catalog and which are in effect at the time of re-entry.

MSN DEGREE COMPLETION REQUIREMENTS

The Master of Science Degree in Nursing is conferred when the following conditions have been met:

1. Satisfactory completion of 35 credit hours of required courses.
2. Achievement of a cumulative grade point average of 3.0 or higher on all College work leading to the Master of Science degree in nursing. Completion of all required standardized achievement examinations.
3. A maximum of nine required degree credit hours may be accepted as transfer credits upon approval by the Vice President of Academic Affairs. Students must complete at least 26 credit hours of the required courses (35 credit hours) at Methodist College to earn the MSN degree.
4. Clearance of all indebtedness to Methodist College, including all fines, parking tickets, and the return of all materials borrowed from the College library.

Courses and Credit Hours for Nurse Educator Program

Nurse Educator: CIP code 51.3817

Graduate Nursing Core Courses		Credit Hours
N500	Theoretical Foundations of Nursing and Nursing Education	3
N600	Roles, Issues, and Public Health Policy	3
N610	Leading Change in Healthcare and Healthcare Education	3
N620	Technology in Nursing Practice and Nursing Education	2
N630	Scientific Inquiry I	3
N635	Scientific Inquiry II	3
Direct Care Courses		Credit Hours
N510	Advanced Health Assessment*	3 (2 theory/1 clinical)
N520	Advanced Pathophysiology*	3
N530	Advanced Pharmacotherapeutics*	3
Total Credit Hours for Graduate Nursing Core Courses		26 Credit Hours
Functional Area Courses for Nurse Educators		Credit Hours
N640	Curriculum Development, Instructional Design, and Assessment of Student Learning for the Nurse Educator	4
N650	Professional Dimensions of the Nurse Educator	1
N695	Academic Nurse Educator Internship	4 (0 theory/4 practicum)
Total Credit Hours for Nurse Educator Functional Area Content		9 Credit Hours
Total Credit Hours for MSN, Nurse Educator Program		35 Credit Hours

**The Essentials of Master's Education for Advanced Practice Nursing* considers a Master's in Nursing Education degree a direct care provider role that prepares the nurse to function as a provider and organizer of the health care 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.

ACADEMIC SUPPORT POLICIES, INFORMATION, & PROCEDURES

Registration and Enrollment Policies

Course registration is managed through the Office of the Registrar. Faculty advisors are available during the registration period to assist students in their selection of courses. Registration may be completed through the fifth day of the semester.

To register, students should:

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

Enrollment Status

Students are classified according to the number of hours he/she is enrolled in a semester. For graduate studies, nine credits are considered a full-time graduate load. To receive financial aid, students must be enrolled at least half-time (i.e., 5 credits).

Grading Scale

In MSN courses, students must earn a grade of “B” in all MSN curriculum courses. Only one “C” is allowed to be earned in the program. A “C” grade may be repeated only once. A second grade of “C” results in Academic Dismissal. Students must maintain a 3.0 GPA to progress.

The grading system used at Methodist College is:

Letter Grade	Quality Points Per Unit
A	4.00
B	3.00
C	2.00
D	1.00
F	0.00 (Computed in GPA)
I	0.00 (Grade issued within one semester)
S	0.00 (Not computed in GPA)
U	0.00 (Not computed in GPA)
W	0.00 (Not computed in GPA)

The following grading scale is the common basis for all MSN classes:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = Below 60%

Grade Point Average (GPA) Calculation:

The MC grade point average is calculated only on courses completed at MC. Transfer credits are not computed in the GPA. The GPA is calculated on all hours attempted and all hours earned and is based on the 4-point scale.

Semester Length

The fall and spring semesters are scheduled to include 15 weeks of instruction and one week of final examinations. Summer semesters are planned to include a minimum of 15 hours per credit. The length of the semester may vary by program.

Credit Hour Definition

Methodist College adheres to the following definitions of credit hour allocation:

1. Didactic classes are calculated at a ratio of one clock hour (defined as a 50 minute hour) to 1 credit hour;
2. Laboratory experiences are calculated at a ratio of 2 clock hours per credit hour;
3. Clinical experiences are calculated at a ratio of 3 clock hours per credit hour; and
4. Practicum and internship experiences are calculated at a ratio of 4 clock hours per credit hour.

If the faculty member does not appear for class within fifteen minutes, one student on behalf of his/her classmates, should contact the Office of the Vice President of Academic Affairs to determine what course of action to follow.

