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

Accredited by:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800.621.7440 / 312.263.0456
http://www.ncahlc.org/

The Bachelors of Science in Nursing program has specialized accreditation by:
Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC  20001
Phone: (202)463-6930
Fax: (202) 785-8320
www.aacn.nche.edu/ccne-accreditation

The Bachelors in Social Work is approved as a Candidate for Accreditation through the specialized accreditation offered through the Council on Social Work Education.

Council on Social Work Education
1701 Duke Street, Suite 200
Alexandria, VA  22314
Phone: (703) 683-8080
Fax: (703) 683-8099
www.cswe.org
GENERAL INFORMATION

This handbook 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 are subject to change at any time with or without notice. The electronic version of this handbook 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.
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Methodist College Board of Directors

Chancellor

Executive Assistant to the Chancellor and Board Communications Coordinator

Methodist College Board of Directors

Regional CEO

Executive Director of Institutional Research and Effectiveness

Chancellor

Vice Chancellor for Administration and Finance/CFO

Internal Auditor (Financial Analyst function reports to CFO)

Vice Chancellor for Strategic Marketing and External Affairs

Manager of Human Resources

Director of the Office of Access, Support, and Inclusion Services (OASIS)

Provost/Vice Chancellor for Academic Affairs/CAO

HR Coordinator

Assistant Director of Counseling & ADA Coordinator

Vice Chancellor for Administration and Finance/CFO

UPH Facilities

Director of the Office of Access, Support, and Inclusion Services (OASIS)

Manager of Human Resources

Internal Auditor (Financial Analyst function reports to CFO)

Provost/Vice Chancellor for Academic Affairs/CAO

HR Coordinator

Director of the Office of Access, Support, and Inclusion Services (OASIS)

Manager of Human Resources

Internal Auditor (Financial Analyst function reports to CFO)

Provost/Vice Chancellor for Academic Affairs/CAO

HR Coordinator

Director of the Office of Access, Support, and Inclusion Services (OASIS)
CHANCELLOR OF THE COLLEGE

James R. Dire, PhD
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. Develop collaborative relationships for the benefit of the community.
**ACADEMIC CALENDAR**

**Methodist College 2018-2019 Academic Calendar**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>MONTH</th>
<th>EVENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/2018</td>
<td>MON</td>
<td>AUG</td>
<td>Fall Full Semester, NA Term, and 1st 8 Week Classes Begin</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>MON</td>
<td>AUG</td>
<td>Fall Online Registration Closes</td>
</tr>
<tr>
<td>8/14/2018</td>
<td>TUE</td>
<td>AUG</td>
<td>Last Day to Add a NA Term Class</td>
</tr>
<tr>
<td>8/15/2018</td>
<td>WED</td>
<td>AUG</td>
<td>Last Day to Drop a NA Term Class</td>
</tr>
<tr>
<td>8/15/2018</td>
<td>WED</td>
<td>AUG</td>
<td>Last Day to Add a 1st 8 Week Class</td>
</tr>
<tr>
<td>8/17/2018</td>
<td>FRI</td>
<td>AUG</td>
<td>Last Day to Add a Fall 2018 Full-Term Class</td>
</tr>
<tr>
<td>8/17/2018</td>
<td>FRI</td>
<td>AUG</td>
<td>Last Day to Drop a 1st 8 Week Class</td>
</tr>
<tr>
<td>8/24/2018</td>
<td>FRI</td>
<td>AUG</td>
<td>Last Day to Drop a Fall 2018 Full-Term Class</td>
</tr>
<tr>
<td>9/3/2018</td>
<td>MON</td>
<td>SEP</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>9/21/2018</td>
<td>FRI</td>
<td>SEP</td>
<td>Last Day to Withdraw from a First 8 Week Class-Grade of 'W'</td>
</tr>
<tr>
<td>9/28/2018</td>
<td>FRI</td>
<td>SEP</td>
<td>Last Day to Withdraw from a NA Term Class-Grade of 'W'</td>
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<tr>
<td>10/5/2018</td>
<td>FRI</td>
<td>OCT</td>
<td>Midterm Grades for Full Semester Classes Due by 4pm</td>
</tr>
<tr>
<td>10/5/2018</td>
<td>FRI</td>
<td>OCT</td>
<td>End of 1st 8 Week Classes</td>
</tr>
<tr>
<td>10/8/2018</td>
<td>MON</td>
<td>OCT</td>
<td>No Classes: Midterm Break</td>
</tr>
<tr>
<td>10/9/2018</td>
<td>TUE</td>
<td>OCT</td>
<td>No Classes: Midterm Break</td>
</tr>
<tr>
<td>10/10/2018</td>
<td>WED</td>
<td>OCT</td>
<td>No Classes: Midterm Break</td>
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<tr>
<td>10/11/2018</td>
<td>THU</td>
<td>OCT</td>
<td>Classes Resume</td>
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<tr>
<td>10/11/2018</td>
<td>THU</td>
<td>OCT</td>
<td>2nd 8 Week Classes Begin</td>
</tr>
<tr>
<td>10/12/2018</td>
<td>FRI</td>
<td>OCT</td>
<td>Grades for 1st 8 Week Classes Due by 4pm</td>
</tr>
<tr>
<td>10/15/2018</td>
<td>MON</td>
<td>OCT</td>
<td>Academic Advising for Spring 2019 Begins</td>
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<tr>
<td>10/15/2018</td>
<td>MON</td>
<td>OCT</td>
<td>College Readmission Priority Deadline</td>
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<tr>
<td>10/15/2018</td>
<td>MON</td>
<td>OCT</td>
<td>Last Day to Add a 2nd 8 Week Class</td>
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<tr>
<td>10/17/2018</td>
<td>WED</td>
<td>OCT</td>
<td>Last Day to Drop a 2nd 8 Week Class</td>
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<tr>
<td>10/19/2018</td>
<td>FRI</td>
<td>OCT</td>
<td>End of NA Term Classes</td>
</tr>
<tr>
<td>10/26/2018</td>
<td>FRI</td>
<td>OCT</td>
<td>Grades for NA Term Classes Due by 4pm</td>
</tr>
<tr>
<td>10/26/2018</td>
<td>FRI</td>
<td>OCT</td>
<td>Last Day to Withdraw from Full Term Classes-Grade of 'W'</td>
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<tr>
<td>11/1/2018</td>
<td>THU</td>
<td>NOV</td>
<td>Applications for Readmission to the Nursing Program Due</td>
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<tr>
<td>11/5/2018</td>
<td>MON</td>
<td>NOV</td>
<td>Spring 2019 Registration Begins</td>
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<tr>
<td>11/21/2018</td>
<td>WED</td>
<td>NOV</td>
<td>Last Day to Withdraw from a 2nd 8 Week Class-Grade of 'W'</td>
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<tr>
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<td>NOV</td>
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<tr>
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<td>NOV</td>
<td>College Closed: Holiday</td>
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<tr>
<td>11/24/2018</td>
<td>SAT</td>
<td>NOV</td>
<td>College Closed: Holiday</td>
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<tr>
<td>11/25/2018</td>
<td>SUN</td>
<td>NOV</td>
<td>College Closed: Holiday</td>
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<tr>
<td>11/26/2018</td>
<td>MON</td>
<td>NOV</td>
<td>Classes Resume</td>
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<tr>
<td>12/3/2018</td>
<td>MON</td>
<td>DEC</td>
<td>Last Day of Full Term Classes</td>
</tr>
<tr>
<td>12/4/2018</td>
<td>TUE</td>
<td>DEC</td>
<td>Final Exams for Full Term Classes</td>
</tr>
<tr>
<td>12/5/2018</td>
<td>WED</td>
<td>DEC</td>
<td>Final Exams for Full Term Classes</td>
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<td>12/6/2018</td>
<td>THU</td>
<td>DEC</td>
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<tr>
<td>12/7/2018</td>
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<td>12/8/2018</td>
<td>SAT</td>
<td>DEC</td>
<td>Final Exams for Full Term Classes</td>
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<td>12/9/2018</td>
<td>SUN</td>
<td>DEC</td>
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<tr>
<td>12/10/2018</td>
<td>MON</td>
<td>DEC</td>
<td>Final Exams for Full Term Classes</td>
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</table>
DATE    | DAY | MONTH | EVENT NAME
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12/12/2018 | WED | DEC | Final Grades for Anticipated Fall 2018 Graduates Due by Noon
12/14/2018 | FRI | DEC | All Grades Due: Full Term & 2nd 8 Week Classes by 4pm
12/15/2018 | SAT | DEC | Graduation
12/17/2018 | MON | DEC | Winter Term I Begins
12/17/2018 | MON | DEC | Last Day to Add or Drop a Winter Term I Class
12/19/2018 | WED | DEC | Last Day to Withdraw from a Winter Term I Class-Grade of 'W'
12/21/2018 | FRI | DEC | Winter Term I Ends
12/24/2018 | MON | DEC | College Closed: Holiday
12/25/2018 | TUE | DEC | College Closed: Holiday
12/26/2018 | WED | DEC | College Closed: Holiday
12/27/2018 | THU | DEC | College Closed: Holiday
12/28/2018 | FRI | DEC | College Closed: Holiday
12/29/2018 | SAT | DEC | College Closed: Holiday
12/30/2018 | SUN | DEC | College Closed: Holiday
12/31/2018 | MON | DEC | College Closed: Holiday

DATE    | DAY | MONTH | EVENT NAME
--- | --- | --- | ---
1/1/2019 | TUE | JAN | College Closed: Holiday
1/2/2019 | WED | JAN | Winter Term II Begins
1/2/2019 | WED | JAN | Last Day to Add a Winter Term II Class
1/3/2019 | THU | JAN | Last Day to Drop a Winter Term II Class
1/4/2019 | FRI | JAN | Grades for Winter Term I Classes Due
1/8/2019 | TUE | JAN | Last Day to Withdraw from a Winter Term II Class-Grade of 'W'
1/11/2019 | FRI | JAN | Winter Term II Ends
1/14/2019 | MON | JAN | Spring Full Semester, NA Term, and 1st 8 Week Classes Start
1/14/2019 | MON | JAN | Online Registration Closes (Students use forms to register)
1/15/2019 | TUE | JAN | Last Day to Add A NA Term Class
1/16/2019 | WED | JAN | Last Day to Add a 1st 8 Week Class
1/16/2019 | WED | JAN | Last Day to Drop a NA Term Class
1/18/2019 | FRI | JAN | Grades for Winter Term II Classes Due
1/18/2019 | FRI | JAN | Last Day to Drop a 1st 8 Week Class
1/18/2019 | FRI | JAN | Last Day to Add a Spring 2019 Full-Term Class
1/21/2019 | MON | JAN | College Closed: Holiday
1/28/2019 | MON | JAN | Last Day to Drop a Spring 2019 Full-Term Class
2/22/2019 | FRI | FEB | Last Day to Withdraw from a 1st 8 Week Class-Grade of 'W'
3/1/2019 | FRI | MAR | Last Day to Withdraw from a NA Term Class-Grade of 'W'
3/8/2019 | FRI | MAR | End of 1st 8 Week Classes
3/8/2019 | FRI | MAR | Midterm Grades for Full Semester Classes Due by 4pm
3/9/2019 | SAT | MAR | Spring Break: No Classes
3/10/2019 | SUN | MAR | Spring Break: No Classes
3/11/2019 | MON | MAR | Spring Break: No Classes
3/12/2019 | TUE | MAR | Spring Break: No Classes
3/13/2019 | WED | MAR | Spring Break: No Classes
3/14/2019 | THU | MAR | Spring Break: No Classes
3/15/2019 | FRI | MAR | Classes Resume
3/15/2019 | FRI | MAR | Priority Deadline for Applications for Readmission to the College
3/15/2019 | FRI | MAR | 2nd 8 Week Classes Begin
### Academic Advising for Summer and Fall Registration Begins