TUITION AND FEES

MSN Degree Tuition and Fee Schedule*

All correspondence regarding billing will be transmitted electronically to the students' college-assigned email address. It is the responsibility of the students to check their Methodist College email for messages regarding their balance. Students are also responsible to review their ledger in 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. All College charges and credits for each semester are consolidated into one account for each student.

Fall tuition is due on or before August 1.

Spring tuition is due on or before January 9.

Summer tuition is due on or before May 15.

NOTE: If any of these dates fall on a holiday, the payment will be due on the following business day.

Fall tuition payment plans: One-half of the tuition is due on or before August 1. One-quarter of the tuition is due on or before September 15. The remaining quarter is due on or before October 15.

Spring tuition payment plans: One-half of the tuition is due on or before January 9. One-quarter of the tuition is due on or before February 15. The remaining quarter is due on or before March 15.

Summer tuition payment plans: One-half of the tuition is due on or before May 15. One-quarter of the tuition is due on or before June 15. The remaining quarter is due on or before July 15.

NOTE: A \$30 Payment Plan Deferment fee will be applied per semester to any account not paid in full by the tuition due date. Students who do not elect a payment plan and whose tuition is not paid on or before the tuition due date will be automatically placed in the Payment Plan and charged the Payment Plan Deferment fee. Please also be aware that if any of these payments are not made on or before the payment dates set forth, students will be charged a \$50 late fee per payment.

Students who fail to make arrangements with the College Bursar and have an outstanding balance will not be able to register for the next semester.

*Subject to change without notice

Payment Extension Policy

Payments are due as outlined in the Tuition and Billing Policies and Procedures section. Payment extensions *must* be applied for 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). All extensions will be evaluated by the business office on an individual basis. The student will be notified via email of the approval or denial of the payment extension.

Failure to comply with approved Extended Payment Agreement will result in additional late fees, the student's account being turned over to collections, and/or a block of the registration for subsequent semesters. All payment agreements will be kept for one (1) calendar year.

Collection Policy

If no payments have been received in accordance with the Tuition and Billing Policies and Procedures, the student will receive a letter informing them of their 60 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 letter will be sent within 60 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 letter, a third letter will be sent to the student informing them 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.

Methodist College Tuition and Fee Definitions

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

Intent Fee: 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.

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

Technology Fee: Covers the use and support of educational technology.

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

Transcript Fee: Covers the cost involved in the issuance of each transcript.

Parking Fee: Covers the costs associated with provision of security officers, lighting, and parking lot maintenance.

Late Payment Fee: The amount assessed when the unpaid balance is not received by the due date.

Payment Plan: An option to pay all tuition and fees before the first day of class or to pay 50% of tuition and fees before the first day of class and the remaining balance in two equal monthly installments.

Graduation Fee: Covers graduation administrative costs (expenses for academic regalia are not included).

Miscellaneous Additional Expenses: Paid to sources other than the College. (*Prices are approximate and will depend on supplier pricing and availability*)

- *Books and Supplies*: Cost varies each semester.
- *Laptop*: See "Minimum Laptop Computer Specifications" in this Handbook.
- *Examsoft™*: The testing service used to deliver examinations; paid annually.
- *Malpractice/Liability Insurance*: Required for admission to MC and renewed annually.
- *Academic Regalia*: The cost of cap, gown and hood for graduation ceremony; paid in last semester only.

*Subject to change without notice

Graduate Tuition and Fee Schedule*

Tuition \$700 per credit

Fees

Application Fee	\$75
Intent Fee	\$100
Technology Fee	\$225/semester***
Student Development Fee	\$75/semester***
Parking Fee	\$60/year

Academic Hall Apartments (Methodist College Student Housing)

1BR/1BA (Single BR and BA)	\$950 per person, per month/12-month term
2BR/1BA (Single BR)	\$850 per person, per month/12-month term
4BR/2BA (Single BR)	\$600 per person, per month/12-month term
4BR/2 BA 6 Students (Single BR)	\$550 per person per month/12-month term

Other Fees (if applicable)

Late Payment Fee	\$50 (noted above)
Late Registration Fee	\$10
Payment Plan Deferment Fee	\$30 (noted above)
Tuition Refund -----	See Refund Schedule
Transcript Fee**	See Student Record Policy

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

Lab Coat with MC Emblem	\$50 (subject to course needs)
Books/Supplies	\$1,000-\$2,000
Laptop	\$500 to \$2,500
Examsoft™	\$22.50/semester
Cap & Gown	To be announced (final semester)

(Actual amounts depend on prices at time of purchase)

*Subject to change without notice.

**No charge for currently enrolled students up to a maximum of three official and unofficial transcripts.

***Fees will be charged at ½ rate for Fall/Spring/Summer semesters (1-5 credit hours).

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.*

Tuition Refund Policy

Full refunds will be made for individual classes cancelled by Methodist College. Full refunds will also be granted to those students dropping a course before the first scheduled day of classes. A refund time line for weeks one through three of each semester is listed below. No refund will be granted for classes dropped after the end of the third week of classes.*

2016-2017 MSN Program Tuition Refund Schedule:

MSN Program	
Fall 2016	
Last Refund Date	Refund Percentage
8/15/2016	100
8/22/2016	90
8/29/2016	75
9/6/2016	50
9/7/2016	0
Spring 2017	
Last Refund Date	Refund Percentage
1/17/2017	100
1/24/2017	90
1/31/2017	75
2/7/2017	50
2/8/2017	0
Summer 2017	
Last Refund Date	Refund Percentage
5/30/2017	100
6/6/2017	90
6/13/2017	75
6/20/2017	50
6/21/2017	0

FINANCIAL AID

Graduate Student Financial Aid Opportunity

The mission of the 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. A student's successful degree completion is our goal. Understanding financial aid options is part of that success.

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. To be considered for this loan program, a student must complete the Free Application for Federal Student Aid (FAFSA*). Graduate students are eligible only for *unsubsidized* student loans.

Federal Direct PLUS Loans for Graduate Students

Graduate students may apply for a PLUS Loan. A minimum of half-time enrollment is required along with other eligibility requirements including a credit check for adverse credit history. Adverse credit history is determined if a debt is more than 90 days delinquent or if, within 5 years of the date of the credit report, a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment, or write-off of a Federal Student Aid debt (for example, a Direct Loan or Federal Stafford Loan) are part of a credit history. It is possible to obtain an endorser (cosigner) in some cases of adverse credit history.

Scholarships and Grants

Graduate students are eligible for many types of scholarships and grants. Please see the Methodist College website at www.methodistCOL.edu for scholarship opportunities. Many search sites exist but www.fastweb.com is also an excellent resource for scholarship opportunities.

Each Illinois County has grant funds available to help with college. These funds are competitive and have eligibility requirements set by an outside agency. To find an office that can assist, visit www.servicelocator.org and type in your zip code.

Veteran's Benefits

The financial aid office can assist with VA Benefit Eligibility. There are specific processes to determine eligibility and the financial aid office can assist with all of these.

The Financial Aid Office at Methodist College

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

- Facilitating externally funded tuition payment options (federal and state student loans, grants, scholarships and work study)
- 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 of outside scholarship options

*Students at Methodist College interested in applying for federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) form 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 the Methodist College.

SATISFACTORY ACADEMIC PROGRESS POLICY, GRADUATE PROGRAMS

General Information

Eligibility for financial aid requires that a student meets the Satisfactory Academic Progress 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 / veteran's benefits programs requirements for eligibility (Title 34, Section 668.32f and 688.34). All students of Methodist College are evaluated for compliance with this policy. Evaluations are completed at the end of each academic semester, and at the time of disbursement of any benefits. The policy consists of a completion requirement, a grade point average requirement, and a maximum time frame requirement. This policy supersedes all previous policies.

Completion (Pace) Requirement

For the purposes of this policy, completion is defined as grades of A or B. Grades of C or lower, W or I are not calculated toward the student meeting the pace requirement for Financial Aid, Satisfactory Academic Progress. Pace is calculated by taking the total number of hours completed and dividing by the total hours attempted. To meet the pace requirement, students must maintain pace per the requirements listed below:

<u>Total Hours Earned</u>	<u>Pace</u>
1-15	50%
16-27	60%
28-38	70%

Grade Point Average Requirement

Methodist College students must maintain the GPA as prescribed by the Methodist College Academic Progression Policy for graduate students. Students will be considered as on Financial Aid Satisfactory Academic Progress Warning if they earn a C or lower or withdraw from a course.

Students will be placed on Financial Aid Satisfactory Academic progress denial if they fail to earn passing grades (A or B) in all courses in the next semester.

Maximum Time Frame Requirement

The maximum time frame a student has to complete their degree is five years. The maximum time frame requirement is a Title IV requirement only. This rule does not apply to veteran's benefits.

Satisfactory Academic Progress Warning

A student may stay on Satisfactory Academic Progress Probation for one semester. If the student fails to meet good standing in the subsequent semester, he/she is automatically placed on Satisfactory Academic Progress Denial status. A student is eligible for all types of educational benefits while on Satisfactory Academic Progress Probation.