3/18/2019  MON  MAR  

### Last Day to Add A 2nd 8 Week Class

3/18/2019  MON  MAR  

### Last Day to Drop a 2nd 8 Week Class

3/22/2019  FRI  MAR  

### Grades for 1st 8 Week Classes Due by 4pm

3/22/2019  FRI  MAR  

### End of NA Term Classes

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<td>MON</td>
<td>MAR</td>
<td>Academic Advising for Summer and Fall Registration Begins</td>
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<td>3/18/2019</td>
<td>MON</td>
<td>MAR</td>
<td>Last Day to Add A 2nd 8 Week Class</td>
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<tr>
<td>3/21/2019</td>
<td>THU</td>
<td>MAR</td>
<td>Last Day to Drop a 2nd 8 Week Class</td>
</tr>
<tr>
<td>3/22/2019</td>
<td>FRI</td>
<td>MAR</td>
<td>Grades for 1st 8 Week Classes Due by 4pm</td>
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<td>3/22/2019</td>
<td>FRI</td>
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<td>End of NA Term Classes</td>
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<td>3/29/2019</td>
<td>FRI</td>
<td>MAR</td>
<td>Grades for NA Term Classes Due by 4pm</td>
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<td>FRI</td>
<td>MAR</td>
<td>Last Day to Withdraw from a Spring Semester Class-Grade of 'W'</td>
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<td>4/1/2019</td>
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<td>APR</td>
<td>Applications for Readmission to the Nursing Program Due</td>
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<td>4/8/2019</td>
<td>MON</td>
<td>APR</td>
<td>Summer Registration Begins</td>
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<tr>
<td>4/15/2019</td>
<td>MON</td>
<td>APR</td>
<td>Fall registration Begins</td>
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<td>4/19/2019</td>
<td>FRI</td>
<td>APR</td>
<td>College Closed: Holiday</td>
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<td>4/20/2019</td>
<td>SAT</td>
<td>APR</td>
<td>Classes Resume</td>
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<tr>
<td>4/26/2019</td>
<td>FRI</td>
<td>APR</td>
<td>Last Day to Withdraw from a 2nd 8 Week Class-Grade of 'W'</td>
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<tr>
<td>5/6/2019</td>
<td>MON</td>
<td>MAY</td>
<td>Last Day of Full Term Classes</td>
</tr>
<tr>
<td>5/7/2019</td>
<td>TUE</td>
<td>MAY</td>
<td>Final Exams for Full Term Classes</td>
</tr>
<tr>
<td>5/8/2019</td>
<td>WED</td>
<td>MAY</td>
<td>Final Exams for Full Term Classes</td>
</tr>
<tr>
<td>5/9/2019</td>
<td>THU</td>
<td>MAY</td>
<td>Final Exams for Full Term Classes</td>
</tr>
<tr>
<td>5/10/2019</td>
<td>FRI</td>
<td>MAY</td>
<td>Last Day of 2nd 8 Week Classes</td>
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<tr>
<td>5/10/2019</td>
<td>FRI</td>
<td>MAY</td>
<td>Final Exams for Full Term Classes</td>
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<tr>
<td>5/11/2019</td>
<td>SAT</td>
<td>MAY</td>
<td>Final Exams for Full Term Classes</td>
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<td>5/12/2019</td>
<td>SUN</td>
<td>MAY</td>
<td>Final Exams for Full Term Classes</td>
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<td>5/13/2019</td>
<td>MON</td>
<td>MAY</td>
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<td>WED</td>
<td>MAY</td>
<td>Final Grades for Anticipated Spring 2019 Graduates Due by Noon</td>
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<tr>
<td>5/17/2019</td>
<td>FRI</td>
<td>MAY</td>
<td>All Grades Due: Full Term &amp; 2nd 8 Week Classes by 4pm</td>
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<tr>
<td>5/18/2019</td>
<td>SAT</td>
<td>MAY</td>
<td>Graduation</td>
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<td>5/20/2019</td>
<td>MON</td>
<td>MAY</td>
<td>Summer I Term Begins</td>
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<td>5/20/2019</td>
<td>MON</td>
<td>MAY</td>
<td>May Term Classes Begin</td>
</tr>
<tr>
<td>5/20/2019</td>
<td>MON</td>
<td>MAY</td>
<td>Summer NA Term Begins</td>
</tr>
<tr>
<td>5/21/2019</td>
<td>TUE</td>
<td>MAY</td>
<td>Last Day to Add May Term Classes</td>
</tr>
<tr>
<td>5/21/2019</td>
<td>TUE</td>
<td>MAY</td>
<td>Last Day to Add Summer NA Classes</td>
</tr>
<tr>
<td>5/22/2019</td>
<td>WED</td>
<td>MAY</td>
<td>Last Day to Drop May Term Classes</td>
</tr>
<tr>
<td>5/22/2019</td>
<td>WED</td>
<td>MAY</td>
<td>Last Day to Drop Summer NA Classes</td>
</tr>
<tr>
<td>5/24/2019</td>
<td>FRI</td>
<td>MAY</td>
<td>Last Day to Add a Summer I Class</td>
</tr>
<tr>
<td>5/27/2019</td>
<td>MON</td>
<td>MAY</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>5/28/2019</td>
<td>TUE</td>
<td>MAY</td>
<td>Last Day to Withdraw from May Term Classes--Grade of 'W'</td>
</tr>
<tr>
<td>5/31/2019</td>
<td>FRI</td>
<td>MAY</td>
<td>Last Day to Drop a Summer I Class</td>
</tr>
<tr>
<td>5/31/2019</td>
<td>FRI</td>
<td>MAY</td>
<td>Last Day of May Term Classes</td>
</tr>
<tr>
<td>6/10/2019</td>
<td>MON</td>
<td>JUN</td>
<td>Summer II Classes Begin</td>
</tr>
<tr>
<td>6/10/2019</td>
<td>MON</td>
<td>JUN</td>
<td>May Term Grades Due</td>
</tr>
<tr>
<td>6/12/2019</td>
<td>WED</td>
<td>JUN</td>
<td>Last Day to Add a Summer II Class</td>
</tr>
<tr>
<td>6/14/2019</td>
<td>FRI</td>
<td>JUN</td>
<td>Last Day to Drop a Summer II Class</td>
</tr>
<tr>
<td>6/28/2019</td>
<td>FRI</td>
<td>JUN</td>
<td>Last Day to Withdraw from a Summer I Class—Grade of 'W'</td>
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<tr>
<td>DATE</td>
<td>DAY</td>
<td>MONTH</td>
<td>EVENT NAME</td>
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<tr>
<td>6/28/2019</td>
<td>FRI</td>
<td>JUN</td>
<td>Last Day to Withdraw from Summer NA Classes—Grade of 'W'</td>
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<tr>
<td>7/4/2019</td>
<td>THU</td>
<td>JUL</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>7/19/2019</td>
<td>FRI</td>
<td>JUL</td>
<td>Last Day to Withdraw from a Summer II Class—Grade of 'W'</td>
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<tr>
<td>7/19/2019</td>
<td>FRI</td>
<td>JUL</td>
<td>Last Day of Summer NA Classes</td>
</tr>
<tr>
<td>7/26/2019</td>
<td>FRI</td>
<td>JUL</td>
<td>Summer NA Grades Due</td>
</tr>
<tr>
<td>7/29/2019</td>
<td>MON</td>
<td>JUL</td>
<td>Last Day of Summer I Class</td>
</tr>
<tr>
<td>7/30/2019</td>
<td>TUE</td>
<td>JUL</td>
<td>Final Exams for Summer I Classes</td>
</tr>
<tr>
<td>7/31/2019</td>
<td>WED</td>
<td>JUL</td>
<td>Final Exams for Summer I Classes</td>
</tr>
<tr>
<td>8/1/2019</td>
<td>THU</td>
<td>AUG</td>
<td>Final Exams for Summer I Classes</td>
</tr>
<tr>
<td>8/2/2019</td>
<td>FRI</td>
<td>AUG</td>
<td>Final Exams for Summer I Classes</td>
</tr>
<tr>
<td>8/2/2019</td>
<td>FRI</td>
<td>AUG</td>
<td>Last Day of Summer II Classes</td>
</tr>
<tr>
<td>8/3/2019</td>
<td>SAT</td>
<td>AUG</td>
<td>Final Exams for Summer I Classes</td>
</tr>
<tr>
<td>8/4/2019</td>
<td>SUN</td>
<td>AUG</td>
<td>Final Exams for Summer I Classes</td>
</tr>
<tr>
<td>8/5/2019</td>
<td>MON</td>
<td>AUG</td>
<td>Final Exams for Summer I Classes</td>
</tr>
<tr>
<td>8/9/2019</td>
<td>FRI</td>
<td>AUG</td>
<td>Final Grades for Summer I &amp; Summer II Classes Due</td>
</tr>
<tr>
<td>8/10/2019</td>
<td>SAT</td>
<td>AUG</td>
<td>Graduation Posted for Summer Graduates</td>
</tr>
</tbody>
</table>
COLLEGE INFORMATION

Accreditation and Approval
The basic authority to exist as a Methodist College comes from the Illinois Board of Higher Education. The Illinois Department of Financial and Professional Regulation (State Board of Nursing) provides approval for the graduates of the nursing program to take the Nursing Licensing Exam (NCLEX-RN). These entities ensure that the citizens of Illinois have access to quality higher education and that the graduates are licensed as safe to practice nursing.

Methodist College is 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.

Licensure
Graduates of the Bachelor of Science in Nursing will be eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon licensure, the graduate may work in the multiple roles in health care open to the registered professional nurse.

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.

Membership
Methodist College has membership in the following organizations:

- American Association of Colleges of Nursing, Inc. (AACN)
- American Association of Collegiate Registrars and Admissions’ Officers (AACRAO)
- American Council on Education (ACE)
- American Health Sciences Education Consortium (AHSEC)
- American Library Association (ALA)
- Association of American Colleges & Universities (AAC&U)
- Association of College and Research Libraries (ACRL)
- Association of Governing Boards (AGB)
- Commission of Colleges of Nursing Education (CCNE)
- Council of Independent Colleges (CIC)
- Council for Higher Education Accreditation (CHEA)
- The Illinois Association of Colleges of Nursing (IACN)
- Illinois Library and Information Network (ILLINET)
- National Association of Campus Activities (NACA)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Student Financial Aid Administrators (NASFAA)
- National League for Nursing (NLN)
- Online Computer Library Center (OCLC)
- Federation of the Independent Illinois Colleges and Universities
- Consortium of Academic and Research Libraries in Illinois (CARLI)
- National Council for State Authorization Reciprocity Agreements (NC-SARA)
- Private Illinois Colleges and Universities (PICU)
- Council on Social Work Education (CSWE)
GENERAL STUDENT POLICIES
I. **Policy:** Methodist College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

II. **Purpose:** To ensure equal opportunity for qualified individuals with disabilities as defined by the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973.

III. **Eligibility:** Students with disabilities must otherwise qualify for the program, classes and clinical in which reasonable accommodations are sought. Under Title III of the ADA, the term "disability" is defined as “with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.”

Section 504 of the Rehabilitation Act of 1973 as amended states in part under section 7(20) that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance".

Reasonable accommodations will be made for qualified students with disabilities unless they impose an undue hardship on the College. Accommodation requests can be made by completing the Request for Accommodations form which can be accessed via the Methodist College website at [http://methodistcol.edu](http://methodistcol.edu). Paper copies are available in the office of the Assistant Director of Office of Access, Support and Inclusion Services and ADA Coordinator (W160).
SUBJECT:  Equal Opportunity and Non Discrimination

I. POLICY:
Methodist College provides equal opportunity to all persons and does not discriminate on the basis 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 factors that are unlawfully discriminatory. It also complies with all applicable Federal and State laws regarding Fair Employment Practices.

II.  GENERAL INFORMATION:  
EQUAL OPPORTUNITY
Methodist College welcomes persons from all backgrounds and beliefs to join our staff and College community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all our members, including employees and 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. 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 Prohibition of Sexual and Other Forms of Harassment for more details.)

As part of its commitment to equal opportunity, the College is committed to complying with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act by providing reasonable accommodation to qualified individuals with disabilities. A disability is defined as a physical or mental impairment substantially limiting one or more major life activities and includes a record of having an impairment that was substantially limiting or being regarded as having such an impairment. Students who believe they have a disability and need an accommodation, either to complete the application process or to meet their academic requirements should contact the Director of Center for Student Success; employees who believe they need an accommodation to perform their work should contact MC Human Resources. (See separate Section 504 and Americans with Disabilities Act Accommodation Policy for more details.)
Additionally, as part of its commitment to equal opportunity, the College is committed to providing reasonable accommodations to employees and students who sincerely held religious belief, practice, or observance conflicts with a work, education, or other College requirement, unless doing so would create an undue hardship on the College or would alter requirements essential to the instruction being provided or licensing being pursued. Individuals may also contact Linda Moore, Director of Human Resources, 309-671-2734, office #623, or the Office for Civil Rights of the U.S. Department of Education.

**Discrimination Terms/Definitions:**

**Age Discrimination:**
Methodist College will not refuse to hire or terminate any individual or otherwise discriminate against any individual because of such individual’s age.

**Veterans:**
Methodist College will not discriminate against disabled veterans, veterans of the Vietnam era or veterans with an unfavorable military discharge.

**Gender Discrimination:**
Methodist College is committed to providing a positive work environment for all employees free from gender discrimination. Gender discrimination is defined as an action that results in different treatment to anyone based on gender. This applies to employment, including but not limited to hiring, training, promotion, compensation, benefits, and termination.

**Handicap/Disability Discrimination:**
No qualified handicapped/disabled person shall, on the basis of handicap/disability (with reasonable accommodation) be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under programs, activities, or employment.

**National Origin Discrimination:**
National origin discrimination is defined broadly as including, but not limited to, the denial of equal employment opportunity because of an individual’s, or his/her ancestor’s place of origin; or because an individual has the physical, cultural, or linguistic characteristics of a national origin group.

Methodist College will not discriminate in its programs, use of its facilities, or any employment practice because of the national original of an individual or group.

**Racial Discrimination:**
Methodist College reaffirms the principle that our employees and students have a right to be free from racist actions in the form of racial discrimination by any member of the college community or by any unfair or inappropriate treatment accorded as a result of one’s race or ethnic background.

Racial discrimination is defined as different treatment of members or underrepresented groups as a result of race.