Satisfactory Academic Progress Denial

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

Student Appeals for SAP

A student may write to appeal his/her Satisfactory Academic Progress Denial. The letter should be written to the Director of Student Financial Assistance and include the following; a narrative explaining why the student failed to meet the Satisfactory Academic Progress Policy requirements, a description of what the

student will do to ensure he/she will regain good standing, and any other relevant supporting documentation. If the appeal is denied, the student may further appeal by making an appointment with the Dean of Enrollment Management. The Dean of Enrollment Management will render a decision within seven working days of receiving the request from the student. All decisions made by the Dean of Enrollment Management are final. If the appeal is granted, the student will be placed on Satisfactory Academic Progress Probation and an academic plan 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. If the student does not regain good standing within the semester, the Director of Student Financial Assistance will place the student on Satisfactory Academic Progress Denial again.

Enrollment Status

Nine credits are considered a full-time graduate load. To receive financial aid, students must be enrolled at least half-time (i.e., 5 credits). Loan deferment may also require full or half-time status. Eligibility varies with financial aid programs and students should contact their lender for requirements.

NOTE: A student may be allowed to enroll in classes at Methodist College, even though he/she is 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, he/she will not be automatically dropped from his/her classes. Neither paying for one's own classes nor sitting out for an enrollment period is sufficient for a student to re-establish eligibility for Financial Aid.

Refund Policy

(Return to Title IV)

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 prior to completing 60% of a payment period or term. The federal Title IV financial aid programs (excluding Work-study) must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. 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.

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 would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

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 120 days of the student's withdrawal.

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

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

CAMPUS LIFE | GRADUATE STUDENT ACTIVITIES

Residence Life

Academic Hall at Methodist College is located at 7700 N. Academic Drive, Peoria, Illinois, 61615, north of the main campus building. Academic Hall offers apartment space for up to six occupants per apartment, with apartments designed for single, double, or more occupancy with private baths, which provide students with opportunities for private time for studying. Each apartment has a full kitchen with microwave, stove/oven, refrigerator, and dishwasher. All floors contain a community lounge for study and social activities. The building has on-campus laundry facilities.

Academic Hall is staffed by Resident Advisors (RA) who are responsible for facilitating a safe and secure community environment conducive to supporting the Methodist College Mission.

Room Assignments for Residential Life

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

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

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

Student Health Insurance

In the United States, pursuant to the Affordable Care Act, all individuals are required to hold a current health insurance plan. Meeting this mandate is the responsibility of the student. Methodist College does not provide any direct student health insurance to its students. Student should check the [Healthcare Marketplace website](https://www.healthcare.gov/marketplace/b/#welcome/), located at: <https://www.healthcare.gov/marketplace/b/#welcome/>. For more information on the Healthcare Marketplace, please go to the Enrollment Management/Student Services office.

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

Student Government Association (SGA)

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

SUPPORT SERVICES

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.

The Security Department of Methodist Medical Center is authorized to help maintain a safe Methodist College environment by protecting life and property. Security officers complete a 40-hour training program

in security law and procedures and 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 Security Department. The Chief of Security will notify Methodist College community in the event of the threat of a serious crime or if a serious crime occurs.

The Security Department’s Control Room is located in the main lobby of Methodist College. Uniformed officers are available 24 hours every day of the year to respond to complaints and dispatch requests. The dispatcher uses a two-way radio to communicate with security officers on duty. Individuals concerned about his/her personal safety may request an escort from the Security Department at any time. 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 by the security control room located in the main lobby of Methodist College.

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

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

Parking Tips

(P) Park in visible areas. (A) Ask for an escort. (R) Remove valuables from car. (K) Keep calm and ready.	(S) Start your car after locking doors. (A) Always have your cell phone with you. (F) Find your keys before you walk. (E) Examine your surroundings and car.
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Personal 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 full-time counselor to assist students. The counselor is located in office W158.

Simulation and Clinical Practice Centers

Methodist College has a Clinical Practice Center (CPC) and a Simulation Center. Each is equipped to provide students with opportunities to acquire and enhance clinical skills in a variety of simulated settings. This is accomplished through the use of instructional technology, the application of critical thinking scenarios, and other methods that facilitate clinical assessment and decision-making in clinical practice. Students are supervised by experienced professional staff and faculty while gaining confidence in skill development and application in the CPC setting. Check the schedule for hours of operation designed to offer support to Methodist College students. The Centers are closed on days that Methodist College is closed.