**Religious Discrimination:**
Methodist College will not discriminate in our programs, use of facilities, or any employment practices because of religion or religious practices of an individual or group. All students and employees have a right to be free from harassing or discriminatory behavior by any member of our community or by any unfair or inappropriate treatment accorded as a result of one’s religion.

**Sexual Orientation:**
Illinois State Law prohibits discrimination against an individual because of his/her sexual orientation. The college will not seek information regarding a person’s sexual orientation and shall not keep any record of such orientation.

**Genetic Discrimination:**
Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment. GINA also restricts employers’ getting genetic information and strictly limits disclosure of genetic information. Genetic information includes information about family members (family medical history); and requests for or receipt of genetic services by applicant, employees, or their family members.
SUBJECT: Posting Policy

I. POLICY:
Methodist College strives to create an uncluttered, modern look and provides notification of events through electronic means whenever possible. These strategies include monitor displays, email, use of the Methodist College App, and social media. The exceptions to this approach include installation of flyers on the back of restroom stall doors and table tents around campus.

II. GENERAL INFORMATION:

   Campus Notification Approval and Posting:
   Notifications: It is the policy of Methodist College that only recognized organizations of UPH or Methodist College are allowed to advertise and promote their events on property. All advertisements and other forms of publicity must state the name(s) of the sponsoring student(s) and/or organization(s).

   Monitor, Social Media, and Table Top Messages: All monitor and table top messages must be approved by the Vice Chancellor for Strategic Marketing and External Communications.

   Donated Items: All donated items are to be placed in the designated bin at the Donation Station by the Career Services Center with the exception of larger items that may be placed by Ollie’s pantry.

   Residence Hall postings:
   Posters or flyers for residence halls (3rd – 5th floor) must be pre-approved by the Dean of Students.
SUBJECT: Campus Safety

I. POLICY:
Methodist College strives to provide a safe and secure campus.

II. GENERAL INFORMATION:
The Security Department at Methodist College and Unity Point Health Methodist are 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 at 309-672-4500. Employees and students will be notified through School Cast, in the event of a threat of a serious crime or if a serious crime occurs, an internal intercom system and email are also other means of communication.

Uniformed officers are available from 6:30-midnight, 7 days a week to respond to concerns and dispatch requests. The dispatcher uses a two-way radio to communicate with security. 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, parking lots and garages. This is monitored by the security office located in the main lobby of Methodist College.

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

The College keeps the public informed about crime on its campus in accordance with the requirements of the Clery Act. Campus crime stats are reported annually through the Annual Safety Report (ASR) on the website.

Emergency phones are placed throughout the outside campus and parking areas.

For an emergency, call:
Peoria Police Department 911
Internal Security 3333

For a non-emergency, call:
Peoria Police Department - 673-4521 or
Methodist College Security - 672-4500
MISSING RESIDENTIAL STUDENT NOTIFICATION

I. POLICY:
Methodist College complies with the Higher Education Act of 2008, as amended on October 29th, 2009, to enact proper notification processes in the event that a residential student is suspected to be missing.

II. GENERAL INFORMATION:
A residential student will be considered missing if a roommate, classmate, faculty member, staff member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing person daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed suicidal thoughts or may be in a life threatening situation.

Designation of emergency contact information
Students age 18 and above and emancipated minors*
Students will be given an opportunity to designate an individual to be contacted by the college after the time that a student is suspected to be missing. The name of this contact person will be confidential and may be different than the designated emergency contact. The designation will remain in effect until changed or revoked by the student.

*Emancipated minors are those students under the age of 18 who have been legally granted adult status.

Students under the age of 18 and not emancipated
If a residential student under the age of 18 is suspected to be missing, the college is required by Federal Law to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Missing Residential Student Procedure
a. Any individual at Methodist College who has information that a residential student may be a missing person must notify Methodist Campus Safety immediately at 309-672-4500.

b. Campus Safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, the student’s acquaintances and from the college and official college employee’s information sources. Such information will include, but not limited to, the following:

- A physical description of the missing person, including the clothes that were last worn
- Student’s cell phone number (if known)
- Where the student might be, who the student might be with, vehicle description
- Information about the physical and emotional well-being of the student
c. Appropriate employees including the Chancellor’s Office, Provost and Vice Chancellor for Academic Affairs, the Dean of Students, the Director of the Office of Access, Support and Inclusion Services, the Vice Chancellor for Finance and Administration/CFO, the Chief of Campus Safety, the Vice Chancellor for Strategic Marketing and External Affairs, the Executive Assistant to the Chancellor/Board Communications Coordinator and others deemed appropriate, will be notified to aid in the search and location of the student. The Chief of Campus Safety, or designee, will attempt to contact the student. Contact with the student will be attempted using the following means:
- Calling the student’s cell phone
- E-mailing the student
- Entering into the student’s residence hall room
- Contacting the student’s emergency contact
- Talking to roommates, friends, faculty and staff

d. A person shall be determined to be missing if: (i) search efforts are unsuccessful in locating the student in a reasonable amount of time; OR (ii) it is apparent immediately that the student is a missing person (e.g. witnessed abduction); OR (iii) it has been determined that the student has been missing for more than 24 hours. No later than 24 hours after determining the student to be missing, Campus Safety will notify other law enforcement agencies to report the student as a missing person.

e. No later than 24 hours after determining that a student is missing, the Chief of Campus Safety or his/her designee will notify the confidential contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.
I. POLICY:
Methodist College values optimal career preparation and assures a suite of services to optimize the career placement experience. The College supports students in preparation for interview, development of all employment related materials. Methodist College values the partnership with UnityPoint Health, as well as other employers of healthcare professions graduates, and strives to support students in making connections of mutual benefit.

II. GENERAL INFORMATION:
The Career Services Center will be available during normal campus hours. Outside of normal business hours, the Career Services Center may be accessed via Campus Safety.

All students are assisted with career placement prior to graduation from Methodist College. The Dean of Students is available by appointment to assist with career services planning. UnityPoint Health provides periodic staffing of the Career Services Center with a new graduate recruiter.

Career Fairs will be held on campus during the fall and spring semesters. Dates will be announced via the campus monitors, table tents and social media.
I. GENERAL INFORMATION:
Methodist College has two simulated learning spaces, including the Simulation Center and the Clinical Practice Center. Each Center is equipped with high, medium and low fidelity mannequins and other instructional tools to assist the student in learning and enhancing clinical skills.

Students will have formal, scheduled activities in these simulated learning spaces. In addition, students are encouraged to hone their skills through individualized guided practice with staff or peer mentors.
I. POLICY:
Methodist College supports new mothers and lactating students, employees, and guests with a space designated to assure privacy and appropriate furnishings for lactation support while at Methodist College.

II. GENERAL INFORMATION:

Lactation Room
Methodist College has designated a Lactation Room as a private and sanitary location on campus for employees and students who need lactation support. There is an electrical outlet, chair, table, and hot running water and soap in the room. Users are responsible for keeping the general lactation room clean for the next user. The Lactation Room is located on the front hallway on the East side of the building.

Nursing mothers who have concerns are encouraged to contact Human Resources (employees) or the Dean of Students (students).

Employees
Employees with private offices may, if preferred, use their offices for lactation support. Employees shall be granted flexible and reasonable breaks, using their normal break periods and meal times, to accommodate their lactation needs. For time that may be needed beyond the usual break periods, employees may make up the time as negotiated with their Chancellor, Vice Chancellor, Dean, Chair, or Senior Leadership Team supervisor.

Employees should communicate their lactation needs during the work period to their Chancellor, Vice Chancellor, Dean, Chair, or Senior Leadership Team supervisor so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.
SUBJECT: College Closure Due to Inclement Weather

I. POLICY:
Methodist College will remain open during inclement weather unless conditions are such that the majority of students, faculty, and staff are likely to be unable to traverse city streets and other thoroughfares leading to the campus, or unless a power/fuel curtailment to the College causes a critical shortage of energy. Methodist College encourages all faculty, staff, and students to use good judgment and exercise caution when deciding whether to travel on hazardous roadways in inclement weather.

II. PROCEDURES:
There are three categories for weather conditions:

a. Category I: Inclement Roads with Passable Roadways Surrounding the College
When roads are expected to be passable in the area surrounding the College, the College will remain open for normal operating hours, during which time all students, faculty, and staff are expected to be present to perform their normal work assignments. Roadways are not cleared in a consistent manner and weather is variable with regard to icing and snowfall. Therefore, any person who believes his/her well-being would be placed in jeopardy by driving from their location is encouraged to exercise good judgement. If an employee will not come to work due to their judgement, she/he must contact their supervisor to report their absence. This time would be unpaid, unless the employee chooses to use PTO.

b. Category II: Early Closure or Delayed Opening
If road conditions early in the day are hazardous but are expected to improve by late morning, campus opening may be delayed. Conversely, if road conditions are expected to deteriorate in the evening, the campus may be closed early in accordance with conditions and predictions. Employees will receive their usual compensation for times when the campus is delayed in opening or closed early. As with Category I, employees are expected to use good judgement in determining whether local conditions in their vicinity place them in jeopardy.

c. Category III: Campus Closure
If roads in the area surrounding the College are not passable, the college will be closed. In this event, all on-campus classes will cancelled and all offices will be closed.

GENERAL INFORMATION:

Decision to Close
1. The official decision to close will be made by the Chancellor in consultation with the Vice Chancellors and the Methodist College Chief of Campus Safety.

2. The Chancellor will immediately notify the Vice Chancellor for Strategic Marketing and External Affairs when a decision is made to close the campus or delay opening.

3. The Vice Chancellor for Marketing and External Affairs will notify the news media, including WEEK (NBC) WMBD (CBS), WHOI (ABC) and 1470 WMBD radio, as well as post the announcement on Methodist College social media.

4. The Chief of Campus Safety will send out the announcement through School Cast and through the pia_mc_everyone@methodistcol.edu email address.

Public Notification

1. If the College plans to close offices and suspend classes, all area television and radio stations will be notified the previous evening or no later than 6:00 a.m. of the day in question. The exact period of closing or delay in opening will be specified.

2. The College will be open for business as usual if Methodist College is not on the news media's list of schools and businesses to be closed.

3. The College will post decisions regarding the closing or delayed opening on the website at www.methodistcol.edu.

Internal Notification

1. The Chief of Campus Safety will activate School Cast to notify all students, faculty, and staff of the campus closure or delayed opening.

2. The Vice Chancellors will notify their Senior Leadership Team members when a decision is made to close the College.

3. Senior Leadership Team members will communicate with their direct reports via email.
SUBJECT: COMPLAINT POLICY

I. POLICY:
   Methodist College provides both informal and formal processes for filing a complaint. Methodist 
   College values investigation and inquiry to ascertain the perspective of the complainant and the facts 
   surrounding the situation. It is the policy of the college to promptly investigate and seek resolution of 
   these complaints. Students are encouraged to begin either process as soon as a concern exists.

II. GENERAL INFORMATION:

   **Informal Complaint Process:**
   Occasions may arise in which a student feels that he or she has a legitimate basis for complaint. Those involved should initially attempt to resolve the matter informally and without the need to 
   establish a record. The informal process for resolution of a complaint is as follows:

   1. When a student feels that he or she has a complaint, it should be taken by the student directly 
      to the other party(s) involved.

   2. If the student and the other party(s) are unable to resolve the matter or if, for any reason, the 
      student does not feel at ease in going to the other party, he or she should contact the Associate 
      Provost and Dean, Department Chair, or Dean of Students for assistance. The Deans are able 
      to achieve a fair and equitable solution to most problems. Please consult the College 
      organizational chart for more information regarding who the most appropriate person to 
      contact. The Director of Access, Support and Inclusion Services is available to assist students 
      in managing the communication process regarding the concern.

   **Formal Complaint Process:**
   Should a student feel that a formal complaint is necessary, either before or after completing the 
   informal complaint process, the student shall file a written complaint as follows:

   1. Students have the right to file a written complaint regarding academic, student and business 
      services, facilities, technology, or student events. The complaint should be addressed to the 
      head of the department to which the complaint applies and the appropriate Vice Chancellor 
      should be copied on the communication (refer to the organizational chart). All 
      communications shall be in a formal, written format addressing the following:
      a. Description of the nature of the complaint
      b. Identification of the parties involved due to the complaint
      c. Relationship of the parties to the complaint
d. Identification of date, time and location of the complaint  
e. Desired resolution of the complaint

2. Violations of the student code of conduct are not covered in this process; please refer to the Student Code of Conduct Policy.

3. The leader of the affected department is responsible for investigating the complaint, and determining a course of action. The investigation may include interviewing witnesses and other involved parties, as well as reviewing other evidence submitted in support of the complaint.

4. In all cases, the accused party will be informed of the complaint and will have the opportunity to respond or explain.

5. The affected leader is responsible for determining a course of action. The investigation and course of action may lead to the following:

   - The complaint has no merit and is subsequently dropped.
   - The complaint has merit and is such that it is administratively handled by the program director, dean or other appropriate administrator.
   - The complaint has merit and is such that it is referred to an Ad Hoc Committee for a formal review and recommendation.

6. The affected leader will appoint an Ad Hoc Committee of at least three un-biased individuals from the College. This committee has the capacity to review submitted documentation, interview affected parties or others knowledgeable regarding the complaint, collect necessary evidence, and make a recommendation to the leader within a reasonable period of time.

7. The affected leader will review the recommendation in collaboration with the Vice Chancellor to whom he or she reports to and communicate a decision to the complainant via formal, written, certified letter communication.

8. If the outcome is not satisfactory, the student may proceed to elevate the complaint to the Vice Chancellor of the division.

9. If the resolution at the Vice Chancellor level does not resolve the complaint, the student may further elevate the complaint to the Chancellor. The Chancellor’s decision is final.

   Information from formal complaints is used, as appropriate, to foster ongoing program improvement. Formal complaints, as defined by this policy, and their resolution are filed in the Chancellor’s Office upon resolution of the complaint.

State Agency Contact Information for Student Complaints
If after the formal and informal process noted above have been completed and a student is not satisfied with the outcome, the student may contact the Illinois Board of Higher Education, Illinois State Board of Education, Illinois Attorney General or The Higher Learning Commission to file a formal complaint using the contact information noted below:

Illinois Board of Higher Education
431 E. Adams, 2nd Floor
Springfield, IL  62701-1404
inf@ibhe.org
Institutional Complaint Hotline (217) 557-7359

Illinois State Board of Education
100 N. 1st Street
Springfield, IL  62777
http://webprod1.isbe.net/contactisbe/(email)

Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL  62706

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
inquiry@hlcommission.org
800.621.7440
I. POLICY:
Students may only appeal a final failing course grade. The grievance procedure shall not be used to challenge individual examination items, to challenge a grade prior to assignment of the final grade by the faculty member, or to challenge a policy of Methodist College. In all cases, the student must represent himself/herself during the grievance process.

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

II. GENERAL INFORMATION:
The final grade appeal must be initiated by the student not later than five (5) business days after the posting of final grades by the Registrar. The student will initiate the final grade appeal process through completion of an Academic Affairs Final Grade Appeal form. This form is available in the Methodist College Student Handbook and online. The form is to be completed by the student to provide detail concerning the facts concerning the final grade appeal. The process will be followed as indicated in the following procedure.

III. PROCEDURE:
The student’s grade appeal must follow the Methodist College Organizational Chart, beginning with the faculty member and proceeding through the Academic Dean/Chairperson/Director, and to the VPAA. A final appeal may be made to the Methodist College Chancellor.

A. Faculty Review
The student will meet with the faculty member(s) teaching the course to review the concern in an effort to resolve the disputed grade. If final grades have been posted in the learning management
system, the student may initiate the final grade appeal prior to posting of the final grade by the Registrar.

B. Academic Dean/Chairperson/Director Review
If the meeting between the faculty member(s) and the student does not result in resolution of the disputed grade, the student will meet at a mutually agreeable time with the leader of the academic unit under which the course is located (e.g. Associate Provost and Dean of Arts and Sciences, Chair of Nursing (Undergraduate Nursing), Associate Dean of Nursing (Graduate Nursing), Chair of Human Sciences, Chair of Social Work or Chair of Career Pathways and Continuing Education). This meeting will only take place once final grades have been posted by the Registrar.

If the meeting between the academic leader and the student does not result in resolution of the disputed grade, the Dean, Chairperson, or Director will forward the appeal to the Vice Chancellor for Academic Affairs.

C. Committee Review
The Vice Chancellor of Academic Affairs will appoint an ad hoc committee upon receipt the notification from the Academic Dean/Chairperson/Director. The committee, membership of which will include one academic administrator from an academic area outside the area of the dispute and two to four faculty members, will conduct a review of the case based on the course syllabus, the student’s grades on assignments and examinations, and the student’s report detailing the basis for the appeal. The committee will make a recommendation to the Vice Chancellor of Academic Affairs.

D. VCAA Review
The Vice Chancellor for Academic Affairs will review the report of the committee, examine the documents provided, and consider the written report provided by the student. The VCAA will communicate his/her decision regarding the disposition of the appeal to the student, academic dean/chairperson/director, faculty member, and chair of the ad hoc committee through a letter sent to the student with copies to all parties.

The letter will be sent as certified mail to the student. No report of the outcome will be provided via the telephone or email.

E. Chancellor Decision
The student or the involved faculty member(s) may appeal the decision of the Vice Chancellor of Academic Affairs in writing to the Chancellor of the College within two (2) school/business days (days on which the College is open for business) following notification of the decision of the committee. The date on which the student signs for the certified letter will be considered the official date of notification.

The Chancellor will render a final decision on the appeal. The grievance process ends with the decision of the Chancellor of the College.
FINAL GRADE GRIEVANCE FORM

Name: ____________________________________________________

Date: ____________________________________________________

Course Grieved: __________________________________________

Semester: _____________________ Grade Received: ____________

Faculty Name: ___________________________________________

Course Coordinator: ______________________________________

Summary of Grievance:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Dean: ____________________________________________________

Resolution: _______________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Final Grade Grievance Form
Page 2

Student's Name:________________________    Semester:________

Outcome of Ad Hoc Decision:______________________________________________
________________________________________________________________________
Date:__________________________

Ad Hoc Committee Members:______________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Outcome of Chancellor’s Decision:________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

President's Signature:_____________________________________________________

Date:__________________________
I. POLICY:
All currently enrolled students (both part-time and full-time) are eligible for short-term, psychotherapy services, if their psychological or developmental concerns fall within the scope of services and level of care described in GENERAL INFORMATION below. Counseling will be provided by a Licensed Clinical Professional Counselor, Licensed Clinical Social Worker, or a graduate-level counseling intern. The Student Counseling Service is a function of the Office for Access, Support, and Inclusion Services (OASIS).

II. PURPOSE:
The purpose of this policy is to ensure (a) MC follows a uniform process of delivering mental health services to students; (b) counseling services meet guidelines put forth by the Code of Ethics of the American Counseling Association; (c) counseling services meet guidelines suggested by the American College Counseling Association; (d) an effective method to provide adequate counseling services to all appropriate students; and (e) an effective method to provide referrals for community counseling resources for all students whose needs are outside the scope of what MC can reasonably provide.

III. GENERAL INFORMATION:
Students are appropriate for counseling by the Student Counseling Service if their concerns may be adequately addressed through 12 or fewer, once per week, 45-60 minute outpatient psychotherapy sessions.

Students whose concerns or disorder require more than once a week therapy, intensive outpatient, or where the standard of care would include services of a specialist, such as nutritional counseling, a diagnosis-focused psycho-educational or group therapy, or other more intense level of care, have needs that cannot be met by the Student Counseling Service. These conditions might require a medical leave for treatment via a more intensive level of care, or that the student arrange for more intensive treatment through an off-campus team of professionals.

Treatment Guidelines
Generally, students who are unlikely to benefit from time-limited therapy, or who require more intensive monitoring than can reasonably be offered by the Student Counseling Service, may be referred to community agencies. A list of those agencies will be provided to the student.
Listed below are the types of criteria to be considered when a student intake occurs. These guidelines assist the counselor in making decisions regarding whether or not the Student Counseling Service can offer appropriate services to the student.

**Criteria Set A** (Students should possess some of the following criteria to be considered appropriate for treatment with the Student Counseling Service.)

- Presenting problems are situational or developmental.
- Student can identify specific difficulties and goals.
- Student possesses sufficient motivation for change.
- Student expresses a desire for symptomatic relief.
- Student can introspect, self-monitor, and experience feelings.
- Student evidences the ability to develop trust, be open, and relate to others.
- Student’s prior treatment history is not severe.
- If the Student has had previous treatment, there has been a positive response and the Student is able to verbalize such.
- Student exhibits evidence of previous coping ability.
- Student demonstrates the capacity for self-responsibility.

**Criteria Set B** (Students who possess two or more of these criteria may be best served by other professional counseling agencies.)

- Student is likely to require emergency intervention, crisis services, or extensive case management.
- Student is likely to involve other staff due to case management difficulties.
- Student is likely to need 24-hour coverage.
- Student is likely to require hospitalization during therapy.
- Student has been hospitalized for psychiatric reasons within the last three months.
- Student has chronic and/or present self-destructive behaviors that are potentially life threatening.
- Student has an alcohol or drug addiction that requires more intensive treatment than Counseling Services provides.
- Student does not appear to benefit from therapy or appear motivated to change.
- Student has not clearly profited from previous counseling services.
- Student is likely to require more than 1 session per week or would not tolerate extended breaks from therapy (e.g. semester or summer break).
- Student is likely to require long-term therapy.
- Student has a longstanding or severe pathology (e.g. severe personality disorder, present or chronic psychosis, dissociative episodes).
- Student has chronic or multiple stressors that would impede short-term interventions.
- Student is unable to meet the demands of active participation in therapy.
- Student requires services based on a DSM diagnosis.
When in doubt about whether or not to offer services to a student based on the above criteria, the Student may be scheduled for an extended assessment session with the counselor. The counselor may review the case with his/her direct supervisor before proceeding with treatment or referral. In some instances, the counselor may decide that a referral to community resources may be in the best interest of the Student.

**Limitations to Treatment**

Situations in which MC Student Counseling Service may refuse treatment include:

1) Ongoing treatment for a student who chronically presents an imminent danger to self or others (e.g., a student who is determined to kill themselves, and has a feasible plan to do so; or a student who is experiencing hallucinations and is unable to care for themselves).

2) Court-ordered or forensically oriented treatment (e.g., substance abuse treatment, treatment for criminal behavior such as rape or pedophilia, etc.).

3) Treatment for disorders of such severity that the MC Student Counseling Service cannot provide adequate care (e.g., treatment for a full-fledged eating disorder that requires closely coordinated medical, nutritional, psychiatric, and psychological care).

4) Treatment that falls beyond the areas of expertise or outside the scope of services provided by the MC Student Counseling Service.

5) Treatment for a student who seeks counseling but nevertheless is fundamentally unwilling to address the disorder in question (e.g., a student who is addicted to cocaine, but adamantly refuses to consider curbing or receive treatment for their drug use).

6) Treatment for a student, whose behavior creates a hostile working environment at the Student Counseling Service office, affecting staff and/or other students (e.g., a student who is grossly verbally abusive towards and/or threatens staff).

7) Treatment for a student who needs more intensive or extensive treatment than can be provided at the Student Counseling Service (e.g., multiple weekly appointments, uninterrupted long-term care, and/or frequent between session supports).

8) Other situations that are determined to be outside the scope of services provided by this facility or in which case the clinical staff member determines that treatment would be detrimental to the Student or to the proper functioning of this facility.

**Policy on Mandated Counseling Services**

The Student Counseling Service does not provide mandated counseling services. Some of the reasons for this policy include:

1) Mandated counseling places the Student Counseling Service in an unproductive, punitive role (and potentially injures the reputation of the service in the college)

2) Mandated counseling is inconsistent with professional standards and ethics of emotional health professionals

3) Making counseling a condition of something has the potential to undermine any benefit that could have come from counseling otherwise

4) Mandated counseling has shown little efficacy (and therefore isn’t an effective use of time/resources for any involved parties).

**IV. PROCEDURE:**
1. In cases where students’ psychological and/or mental health needs fall within the scope of services provided by the Student Counseling Service, up to 12 sessions will be allowed per student per issue per year, not to exceed 24 total sessions. When a student has received 24 sessions, a determination will be made on a case-by-case basis regarding availability.

2. In cases where students’ psychological and/or mental health needs exceed the services available at the Counseling Center, students will be informed of this problem and will receive recommendations for their treatment off campus in their home locale, or will be referred to specialists within the nearby areas if those services are available locally.

3. The Student Counseling Service will maintain a list of providers of mental health services in the local area for the purpose of student referrals.

4. Students whose psychological or substance abuse treatment needs exceed the services available through the Student Counseling Service will be informed of the procedures for medical/psychological leave and the limitations of services available on campus for the student. Students may be required by their dean to take an involuntary leave of absence if their disorder causes a significant risk to their safety, the safety of other campus community members, or incurs a significant disruption to the academic goals of others.
I. POLICY:
Methodist College is committed to zero tolerance towards substance abuse.

II. GENERAL INFORMATION:
Methodist College is committed to assist in the prevention, identification and resolution of drug alcohol related problems. 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

Methodist College has a zero tolerance policy regarding substance abuse. Immediate dismissal will result if any student violates the Drug-Free Policy.

It is the responsibility of each student to report to Methodist College and perform assignments in a safe and appropriate manner. Students performing in an unsafe manner, and/or whose behaviors are suspect, may be subject to an assessment by a health care provider. For purposes of the policy, an assessment may include but not be limited to drug/alcohol screen, medical or mental assessment, and/or rehabilitation.

Action and/or pattern of a behavior that may warrant an assessment include without limitation:

- Sudden changes in work performance
- Violation of safety policies
- Repeatedly not following work direction
- Disorientation
- Personality Changes
- Behavior Problems
- Drowsiness
- Slurred Speech
- Staggered gait
- Glassy eyes
- Unsafe practices
- Smell of alcohol
- Smell of marijuana
- Frequent absences
Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with their suspicions. The faculty or staff member will contact the Dean of Students (if it occurs in the residence halls or in relation to student activities) or the appropriate Associate Provost and Dean (if it occurs in a classroom, clinical or lab setting) that there is a suspected violation of the Drug-Free policy.