Library

The Library is located at the center of Methodist College, adjacent to the Commons area. It serves as a collaborative learning space and an excellent resource for students in all programs.

Study and Social Space

The College library offers students a quiet place for individual or group study in one of several study rooms or its main lobby. Comfortable lounge seating is available for individuals and groups

Reference

Our staff is trained to help you find information from a variety of sources. Reference questions and research advisory is available in the library, by phone or e-mail. Call 672-4937 or e-mail us at library@methodistcol.edu during our hours of operation and we will assist you as quickly as possible.

Reserves

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

Interlibrary Loan

In an effort to provide expanded access to information, the Library provides interlibrary loan for all students, staff and faculty. The purpose of the interlibrary loan service is to locate and obtain documents from other libraries to lend to Methodist College students and faculty. Requests for interlibrary loan may be made at the circulation desk or by e-mail at library@ololcollege.edu.

Electronic Resources

The College Library provides on-campus and remote access to over 30 electronic databases, over 300 electronic journals, 130 electronic books and additional electronic resources.

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 one of these sessions, please call the circulation desk at 768-1730.

Academic Advising Program and Mentoring Program

The mission of Methodist College's Advising Program 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.

Master's students will be assigned to a Faculty Mentor. The Faculty Mentor /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 Mentors will adjust students' graduation plans as needed 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 Mentor at their discretion at any point throughout their college experience. While Faculty Mentoring appointments are not required for registration, they are strongly recommended for successful degree completion. There are circumstances where continuing students will be required to meet with their Faculty Mentor.

- Students who receive a C in any course at mid-term must meet with their Faculty Mentor.
- Students who receive a C as a final grade must meet with their Faculty Mentor prior to enrollment in the next semester's coursework.
- Students on probation must meet with their Faculty Mentor prior to enrollment in the next semester's coursework.

Any questions related to the mentoring experience should be brought to the Vice President of Academic Affairs.

Forms that must be signed by the faculty mentor include:

- Course Add/Drop forms
- Withdrawal forms and Leave of Absence Forms
- Administrative Approval form to take courses in which the pre-requisites have not been met.
- Administrative approval must also be obtained for a semester course load of nine credit hours or more.

Center for Student Success

The Center for Student Success (CSS) offers free academic assistance to all Methodist College students in a welcoming and supportive environment. The CSS staff is trained in providing tutorial assistance in subjects such as mathematics, biological and physical sciences, nursing, as well as paper editing and writing. CSS tutors are available to assist students via one-on-one or group tutoring, testing, workshops, and skills assessments. The CSS facilities include a quiet study lounge, tutor offices, and a Testing Center. CSS services also include ADA accommodation requests.

Career Placement

All students are assisted with career placement prior to graduation from Methodist College. In addition, recruitment fairs attended by area hospitals and health care 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 Student Life and Career Services Coordinator for assistance with career placement.

Disability Services

Services are offered for students with documented disabilities, including accommodations and limited auxiliary services. A student with a disability who believes he or she needs an accommodation should visit the Title IX / Section 504 coordinator in the Center for Student Success. It is the responsibility of students with disabilities to provide documentation.

Computer Laboratory

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

Laptop Requirements for Students

Each student entering Methodist College is required to own a laptop. Effective fall 2016, all objective tests will be delivered through Examssoft™. These examinations will be delivered to the students' laptops. Failure to have a laptop will result in the students' not taking the examination and a resulting grade of zero.

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.

The minimum laptop requirements are:

- CPU: Minimum processor: Intel Core i3, AMD Phenom II Dual-Core, AMD Turion II Dual-Core
- RAM: 4 Gigabytes (GB)
- Hard Drive Space: 120 Gigabytes (GB)
- Minimum Display: 13 inches
- Wireless: 802.11 b/g
- Operating System: Windows 7 (minimum version supported) or S X 10.6 for Macintosh computers
- Microsoft Office is required; MS Office 365 can be attained free of charge through the college. Please submit a student IT support ticket for directions on how to acquire your free copy.

OTHER POLICIES

Drug-Free Policy

Methodist College is committed to assist in the prevention, identification and resolution of drug/alcohol related problems. Methodist College has a zero tolerance policy regarding substance abuse. Immediate dismissal from Methodist College will result if a student violates the Drug Free policy.