Clinical Experience
The Associate Provost and Dean of Nursing and Health Professions will collaborate with the reporting faculty or staff member and the Director of Simulation and Clinical Experience to identify the appropriate course of action. This may include referring the student for testing through the MMCI Emergency Department (Methodist, Proctor or Pekin). If the experience is outside of the hospital setting, the Director of Simulation and Clinical Experience or designee will arrange for transportation.

Non Clinical Experience
If the concerning behavior is manifested on campus or in the residence hall, the faculty or staff member who recognizes it shall contact the Dean of Students or designee who will assess the situation. At the discretion of the Dean of Students, in collaboration with the Provost and Vice Chancellor for Academic Affairs, Campus Safety shall arrange for transportation to the Emergency Department at MMCI.

The Emergency Department physician, who may refer the student to his/her health care provider for further evaluation, will conduct the initial assessment/evaluation. The student is responsible for payment of any cost incurred. Failure to participate in an assessment at the request of Methodist College faculty or staff will result in the assessment being considered a violation of the Drug-Free Policy. Disciplinary action will then be handled as prescribed by the Student Code of Conduct.

If positive results are obtained, the student will be immediately suspended from Methodist College with approval of the Chancellor of the College, and will be granted Due Process through the Student Code of Conduct.

Students who are dismissed are not eligible for readmission to the program for a minimum of one year.

Individuals who wish to reenter Methodist College must comply with all provisions of the readmission policy in force at the time reentry is requested.

The Drug-Free Policy applies to students anytime he/she is utilizing facilities at Methodist College (i.e., Computer Lab use, Library, Simulation Center, Clinical Practice Center), MMCI or other clinical sites; or when participating in Methodist College sponsored activities.
I. General Information:
The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to protecting the privacy of their education records. They are:

A. 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.

B. 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.

C. 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.

D. 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:

1. 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.

2. 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 articularable 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.

3. 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.

E. The right to opt out of the disclosure of directory information.
1. 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.

2. 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.

3. 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.

F. 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
I. POLICY:
The purpose of this policy is to comply with HIPAA.

II. GENERAL INFORMATION:
Authority for Use or Disclosure. A covered Entity may only use and/or disclose the Protected Health Information (“PHI”) of an individual as follows: (i) when the use/disclosure is expressly allowed by HIPAA without the authorization of the individual, and is consistent with other state or federal laws, or (ii) with the written authorization of the individual.

No Authorization Required. In certain situations, HIPAA allows Covered Entities to use and disclose PHI without the authorization of the individual if such use/disclosure is not otherwise prohibited by state or federal law. However, specific rules apply to how and when these uses and disclosures can be made. The following is a list a few examples where an authorization is not required for certain uses and/or disclosures of PHI if (i) the Covered Entity otherwise complies with the specific rules regarding how and when the use or disclosure of PHI may be made, and (ii) the use/disclosure is not prohibited by state or federal law.

1. To the individual.
2. For the treatment of the individual.
3. To conduct the Health Care Operations of the Covered Entity.
5. Certain PHI in the following examples after giving the individual the opportunity to agree or object to the disclosure, as applicable.
   a. To family members, relatives, or personal friends involved in the individual care.
   b. To aid in disaster relief efforts.
6. When required by law.
7. When needed for certain public health activities.
8. About victims of abuse, neglect, or domestic violence.
9. For judicial and administrative proceedings.
10. For law enforcement purposes.
11. To advert a serious threat to health or safety.
12. A Limited Data Set for Research, public health or Health Care Operations if the covered Entity enters into a data use agreement with the recipient of the PHI.

Authorization Required. If the contemplated use or disclosure is not expressly authorized by HIPAA, the Covered Entity must obtain a written authorization from the individual, which meets the requirements of HIPAA or other applicable state or federal law, in order to use or disclose the PHI. The following is a non-exclusive list of uses or disclosures that require an express authorization from the individual:

1. For marketing (with certain exceptions).
2. In certain situations for Research (with some exceptions).
3. Treatment records relating to substance abuse (with certain exceptions).
4. Treatment records relating to mental health conditions (with certain exceptions).
5. Psychotherapy Notes (with certain exceptions).

Patient Rights. HIPAA also gives patients certain rights with regard to their PHI. Specifically, individuals have the right to:

1. Receive a written copy of the Covered Entity’s Notice of Privacy Practices.
2. Inspect and copy their medical records (except Psychotherapy Notes and certain other documents).
3. Request an amendment to their medical record if information contained in the medical record is incorrect.
4. Make a complaint to the Covered Entity if the individual believes his/her privacy rights have been violated.

A Covered Entity may not require an individual to waive any of these rights as a condition of treatment.

1. **De-Identification of PHI.** In lieu of complying with the restrictions on uses and disclosures of PHI imposed by HIPAA, a Covered Entity may de-identify PHI.
2. **Minimum Necessary Requirement.** With certain exceptions, a Covered Entity is required to take reasonable steps to only disclose the minimum amount of PHI necessary to accomplish the intended purpose.
3. **Safeguards.** A Covered Entity is required to put in place reasonable safeguards to prevent improper use or disclosure of PHI.
4. **Privacy Officer.** A Covered Entity is required to designate a Privacy Officer who is responsible for the privacy policies and procedures at the Covered Entity and a contact person or office that is responsible for receiving complaints on privacy issues.
5. **Business Associates.** A Covered Entity is required to have business Associate Agreements with persons or entities that perform a function on behalf of the Covered Entity involving the use or disclosure of PHI.
Training.

1. Methodist College must train all the employees of its Workforce on its privacy and security policies and procedures, as necessary and appropriate for the employees to carry out their respective job functions.
2. Such training must be completed within a reasonable period of time after starting employment.
3. The Covered Entity shall document all training in written or electronic form and retain such documentation.

No Intimidation or Retaliation. A Covered Entity may not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against an individual for:

1. Filing a complaint with the Secretary of Health and Human Services, its designee, or with the Covered Entity.
2. Exercising any of his/her rights under HIPAA.
3. Testifying, assisting or participating in any investigation or compliance review relating to the Covered Entity’s HIPAA compliance.
4. Opposing any act or practice which is prohibited by HIPAA, if the individual has a good faith belief that the practice is unlawful and the manner of the opposition is reasonable and does not involve a disclosure of PHI in violation of HIPAA.
I. POLICY:
Through the various educational experiences, nursing students are privileged to confidential information.

II. GENERAL INFORMATION:
As pre-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 include 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” at the beginning of the first clinical course. The confidentiality policy will be re-emphasized in each subsequent clinical course.

The signed “Student Confidentiality Form” will be kept in the students file in the Office of the Registrar.
SUBJECT: Graduation Honors

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

- **Summa Cum Laude**
  Highest Distinction - 3.90-4.00

- **Magna Cum Laude**
  High Distinction - 3.75-3.89

- **Cum Laude**
  Distinction - 3.50-3.74
I. General Information:

Commencement exercises are held in December and May. All students will be assessed a graduation fee included in their final semester’s fees.

Students wishing to participate in the commencement ceremony will purchase, at their own expense, a cap and gown from the vendor approved by the College. All students will receive their diploma, diploma cover and pin whether or not they attend the ceremony. A group picture of the graduating class, in cap and gown, will be taken in advance of the commencement ceremony. A student not wishing to participate in the ceremony must make arrangements with the Dean of Students.
SUBJECT: Unapproved College Residence

I. POLICY:
   No student or individual shall maintain residence in the Methodist College campus except in the student apartments. Only students who have properly applied to live on campus in the student apartments, and have paid their room charges, shall be allowed to stay overnight on the campus, unless they are a guest of a resident and stay in the resident’s room. No individual or student may establish residency in any part of the college with the exception of apartment students duly approved to do so. Students who violate the policy will be referred to the Student Conduct Policy for disciplinary action.

II. GENERAL INFORMATION:
   For the safety of the individual, and the legal protection of Methodist College, no students can establish residence in the Methodist College building other than those officially approved to do so in the student apartments.
I. POLICY:
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 protected class under the College’s Equal Opportunity and Non-Discrimination Policy, is prohibited. This policy provides guidelines for the reporting, investigation and disposition of instances of such harassment.

II. GENERAL INFORMATION:
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 any other third parties. Preventing harassment and retaliation, as well as other disrespectful conduct, is the responsibility of all members of the Methodist College community. Harassment is considered a serious act of misconduct and will subject the perpetrator to corrective action, which may include without limitation mandatory counseling, or disciplinary action, which could include without limitation, suspension without pay or termination or expulsion. Similarly, Methodist College may modify or terminate its relationships with clients and vendors when their representatives engage in harassment in violation of this policy. Violations of this policy must be reported as soon as possible to designated personnel as stated in this policy. Every effort will be made to respond to reports of perceived prohibited conduct (“Concerns”) in an adequate, reliable, impartial and timely manner. The College may also have an obligation to respond to sexual harassment that initially occurred off College grounds when the conduct could create a hostile environment on campus. If anyone feels that the College has not met its obligations under this policy, that person should contact the Title IX Coordinator.

PROHIBITED CONDUCT:
Harassment
Methodist College prohibits unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward staff, students, faculty members, or other individuals participating in our community because of race, color, sex, religion, age, national origin, disability, pregnancy status or any other protected status under the College’s Equal Opportunity and Non-Discrimination Policy. This prohibition applies to all individuals who work for or with the College, students, and others participating in the College community, including parents,
relatives, associates of a student, vendors, suppliers or other persons doing business with the College.
Examples of conduct prohibited by this policy include, but are not limited to, employment decisions made based on an employee’s protected status; admission or participation decisions based on a student’s protected status; verbal conduct such as racial epithets, derogatory comments, hostile or demeaning slurs or comments based on one’s protected status; visual conduct such as posters, e-mail, drawings, cartoons, or postings on social media that denigrate based on a protected status; and unwanted physical conduct based on one’s protected status. It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a proper and consistent manner.

Sexual Harassment
As part of the above-stated policy, no staff, student, faculty member or other individual participating in our College community may sexually harass another individual. Prohibited sexual harassment includes conduct described above based on one’s sex. It also includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical or other non-verbal conduct of a sexual nature, including when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any educational program, activity or employment; (2) submission to or rejection of such conduct by an individual is used as a basis for any education or employment decision affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s education or work performance or creating an intimidating or hostile learning or working environment.

Some Forms of Prohibited Sexual Harassment
Sexual violence/assault is a prohibited form of sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or due to use of drugs and/or alcohol. Some examples of sexual violence/assault include rape, sexual battery, and sexual coercion.

The following crimes can also constitute sexual harassment when motivated by a person’s sex:

- Domestic Violence (referred to as “Domestic Battery” under Illinois criminal statutes). A person commits domestic battery if he or she knowingly without legal justification by any means: (1) causes bodily harm to any family or household member; (2) makes physical contract of an insulting or provoking nature with any family or household member. “Family or household members” include spouses, former spouses, parents, children, stepchildren, and other person related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who share or allegedly share a blood relationship through a child, persons who have had a dating or engagement relationship, persons with disabilities and their persona assistants, and caregivers. See 720 Ill. Comp. Stat. 5/12-0.1 and 5/12-3.2.

- Dating Violence. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Such a relationship is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a
consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.

- **Stalking.** Under 720 Ill. Comp. Stat. 5/12-7.3, a person commits stalking when he or she:
  - Knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
    - Fear for his or her safety or the safety of a third person; or
    - Suffer other emotional distress.
  - Knowingly and without lawful justification, on at least 2 separate occasions, follows another person or place the person under surveillance or any combination thereof and:
    - At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
    - Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.
  - Previously has been convicted of stalking another person and knowingly and without lawful justification on one occasion:
    - Follows that same person or places that same person under surveillance; and
    - Transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

Domestic violence, dating violence, and stalking are violations of this policy even when such conduct is not motivated by sex.

**Consent**

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent; a person’s lack of verbal resistance or submission resulting from the use or threat of force does not constitute consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting.
- If a person is asleep or unconscious, there is no consent.
- A person who is under age in the applicable jurisdiction cannot provide consent to sexual activity.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to past sexual activity does not imply consent to future sexual activity.
- Dressing in a certain manner does not constitute consent.
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Retaliation
Methodist College prohibits retaliation against anyone for reporting discrimination, harassment or retaliation, assisting in making a complaint, cooperating in an investigation, or otherwise exercising their rights or responsibilities under this policy. The College also prohibits retaliation against anyone because he/she is closely associated with someone who reported, assisted, or cooperated with a discrimination, harassment or retaliation complaint or investigation. Methodist College will take strong responsive action if retaliation occurs. Retaliation prohibited by this policy includes, but is not necessarily limited to, disparaging comments, uncivil behavior, or other negative treatment. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in the next section. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination or expulsion.

REPORTING CONCERNS OF PROHIBITED HARASSMENT AND RETALIATION:
Methodist College takes reports of sexual misconduct seriously. How the College responds depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the College’s obligations under applicable federal and state laws.
There are various reporting and confidential disclosure options available to students and employees of the College community to enable them to make informed choices about where to turn should they experience sexual misconduct. This section provides information about options for disclosure and reporting an incident.