As part of our commitment to a drug/alcohol free environment, students will be tested in the following circumstances:

- After admission to Methodist College
- When substance use is suspected

Sexual and Other Forms of Harassment and Grievance

In order to preserve the fundamental dignity and rights of all Methodist College employees or students or those seeking such status with the College, harassment of any form, whether on the basis of sex or any other form of bias or discrimination is prohibited. This policy provides guidelines for the reporting, investigation and disposition of instances of such harassment. Harassment and retaliation are contrary to the values of Methodist College, and it is the policy of the College to provide a workplace and learning environment free from unlawful and improper harassment by management, employees, students or agents of Methodist College or by its clients and vendors. Preventing harassment and retaliation, as well as other disrespectful conduct, is the responsibility of all members of the Methodist College community.

Tobacco-Free Environment Policy

Methodist College is committed to the promotion of health through the treatment and prevention of disease, and for providing a safe and healthy environment for our students, staff, volunteers, visitors and those we serve. Consistent with this commitment, MC recognizes the adverse health effects of tobacco products and second-hand tobacco smoke. For these reasons, 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 by MC property. This includes land, buildings, parking lots, leased spaces; MC-owned vehicles and privately owned vehicles on Methodist College property. Buildings either leased or owned by MC are also covered under this policy.

Campus Violence Prevention

The safety and security of the Methodist College campus and community are very important. Our students, employees, and visitors must be able to pursue their education, work, and other activities in a safe, non-threatening environment. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Safety and prevention of violence is everyone's responsibility.

COURSE DESCRIPTIONS

N500 Theoretical Foundations in Nursing and Nursing Education 3 Credit Hours (Essential I) (Program Outcomes 1 and 6))

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.

N510 Advanced Health Assessment 3 Credit Hours (Essential I, VIII & IX) (Program Outcomes 1, 2 and 8)

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. This course includes 2 hours of theory and 1 hour of clinical, a total of 45 clock hours of clinical.

N520 Advanced Pathophysiology 3 Credit Hours (Essential I & VIII) Program Outcomes 1, 7, 8 and 9)

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.

N530 Advanced Pharmacotherapeutics 3 Credit Hours (Essential I) (Program Outcomes 5, 6, 8 and 9)

The course focuses on the development of core 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.

N600 Roles, Issues, and Public Health Policy 3 Credit Hours (Essential I, VI, VII & VIII) (Program Outcomes 3, 7, and 9)

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.

N610 Leading Change in Healthcare and Nursing Education 3 Credit Hours (Essentials II and III) (Program Outcomes 1, 3 and 6)

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.

N620 Technologies in Nursing Practice and Nursing Education**2 Credit Hours (Essential I & V) (Program Outcomes 2, 4, 6 and 10)**

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.

N630 Scientific Inquiry I (I of II)**3 Credit Hours (Essential IV) (Program Outcomes 1, 4 and 5)**

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.

N635 Scientific Inquiry II (II of II)**3 Credit Hours (Essential IV) (Program Outcomes 4, 5 and 6)**

This course allows the learner to apply the knowledge and skills of Scientific Inquiry I to 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.

N640 Curriculum Development, Instructional Design, and Assessment of Student Learning for the Nurse Educator**4 Credit Hours (Essential II and III) (Program Outcomes 1, 2, 3, 4, 5 and 6)**

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.