Reporting Methods
Any faculty or staff who witnessed or otherwise becomes aware of conduct prohibited by this policy must immediately notify the Title IX Coordinator (information below).

Electronic Reporting
Anyone who has experienced conduct prohibited by this policy is encouraged to make a report. Those who have experienced such conduct should understand that all employees at the College, except those identified as confidential advisors, have an obligation to report Concerns to the Title IX Coordinator or a Deputy Coordinator. Within 12 hours of receiving an electronic report, the College will respond to the reporter through verbal, written, or electronic communication.

Title IX Coordinator
Ms. Danielle McCoy, Assistant Director of Counseling and ADA Coordinator, Title IX Coordinator
(309) 282-8451, dmccoy@methodistcol.edu
Anonymous and Third-Party Reporting
The College encourages victims of sexual misconduct to talk to someone to ensure their health and wellbeing. The College provides anonymous reporting for victims who do not wish to be identified. Methodist College has anonymous reporting option through EthicPoint, third party vendor, by calling 844-890-3627. Though anonymous reports will be accepted by the College, it is often difficult to gather facts and conduct a thorough investigation. Additionally, employees cannot fulfill their mandatory reporting obligations under this policy using the anonymous reporting option. Visitors, bystanders, and third-parties may make a report by contacting the Title IX Coordinator or a Deputy Title IX Coordinator.

Responsible Employees (including Campus Security Authorities)
Before a student reveals information that he/she may wish to keep confidential, a responsible employee (including CSA’s) should make every effort to ensure the student understands: 1) the employee’s obligation to report the names of the accused individual and student involved in the accused sexual violence as well as relevant facts regarding the accused incident (including the date, time and location) to the Title IX Coordinator or other appropriate school official (2) the student’s option to request that the school maintain his or her confidentiality, which the school (e.g. Title IX Coordinator) will consider, and (3) the student’s ability to share the information confidentially with counseling, advocacy, mental health, or sexual-assault-related services.

Methodist College employees, including security and faculty, are considered responsible employees under Title IX legislation. The exception is the MC Student Counselor as a Confidential Advisor.

Responsible employees are required to report all information, including the survivor/victim’s name and incident details, to the Title IX Coordinator. Students may report an incident to any MC employee but need to be aware of this limited confidentiality.

Content of a Report & Timing
So that the College has sufficient information, a complaint being made for purposes of an investigation should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.
The College encourages persons to make reports as soon as possible because late reporting may limit the College’s ability to investigate and respond to the conduct complained of.

Information Provided to the Complainant and Respondent
A complainant who makes a claim of sexual violence/assault, domestic violence, dating violence, or stalking to the College will be given a copy of the document titled “Rights and Options After Filing a Complaint Under the College’s Sexual and Other Forms of Harassment and Grievance Procedure.” This document provides information about this policy and the procedures used to investigate and resolve complaints of this nature, possible interim protective measures and accommodations that may be available, options for filing complaints with the local police, and resources that are available on campus and in the community, as well as other
pertinent information. A person against whom a complaint has been filed will also be given similar information about the process and resources.

**Conduct that Constitutes a Crime**

Any person who wishes to make a complaint that also constitutes a crime—including sexual violence/assault, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

**Amnesty**

The College recognizes that an individual who has engaged in behavior that may violate the College’s Student Code of Conduct may be hesitant to report instances of sexual harassment, including sexual violence/assault. To encourage reporting, the College will grant immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or other employee. The reporting student will not receive a disciplinary sanction by the College for a conduct violation, such as under aged drinking, that is revealed in the course of such a report, unless the College determines that the violation was egregious, including without limitation, an action that places the health and safety of any other person at risk.

Notwithstanding the College’s commitment to amnesty in these situations, the College may require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drug use. Further, this amnesty provision does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs or otherwise violated the law.

**Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking**

If you are the victim of sexual violence/assault, domestic violence, or dating violence:

- Do not blame yourself. These crimes are never the victim’s fault.
- Recommend you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.
- Do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order.
- Should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed.
- Clothes should not be changed.
- Write down as much as you can remember about the circumstances, including description of assailant. Save any electronic communications with the assailant.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, social media posts, etc. rather than evidence of physical contact and violence. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. Medical forensic examinations are completed at no cost to the survivor.
The nearest medical facility is: 
UnityPoint Methodist: 221 NE Glen Oak, Peoria, IL (309) 672-4848 
UnityPoint Proctor: 5409 N. Knoxville, Peoria, IL (309) 691-1000 
OSF St. Francis: 530 NE Glen Oak, Peoria, IL (309) 655-2000

Once a complaint of sexual violence/assault, domestic violence, dating violence, or stalking is made to the College, the complainant has several options such as, but not limited to:
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action through the College
- requesting that no further action be taken
- requesting further information about the College’s policy and procedures for addressing this type of conduct
- requesting further information about available resources

Bad Faith Reports
While the College encourages all good faith reports of Concerns, the College has the responsibility to balance the rights of all parties. Therefore, if the College’s investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Responsibilities of the Title IX Coordinator:
The Title IX Coordinator’s responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX Coordinator also assists the College community in understanding this policy, is available to answer questions about the policy, directs individuals to available resources both off campus and in the community, and ensures appropriate training and educational programming is implemented.

Other matter related to the investigation of a report:
Protecting the Complainant After a Report has been Filed
Pending final outcome of an investigation in accordance with the Grievance Procedures outlined later in this policy, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, dining, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to Methodist Security or local law enforcement. Requests to change an academic, living, dining, transportation, or work situation, or for any other protective measure (such as a no-contact order), should be made to the Title IX Coordinator. If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator.
Coordinator. The College, in conjunction with Methodist Security, will take all reasonable and legal action to implement the order.

Investigation and Confidentiality
All reported Concerns will be promptly and thoroughly investigated in accordance with the Grievance Procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual’s privacy and protect the confidentiality of information when investigating and resolving a complaint. While the College cannot guarantee confidentiality, the College will not disclose the identity of the complainant or respondent, except as necessary to resolve the complaint or to implement interim protective measures and accommodations or when provided by State or federal law. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College’s ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant’s request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community. The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary.

Resolution
If a reported Concern is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, living, dining, transportation, or work accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

GRIEVANCE PROCEDURE:
These procedures apply to Concerns raised by any member of the College community as well as others that participate in the College’s programs and activities, including third-party visitors on campus.

Identifying the Investigator(s)
Once a Concern has been reported to the Title IX Coordinator, an investigation will be commenced. The Title IX Coordinator, or designee(s) appointed by the Title IX Coordinator, will lead the investigation and may consult with appropriate College officials and/or legal counsel as appropriate. If the Concern is with respect to conduct of the Chancellor of MC, the investigation shall be coordinated and resolved by the Chair of the Board of Directors.

Preliminary Matters Regarding the Investigation
1. All reported Concerns will be investigated in an adequate, reliable, impartial and timely manner by the appropriate MC official. The goal is to have the investigation completed within sixty (60) calendar days. However, if the nature of the investigation requires a longer period of time, the complainant and the respondent will be given periodic updates concerning the status of the investigation. Parties with have equal rights during the investigation.

2. Any real or perceived conflicts of interest between fact-finder or decision-maker and the parties should be disclosed. If an involved College official determines that he or she cannot apply the Grievance Procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer the procedures.

3. The investigation will utilize the preponderance of the evidence standard; that is, whether it is more likely than not that the alleged conduct occurred.

4. Both parties will have the opportunity to have a support person accompany him or her at all stages of the process. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he or she become disruptive, harasses or intimidates others involved in the process, or does not abide by the limitations discussed in the previous sentence. Additionally, the College is not required to allow a particular support person to be involved in the process if it would cause undue delay of any meeting with the investigator. A support person will be asked to sign an affirmation that he or she understands his or her role in the process.

5. At any time during the investigation, the investigator may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These measures may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the policy.

6. Some conduct covered by this policy may also constitute criminal conduct, and the complainant is encouraged, but not required, to file a report with the appropriate law enforcement authorities. If requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under the law. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of complaint.

**Informal Resolution**
Informal means of resolution, such as mediation, may be used in lieu of the formal investigation procedure described below. The following standards apply to any informal resolution method that is utilized:

- The informal process can only be used with both parties’ voluntary cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator).
- The complainant will not be required to “work out” the problem directly with the respondent.
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below.
- Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault.

**Initial Notification**
Prior to commencement of the investigation, the complainant and the respondent shall (i) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

**Formal Investigation**
1. After the initial notification has been made, the investigator will commence an investigation of a complaint as soon as practicable, but not later than seven (7) calendar days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes a policy violation. In certain narrow circumstances, the investigator may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the investigator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.
2. During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.
3. During the course of an investigation, the complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the investigator, suggest questions to be posed by the investigator and respond to the other party.
4. At the conclusion of the investigation, the investigator will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.
5. If the written report determines that a policy violation occurred, the Title IX Coordinator, in consultation with other College officials as needed, shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and
others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

6. Methodist College will simultaneously notify the complainant and the respondent in writing of the outcome of the investigation, including appeal rights within seven (7) calendar days of the investigation’s conclusion.

7. The written report and the addendum, if applicable, shall be the final resolution of the matter subject only to the right of appeal set forth below.

Appeals from Decisions on Concerns:

Basis for Appeal
Either the complainant or the respondent may appeal decisions on Concerns, including corrective action if any. Grounds for appeal are as follows:
- A procedural error occurred.
- New information exists that would substantially change the outcome of the finding.
- The sanction is disproportionate with the violation.

Where and When to Bring an Appeal of a Concern
The complainant or respondent may appeal a decision, including corrective action if any, to the President of the College, or President’s designee, within, ten (10) business days of receiving notification of the prior decision, absent extenuating circumstances. The decision of the President of the College is final.
In cases of resolution of a Concern against the President, complainant or respondent may seek reconsideration of the Chair of the Board’s decision and the Chair may designate an individual or individuals to recommend a decision on reconsideration. The decision of the Chair’s designee(s) on reconsideration is final.

Appeals must be in writing and contain the following information:
- Name, college address and e-mail address of complainant.
- Name, college address and e-mail address of respondent.
- A statement of all decisions, including corrective action if any, at all levels in the process.
- A detailed statement of the basis for the appeal including the specific facts and circumstances in support of the appeal.
- Requested action, if any.

When a party files an appeal, the non-appealing party will be notified in writing that an appeal has been filed.

Review of the Appeal
The College official (i.e., President or her/his designee) acting on the appeal may take any and all actions which in his/her discretion she/he determines are in the interest of a fair and just decision, including upholding, reversing, or modifying any decision or corrective action. The complainant or respondent may request a meeting with the College official. However, the decision to grant a meeting is at the discretion of the College official. If one party is allowed to meet with the College official, the other party will be granted a similar opportunity.
The College official will make her/his decision and notify the complainant, respondent, underlying decision maker and others on a need to know basis in writing within ten (10) business days of receiving the appeal, including a notification of any changes made to the previous decision. If a decision within that time frame is not practicable under the circumstances, both complainant and respondent will be given periodic status reports until the decision on the appeal is rendered.

**General Matters**

1. These procedures will be implemented by officials who receive a minimum of 8-10 hours of training on an annual basis on the issues related to discrimination, harassment, sexual violence/assault, domestic violence, dating violence, and stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability. The College shall have a sufficient number of individuals trained to resolve reports of Concerns so that (i) a substitution can occur in the case of a conflict of or recusal and (ii) an individual or individuals with no prior involvement with the initial determination or finding hear any appeal brought by a party.

2. As necessary and when applicable, the College will contact and cooperate with law enforcement in situations involving sexual violence/assault, dating violence, domestic violence, and stalking.

3. Because the College recognizes the prevention of discrimination, harassment, sexual violence/assault, domestic violence, dating violence, and stalking is an important issue, it offers educational programming to a variety of groups such as: campus personnel; incoming student and new employees; and members of student organizations. Among other items, such programming covers relevant definitions, procedures, and sanctions; the identities and roles of the Title IX Coordinator, Deputy Title IX Coordinators, confidential advisors, and other resources; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator or Deputy Coordinators.

4. Employees also are free to file a charge of discrimination regarding harassment with either the Illinois Department of Human Rights or the Equal Employment Opportunity Commission. A charge must be filed with the IDHR within 180 days of the unlawful harassment. A charge must be filed with the EEOC within 300 days of the unlawful harassment. In either case, the deadline for filing such a Charge runs from the last date of unlawful harassment. Complaints also may be made to the Office of Civil Rights in the U.S. Department of Education.

IDHR offices are located in Springfield and Chicago and EEOC offices are located in Chicago. Please see appropriate postings or contact Human Resources if additional assistance in contacting either is needed.

**Equal Employment Opportunity Commission**

500 West Madison Street, Suite 2800,
Chicago, IL 60661
312/353-2713 * 800/669-4000 * 800-669-6820TDD
This policy will be distributed widely within Methodist College. This policy can be found on the intranet for the benefit of its employees, students, clients and vendors. Methodist College will include this policy in its employee and student handbooks. This policy does not create any contract rights.

**Appendix A**

**Reporting Options:**
Title IX Coordinator  
Ms. Danielle McCoy  
Methodist College, Office #W160  
Assistant Director of Counseling and ADA Coordinator, Title IX Coordinator  
(309) 282-8451  
dmccoy@methodistcol.edu

**Confidential Advisor:**
Center for Prevention of Abuse  
720 W. Joan Court  
Peoria, IL  61614  
(800) 559-7233; 24 hour hotline

**Other Resources:**
Crisis and/or Suicide Hotline  
(855) 837-4673  
A trained helper is available 24 hours a day/7 days a week

Emergency Response Service  
(309) 671-8084  
Trained helpers can transport a person who is actively suicidal

DHS Family Community Resource Center in Peoria County  
211 Fulton Street, #300  
Peoria, IL  61602  
(309) 671-8100
TDD (866) 451-5763
“one stop” shop centers for cash and medical assistance, food stamps, and job services

Prairie State Legal Services
(309) 674-9831

Human Service Center
Mental Health
600 Fayette Street
P.O. Box 1346
Peoria, IL  61603
(309) 671-8000
(309) 671-8084; after hours crisis

For emergency services, dial 911. Reports can be made to the following campus or local law enforcement agencies. You have the right to request assistance in notifying law enforcement authorities or requesting an order of protection, no contact order, restraining order, or other similar lawful orders issued by a criminal

Campus Security:             Law Enforcement:
Methodist College         Peoria Police
7600 N. Academic Drive   600 SW Adams
Peoria, IL  61615       Peoria, IL  61602
(309) 672-4500            (309) 673-4521

Hospital Resources List:
UnityPoint Methodist        UnityPoint Proctor                 OSF St. Francis
221 NE Glen Oak          5409 N. Knoxville            530 NE Glen Oak
Peoria, IL  61636      Peoria, IL  61614               Peoria, IL
(309) 672-4848          (309) 691-1000                (309) 655-2000
SUBJECT: Cyber Bullying

I. POLICY:
Methodist College will not tolerate cyber-bullying in any form toward any student, staff member, or faculty employee.

II. PURPOSE:
Cyber-bullying occurs when individuals use the Internet and electronic communications technologies to transmit hostile messages and images to another person.

III. GENERAL INFORMATION:
Cyber bullying, for Methodist College, is defined as the use of the electronic services (as outlined above) to intimidate, embarrass, harass, threaten, cajole, or otherwise impugn another student, staff member, faculty member, any employee or constituent of Methodist College. It includes offensive language, and any conduct that is considered to be lewd, indecent, obscene or inappropriate. It is any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, humiliate, or intimidate the person through the use of electronic or digital media.

Access to and use of Methodist College computer resources is an educational opportunity which is a privilege extended by the College to students, faculty, employees, and other authorized users to promote the mission of the College and support the instructional and administrative activities of the College. Computer resources are defined as including, but not limited to, hardware, software, systems, networks, data stored, transmitted or accessed using College computers and college provide access to email, Intranet, Internet, World Wide Web, or any other internal or external service, server or provider. Any activity that violates local, state, or federal law or ignores common standards of honesty, privacy and decency is in violation of College policy.

Users of these services and facilities have access to valuable College resources, to sensitive data, and to external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means
respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements.

Methodist College will not tolerate any act of bullying, including cyber bullying.

The use against any person of any mental, physical, written, or verbal abuse that threatens, or is perceived as threatening or endangers health, safety, and wellness, or promotes hatred or prejudice towards others is prohibited.

Violations will be addressed according to the student handbook, employee handbook, and current policy. Student violations will be addressed through the student conduct policy. Any employee or student violating the college harassment or other forms of harassment policy will be addressed through Title IX. All cyber-bullying reports will be viewed seriously and consequences of guilt will be dealt with according to conduct policy.
I. 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 all constituents. 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.

II. GENERAL INFORMATION:
All constituents are not allowed to use tobacco products, any electronic cigarettes or other devises for delivery of nicotine, other than cessation items, during their enrollment at Methodist College.

All constituents are expected to be good neighbors to those property owners adjacent to us. Do not trespass on their property or loiter on the sidewalks near their homes or businesses.

This policy applies to all students as well as staff, faculty and visitors. Employees who violate this policy will be subject to corrective action up to and including termination. Students who violate this policy will go through the Student Code of Conduct.
SUBJECT: SOLICITATION

I. POLICY:

Methodist College is committed to ensuring a safe and non-coercive environment for all.

II. GENERAL INFORMATION:

Organizations may promote or sell merchandise or services in the resident floors and College common areas only if approved through the Dean of Students. The request should be submitted 10 days prior to the event. The Dean of Students and Chancellor are responsible for the final decision.
I. POLICY:
Methodist College has established a dress code for students to follow.

II. GENERAL INFORMATION:
Professional appearance is essential when representing Methodist College (MC) during community appearances, hospital clinical rotations, and attendance in the Clinical Practice Center and Sim Center for clinical/laboratory purposes.

The minimum appropriate clothing level to maintain a professional appearance for clinical and/or laboratory experiences, when not in uniform, is defined as the following:

- Clean, pressed, modest attire that reveals no cleavage or midriff
- No shorts, jeans, or open sandals, no flip-flops.
- Name badge with first and last names clearly visible worn in a visible area above the waist.
- Lab coat over street clothes (when on patient care units for clinical preparation). Students will be sent home if not dressed appropriately, and the MC Student Code of Conduct will be initiated.

Business casual dress is required in some clinical rotations at the discretion of the faculty member or clinical instructor.

Student uniform guidelines for clinical activities in the Medical Center and selected community settings consist of the following:
• Hunter green scrub pants and tops (tops must have MC logo). Students may wear a white long or short sleeved t-shirt under uniform top. T-shirts must be tucked into pants and appear neat.
• White lab coat (blazer style jacket) with the MC seal embroidered on the left side of the jacket above the chest pocket for use when not on assigned unit.
• Clean all-white shoes with a closed heel and toe. No sandals, flip-flops, or similar styles are permitted.
• No detectable fragrances.
• Hair neatly groomed; long hair confined and away from the face.
• Moustaches and beards must be neatly trimmed.
• Jewelry is limited to a wristwatch, wedding and engagement ring, and two small earrings per ear.
• Makeup is to be used in moderation.
• No visible body art/tattoos.
• All visible body piercing or gages jewelry must be removed for patient related experiences. (This includes tongue piercing, nose rings or posts, eyebrow and lip adornments) for student’s own safety.
• No acrylic fingernails are allowed. Nails should be trimmed short. Only flesh colored nail polish is allowed (and even this may be restricted in some areas).
• Undergarments are to be worn but not visible through clothing (e.g., no patterns, colors or thongs). No bras or panties are to be showing.

Student attire for the Simulation Center and Clinical Practice Center during practice sessions outside of clinical and lab time:

• The lab coat is not required for Simulation Center and Clinical Practice Center practice sessions.
• Modest attire that reveals no cleavage or midriff should be worn in Simulation Center and Clinical Practice Center
• Students may wear jeans.
• Closed heel and toe shoes must be worn in the Simulation Center and Clinical Practice Center at all times.

Students will be notified of exceptions to this policy by the clinical instructor prior to the clinical experience.
SUBJECT: Health and Wellness

I. POLICY:
   Methodist College is committed to the health and wellness of its students by providing the use of a student fitness center and a wellness center.

II. GENERAL INFORMATION:
   **Fitness Center**
   A Fitness Center is located on the Methodist College campus and is open to all MC students. Outside guests are not permitted to use Fitness Center.
   
   The Fitness Center is closed when the College is closed and may have reduced hours during scheduled breaks.

   **Wellness Center**
   A portion of the Student Development Fee allows the student to have a membership at the Methodist Wellness Center, which is located at the Atrium Building, 900 Main Street, Peoria. All Methodist College students (full- and part-time) can utilize the Wellness Center. To be admitted to the Wellness Center, the student must present his or her MC identification.
I. POLICY:
In an effort to provide a safe environment that facilitates appropriate access to Methodist College and affiliated organizational facilities as well as enhance accountability among students, Methodist College requires that all students wear his/her official Methodist College student name badge when attending lectures, labs, and clinicals.

II. GENERAL INFORMATION:
- **Issuance of Name Badge:**
  - All Methodist College students will be issued a name badge during new student orientation.
  - Name badges are to be used by the individual to whom the badge is issued.
- **Appropriate Appearance of Name Badge:**
  - All name badges must include the student’s first and last name. At no time are students authorized to cover or alter his/her name or any other information on the name badge.
  - Name badges must be worn so that they are easily seen by others. Name badges may be attached to approved clips and/or necklace name badge holders but must be worn above the waist.

**Name Badge as Access Card:**
- Student name badges are electronically coded to enable students’ access to Methodist College building when the doors are locked.

**Required Use:**
- Students are required to wear his/her student name badge when he/she attends lectures, labs, and clinicals.
- Students are required to wear his/her student name badge when he/she is using Methodist College facilities.
- Unauthorized use or alteration of the student name badge can result in disciplinary action.
Returning Name Badges:
• Name badges are the property of Methodist College and must be returned when any student leaves Methodist College due to graduation, withdrawal, etc.
• Name badges must be returned to the Security desk.

Replacement Name Badges:
• Students who lose or damage his/her name badge must pay $10 per name badge for a replacement.
I. POLICY:
Methodist College encourages students to participate in various student organizations.

II. GENERAL INFORMATION:
Student Government Association (SGA)
The Student Government Association (SGA) is a governing organization of the student body and serves to meet the needs of their constituents. SGA officers are elected and serve to represent the student body in college functioning.

Student Nurses’ Association (SNA)
MC SNA serves as the local chapter of the National Student Nurses’ Association. There are a variety of opportunities for students to develop as both leaders and future professional nurses. The SNA meets regularly throughout the academic year and invites all students to attend meetings for involvement in SNA.

Sigma Theta Tau Honor Society
Sigma Theta Tau International (STTI) is the only worldwide International Honor Society of Nursing. STTI promotes global health through nursing knowledge, scholarship, and a committee to professional development. The Methodist College Chapter Phi Phi was accepted as a new chapter in 2012.

It is both an honor and a privilege to be a member of an organization that represents excellence in nursing. Membership is by invitation and is extended to baccalaureate prepared nursing students as they near program completion based on individual achievement and leadership abilities. For more about this outstanding organization and its support of the advancement of nursing, visit the website at http://www.nursingsociety.org.
Multicultural Student Union (MCSU)

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

I. POLICY:
Methodist College is committed to maintaining student records in a confidential manner, and making transcripts of students’ academic records accessible.

II. GENERAL INFORMATION:
Confidentiality of Student Records:
The Office of the Registrar maintains all permanent, official, and final records of students. Only the Registrar can release student records. Student records are maintained in a fire-protected filing cabinet and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Transcripts and other student information will not be released if a student has an outstanding financial or other obligation to Methodist College.

Transcripts:
A transcript of a student’s academic record is kept in electronic files, filed in a permanent record folder, or housed on an archival record medium in the Office of the Registrar. Transcripts that are being sent directly to another educational institution may be requested by submitting a written request to the Office of the Registrar. A student/former student may request a transcript by completing the Transcript Request Form. Up to three (3) official transcripts can be requested, per year, at no charge for current students.

Unofficial transcripts can be obtained through the CAMS Student Portal.

Inspection and Review of Educational Records
- A student wishing to review his/her educational records should make arrangements with the Registrar.
• Students may consent to disclosures of personally identifiable information except to the extent that the law authorizes disclosure without consent.

• If a student feels his/her record is not correct, he/she may request review by the Registrar.
SUBJECT: Tornado Warning

I. POLICY:
Methodist College has a planned procedure to follow in the event of a tornado watch/warning to aid in the protection of employees, students, guests and property.

II. PURPOSE:
Provides a guideline for Methodist College response in the event of a tornado watch/warning.

III. GENERAL INFORMATION
Tornado Watch
When conditions are favorable for severe weather to develop, a severe thunderstorm or tornado WATCH is issued by the National Weather Service in Lincoln, Illinois. Local radio and/or television stations will issue the watch notification for specific central Illinois counties. The internal notification of a watch should be implemented when Peoria County and/or any surrounding counties are designated as “watch areas”.

Tornado Warning
A tornado WARNING is announced by the National Weather Service when a tornado has been sighted or indicated by weather radar for Peoria County and/or any surrounding counties. Tornadoes travel at the average of 30 miles per hour and usually move from Southwest to Northeast counties, but their direction of travel can be erratic and may change suddenly. Most tornadoes occur during the mid-afternoon or early evening (3:00 p.m.-7:00 p.m.), but can originate at any time with little warning from the Peoria Weather Bureau. If a tornado warning is announced, students and staff should be prepared to take appropriate steps listed below.

Tornado Warning Announcement Determination
A tornado warning will be announced to designated Methodist College employees and residents of the college when:

a. The City of Peoria Emergency Civil Defense Sirens are activated

OR
b. Tornado warning is issued for county of Peoria and the tornado is within a ten (10) mile radius of the City of Peoria and moving in the direction of Methodist College.