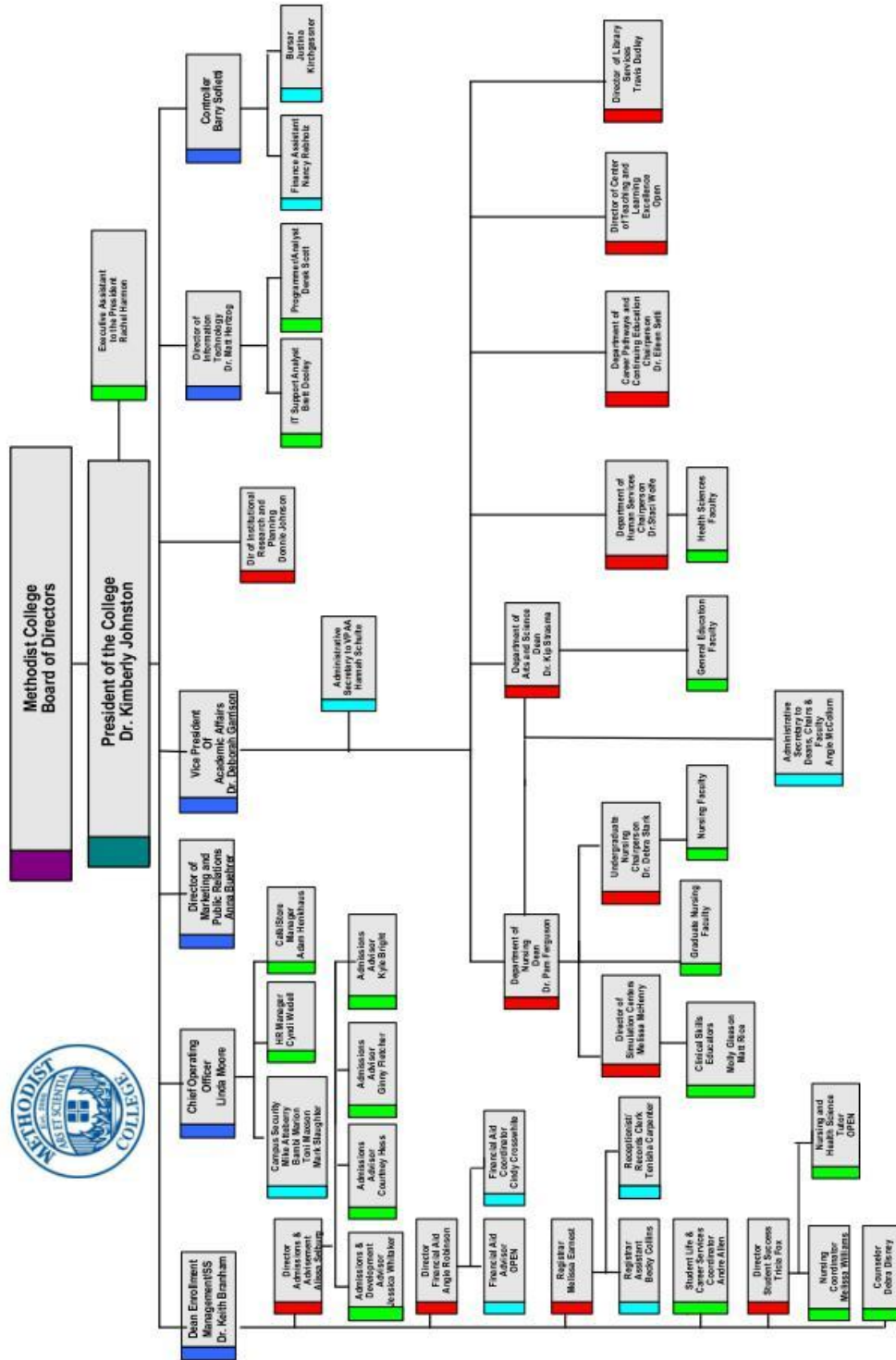
N650 Professional Dimensions of the Nurse Educator**1 Credit Hour (Essentials II and VII) (Program Outcomes 1, 4, 5, 6 and 10)**

This course assists the educator to consider and address those aspects of education that are outside the paradigm of instructional design. Learners examine the triad of components impacting teacher evaluation: teaching, service, and scholarship. Additional areas of study include career mapping and goal setting, mentorship, classroom management, legal issues specific to nursing education, workload, academic freedom, and intellectual property.

N695 Academic Nurse Educator Internship II**4 Credit Hours (Essential IX) (Program Outcomes 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10)**

This course enables the learner to practice theory in the education environment. Learners are paired with an approved nurse educator preceptor in both the classroom and clinical environments. Learners prepare and present content for classroom or online delivery and participate in activities related to the common processes of an educational unit – i.e. committee work, accreditation, and course management. Aspects of both autonomous and collaborative practice are emphasized as learners prepare to transition to the role of nurse educator. The student chronicles and archives supervised learning activities in the electronic professional portfolio.

COLLEGE PERSONNEL
Organizational Structure



Organizational Chart
9/2016

College Administration

Kimberly Johnston, EdD, CNE

President of the College

BSN Pennsylvania State University,
University Park, PA
MSN Pennsylvania State University,
University Park, PA
EdD Widener University, Chester, PA
RNC Certification - Inpatient Obstetric Nurse
CNE Certified Nurse Educator

Keith Branham, EdD

Dean of Enrollment Management

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MDiv Nazarene Theological Seminary,
Kansas City, MO
EdD University of Central Florida, Orlando,
FL

Anna Buehrer, BA

Director of Marketing and Public Relations

BA Baylor University, Waco, TX

Deborah Garrison, PhD, MS

Vice President of Academic Affairs

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MS Texas Woman's University, Denton, TX
PhD Texas Woman's University, Denton, TX

Matthew Hertzog, PhD

Director of Information Technology

BS Georgia Southern University,
Statesboro, GA
MEd Valdosta State University, Valdosta, GA
PhD Illinois State University, Normal, IL

Linda Moore, BA

Chief Operating Officer

BA University of Illinois, Springfield, IL

Barry Sofietti

Controller

BA Bradley University, Peoria, IL
MBS University of West Florida, Pensacola,
FL

Administration Support Staff

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*Executive Administrative Assistant to the
President of the College*

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Vice President of Academic Affairs

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MS Texas Woman's University, Denton, TX
PhD Texas Woman's University, Denton, TX

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Dean of Nursing

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IA
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CNE Certified Nurse Educator

Kip Strasma, PhD, MA, BA

Dean of Arts and Sciences

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Debbie Stark, PhD, MSN, RN

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BSN University of Chicago, Chicago, IL
MSN Walden University, Online
PhD Capella University, Minneapolis, MN

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Chair of Human Services

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MSW University of Kansas, Lawrence, KS
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Administrative Secretary to the Faculty

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Administrative Secretary to the Vice President

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MS Illinois State University, Normal, IL

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Director, Simulation Learning Centers

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Clinical Skills Educator/SIM

BSN Illinois State University, Normal, IL

Matt Rice

Clinical Skills Educator/LRC

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 BSN Methodist College, Peoria, IL

Library Services

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Director of Library Services

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 MLS Texas A & M University – Commerce

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 MS Illinois State University, Bloomington, IL

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Admissions Advisor

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 MA Indiana Wesleyan University, Marion, IN

Ginny Fletcher

Recruitment and Advisement Specialist

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Jessica Whitaker

Admissions & Development Advisor

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 IL
 LCPC Licensed Clinical Professional
 Counselor
 DCC Distance Credentialed Counselor

Financial Aid

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 MS
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 MS

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Financial Aid Coordinator

BBA Midstate College, Peoria, IL

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Registrar

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Financial Analyst

Open

Nancy Rebholz

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CNE Certified Nurse Educator

INDEX

2016-2017 Academic Calendar	7	Graduate Admission	16
Academic Advising Program	33	Graduate Faculty	43
Academic Affairs	40	Graduate Student Financial Aid Opportunity ...	27
Accreditation	12	Institutional Goals	14
Accreditation and Approval	12	Introduction to Methodist College	12
Administration	40	Laptop Requirements for Students	34
Americans with Disabilities	9	Learning Resource Centers.....	32
Campus Life	31	Library	32
Campus Safety.....	31	Maximum Time-Frame Requirement	28
Campus Violence Prevention.....	35	Message from the President of the College	3
Career Placement	34	Mission Statement	14
Center for Student Success	34	Organizational Structure	39
Client Confidentiality Policy / HIPAA	11	Other Policies.....	35
Collection Policy	24	Payment Extension Policy	23
College Personnel.....	39	Progression/ Non-Progression.....	18
Completion (Pace) Requirement.....	28	Refund Processing Policy	26
Computer Laboratory	34	Registration and Enrollment Policies	21
Continuing Nursing Education Accreditation....	13	Residence Life	31
Counseling	32	Room Assignments for Residential Life	31
Course Descriptions.....	36	Satisfactory Academic Progress Denial.....	28
Credit Hour Definition	22	Satisfactory Academic Progress Policy	28
Degree Completion Requirements.....	19	Satisfactory Academic Progress Warning	28
Disability Services	34	Scholarships and Grants	27
Drug-Free Policy	35	Sexual and Other Forms of Harassment and	
Enrollment status	21	Grievance	35
Enrollment Status	29	Staff	40
Equal Opportunity	9	Student Activities	31
Equal Opportunity/Non Discrimination	9	Student Appeals for SAP	29
Family Educational Rights and Privacy Act		Student Government Association (SGA)	31
(FERPA)	9	Student Health Insurance	31
Federal Direct PLUS Loans for Graduate		Support Services.....	31
Students	27	TABLE OF CONTENTS.....	6
Federal Direct Stafford Loans	27	Tobacco-Free Environment Policy.....	35
Financial Aid.....	27	Tuition and Fee Definitions	24
Financial Aid Office at Methodist College	27	Tuition and Fee Schedule.....	25
Governance.....	13	TUITION AND FEES.....	23
Grade Point Average Requirement.....	28	Tuition Refund Policy	26
Grading Scale	21	Values	14
Graduate Academic Program (Master's degree)		Veteran's Benefits.....	27
.....	15	Vision Statement.....	14