IV. PROCEDURE:

TORNADO WATCH
If a tornado watch is issued the following procedures will be followed:

METHODIST COLLEGE BUILDING
1. Listen to local radio and TV stations for further updates if available.
2. Be alert to changing weather conditions.
3. Stay alert for additional announcements.

TORNADO WARNING

SECURITY
1. The Security department will monitor weather alerts by radio and alerts received on cellular phones and will alert and will make announcement on the college P.A. system for everyone to go to the tornado refuge area.

CALL CENTER
1. Upon receiving a tornado warning from Security, a message will be sent out via School Cast: “Attention all personnel: A tornado warning is in effect.”

Methodist College Chancellor, Executive Leadership Team or the Dean of Students may also announce a tornado warning over the P.A. system.

RELOCATION
Tornado warnings will only be announced within Methodist College when there is a real, direct risk of the potential for loss of property or life to the building and individuals located on campus. Therefore, it is imperative that all efforts be made to relocate.

MC BUILDING
If local Civil Defense sirens are activated in the area:
- Close all doors of rooms with exterior exposed windows
- Employees/students should quickly move to the designated tornado refuge
- Employees/students should encourage all visitors to move to a safe area and direct them to the tornado refuge area

ALL CLEAR
MC employees and students should continue to monitor the weather conditions in the tornado refuge until the all clear is given.
SUBJECT: Parking Regulations – Students

I. POLICY:
Methodist College is committed to providing a safe, accessible environment. To ensure that this remains possible all students will be charged for parking in the MC parking lot. The acceptance of this permit relieves the issuer or its agent of any responsibility for damages to or loss of vehicle, its contents or accessories from any cause whatsoever.

II. GENERAL INFORMATION:
1) Permit Registration: All non-resident students parking on MC property must display a valid MC parking permit. They may be obtained through MC Security.
   a. Permit charge: $30 per academic semester
   b. Valid: August 1 – July 31
   c. Reimbursement: Nonrefundable – no proration
   d. Fee will be added to student ledger
   e. Replacement fee: $10

2) Permit Ownership: A parking permit signifies the non-resident student has been granted the privileges of parking on MC property. Ownership of the parking permits remains with MC. The loss or theft of a permit should be reported to MC Security. It is the student’s responsibility to obtain a new parking permit if lost or misplaced. The lost tag number will be no longer in use.

3) Permit Display: Parking permits must be displayed, clearly visible and placed on the lower left back window of the vehicle.

4) Finding Space: It is the responsibility of the driver to find an authorized space. Lack of parking space, mechanical problems, inclement weather are not considered valid excuses for violation of regulations.
5) **Parking Location on Campus:** The front of the building is designated for non-resident students and visitors. Employees will park on the West and East side of the building.

6) **Regulations:**
   a. Unless otherwise posted, the maximum speed on college property is 10 miles per hour.
   b. Driving on the grass or sidewalk is not permitted.
   c. Hashed out areas are designated fire lanes, handicapped parking, security car parking or no parking zones. Hash marked areas are tow-away zones and must be kept clear at all times for designated or emergency vehicles.
   d. Motor vehicle accidents that occur on MC property contact Peoria Police and also notify MC Security at (309) 672 – 4500.
   e. Non-resident students may park in the Methodist College parking lot. Only apartment residents may park in the apartment lots.
   f. Students living in the apartments (resident students) are restricted to parking in the apartment’s parking lots. They will receive their parking permit from the apartment personnel.
   g. MC property will not be used as a storage lot for personal vehicles which are either disabled or for sale.
   h. Designated Disability Parking is available in MC’s parking lot and is reserved for qualified individuals clearly displaying authorized disability license plates and/or disability placard.

7) **UnityPoint Methodist Parking:**
   a. Starting Fall 2016, students must park at the 415 St. Mark Court (prior College) campus and walk to UnityPoint Methodist for clinicals.
   b. On weekends, students may park anywhere in the Knoxville lot.
   c. Parking in the deck at Methodist is not permissible and will be subject to towing by UnityPoint Methodist and processed through the Student Code of Conduct.

8) **Tickets will be issued for (not inclusive list):**
   a. Parking in a non-parking area.
   b. Parking in a disabled parking spot without appropriate permit.
   c. Missing or an expired mirror tag.
   d. Parking in the employee designated area.
   e. Blocking fire lanes or within 15 feet of a fire hydrant.
   f. Parking along the front door entrance.
   g. Non-resident students may not park in the apartment parking lot.

9) **Parking Fines:**
   a. 1<sup>st</sup> is the issuance of a written warning.
   b. All future violations will be issued a $50 fine. The parking fine will be added to the tuition bill.
SUBJECT: Hoverboards

I. POLICY:
Hoverboards, roller blades, skateboards, motorized skateboards, scooters, and other mechanical means of transportation of any kind are not permitted on Methodist College property or during MC sponsored events, unless prescribed for mobility by medical authorities for those needing assistance.

II. GENERAL INFORMATION:
This is a safety issue. The very short history of hoverboards demonstrates increased risk of personal injury and property damage, making it necessary to assert that the use of hoverboards is forbidden.

In an effort to keep the campus a safe and welcoming environment, MC joins a growing list of colleges, universities and many other organizations that have taken similar action. Therefore, the use of hoverboards, roller blades, skateboards, motorized skateboards, scooters, and other mechanical means of transportation are not allowed for use on College property. The only exception to this Policy is the use of motorized carts by authorized individuals and employees when associated with their work assignment or classes, or personnel and students whose physical condition requires mobility assistance that has been prescribed by appropriate medical personnel.
I. Introduction
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.

II. College Violence Policy

A. Violence Not Tolerated:
Methodist College is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on College-controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Methodist College and will not be tolerated. Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the College.

B. Responsibility:
The entire College community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to director/dean, other administrators or Methodist College Human Resources immediately. In case of an emergency, please call 911 and Methodist College Campus Safety at 672-4500.

C. Accessing the building using card swipe entry:
Methodist College is a secured, locked campus with entry through card swipe doors. In an effort to keep the campus safe and secure, doors are not to be held open for unknown individuals. All visitors to Methodist College are to check in at the security window upon entering the college. Students, faculty and staff are to only use their personal ID card to enter the building. All card holders should swipe their badge upon entering the college even if a door is open as this allows for enhanced safety measures in the event of an emergency.

D. Application:
This policy covers all persons:

1. On College property;
2. At College-sponsored events;
3. Fulfilling duties of a College student off-campus (such as work in the clinical setting);
4. Engaging in any action having direct impact on the College community.

E. Definitions:
1. **Violence:** Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity which causes mental anguish.

2. **Threat or Threatening Behavior:** A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or College property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.

3. **Weapon:** Weapons are not permitted on College-controlled property except for purposes of law enforcement and as specially authorized for the purposes of instruction, research, or service and as approved in writing by the President.

Prohibited weapons include but are not limited to any: (1) firearm, firearm ammunition, BB gun, pellet gun, paintball gun, tear gas gun, taser, or other dangerous or deadly device of similar type; (2) knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance, unless under academic/classroom supervision, (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a
person 18 years of age or older); (5) souvenir weapon or other weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence (720 ILCS 5/33A-1, et seq.)

III. Reporting
Students, faculty, staff, and visitors should address emergencies by calling 911 and Methodist College Campus Safety at 309-672-4500.

The College has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the College community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

IV. Notification and Preparedness
Methodist College, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report (www.methodistcol.edu). Notifications of the plan and testing will occur annually.

V. Confidentiality
Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

VI. Non-Retaliation and False Claims
The College prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts of violation of policy.

VII. Resources

A. Methodist College Campus Safety
   1. Methodist College Safety at 672-4500

B. Environmental Health and Safety:
   1. Emergency Management Plan
      The purpose of the Methodist Emergency Management Plan is to define the program to respond effectively to events that pose an immediate danger to the
health and safety of students, staff, faculty, and visitors. The Emergency Plans consists of a number of procedures designed to respond to those situations most likely to disrupt the normal operations of the College and Methodist and return them to a normal status. Each response is designed to assure availability of resources for the continuation of student learning and Methodist patient care during an emergency.

Scope
The Emergency Management Program is designed to assure appropriate, effective response to a variety of emergency situations that could affect the safety of students, Methodist patients, staff, faculty and visitors, or the environment of the College or Methodist Medical Center of Illinois (MMCI), or adversely impact the hospital’s ability to provide healthcare services to the community. The program is also designed to assure compliance with applicable codes and regulations. For further scope information, see Methodist Emergency Management Plan.

2. Emergency Notification System: Campus Safety, the Chancellor, Executive Leadership Team or the Dean of Students will activate overhead paging in the event of an impending emergency. Campus Safety or designee will activate the School Cast system notifying the Methodist College community of the emergency.

C. Sexual Assault Prevention and Survivor Services:
1. Methodist College is committed to maintaining an environment conducive to the continued intellectual and social development of its students. A campus community of mutual respect and concern is established through the active efforts of all its members. Methodist College maintains a proactive stance in the prevention of sexual assault/abuse and imposes strict sanctions against those found responsible for committing such acts. Sexual assault/abuse will not be tolerated. Victims of sexual assault/abuse will be provided the active support and intervention needed to support their continued progress on academic and career goals. Victims of sexual assault should contact the Title IX Coordinator. Information is available on the website.

2. The College is committed to:
   a. Providing educational programs which promote awareness of sexual assault/abuse and target prevention of such acts.
   
   b. Informing students of available services both within the College and surrounding community and facilitating their decision-making in regards to recovery needs.
c. Encouraging and assisting in the reporting of sexual assault/abuse to the appropriate law enforcement authority.

d. Upon request, reviewing available options for modifying academic environments and implementing modifications if such modifications are reasonably available.

e. Ensuring the confidentiality of an individual’s status as a survivor of sexual assault/abuse.

D. Campus Safety:

1. Critical Incident Response Team: Methodist College has a values based commitment to creating an optimal learning environment for all Methodist College students as well as a safe working environment for all employees. These values include providing a supportive environment of a small-college experience.

   a. Purpose:
      i. To serve as a coordinating entity in responding to critical incidents affecting students, employees, and guests.

      ii. To assist local emergency agencies with their response to critical incidents affecting students, employees and guests.

      iii. To assist in the restoration of operations of the college following a critical incident.

   b. Definition of a Critical Incident: A critical incident is an adverse event that causes or has the potential to cause harm to an individual student, group of students, or the College and requires immediate response from Campus Safety.

      The following are incidents to which they will respond:

      - Death of a student (on campus)
      - Fire/explosion or significant damage to property affecting students
      - Communicable disease
      - Life threatening injury or illness of a student (on campus)
      - Missing person (student)
      - Sexual assault (student)
      - Natural disaster affecting students
Methodist College recognizes that the above list may not cover all situations that warrant intervention.

E. **Mental Health:**

1. **Student Counseling Services:** The Director of the Office of Access, Support and Inclusion Services at the College, who is LCPC licensed, is the primary counselor for the students at Methodist College.
   
   a. Counseling: Offering individual, group, and couples counseling to currently enrolled students of the College. Violence prevention aspects of this work include assessments of risk of self-harm (suicide) as well as harm to others.
   
   b. Outreach: Several aspects include programming and outreach specifically address concerns of violence prevention.

2. **Employee Assistance Program (EAP):** At one time or another as people go through life, difficult situations may arise. Sometimes these situations interfere with personal lives or job performance. Whether the problems are personal, family, or job-related, professional assistance is available. Recognizing this, MC offers a confidential Employee Assistance program for all employees and their immediate family members. Participation neither adversely affects your job status nor prevents normal corrective action from occurring. You may contact Employee Assistance directly 1-800-433-7916.

F. **Federal and State Laws and Regulations:** The following Federal and State laws provide regulatory compliance with regard to issues of campus safety and violence at public institutions of higher education:

1. The Federal Student Right to Know and Campus Security Act (Clery)
2. Federal Safety and Drug Free Schools and Communities Act
6. Uniform Crime Reporting (Both State and Federal)
7. Federal and State Alcohol, Drug and Weapon Laws
9. Illinois Education Sexual Assault Awareness Act

10. Illinois Mental Health and Developmental Disabilities and Confidentiality Act

**Procedures for Supporting a Violence Free Campus**
As part of the College’s Violence Prevention Policy, the College has adopted the following procedures and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.

**Stop Immediate Threat or Harm – Report It**
*You should call 911 for emergencies.* Please do not ignore or disregard violence or threats against you or others – the College needs your assistance to make our campus safe.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

**Other Complaints**
As a member of the College community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, call Methodist College Safety at 672-4500.

If you have concerns over the conduct of a student, employee or visitor on campus, contact one:
- Campus Safety for immediate and general concerns
- The HR Manager for concerns related to employees
- The Dean of Students for concerns related to students

In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the College Violence Policy. Safety concerns should be reported verbally in emergent cases where time is of the essence. Less urgent concerns should be communicated via email or a formal written letter.

If a director/dean receives a complaint that the College Violence Policy has been violated, the director/dean is responsible for informing the College Chancellor. The director/dean should also coordinate with MC Human Resources or the Dean of Enrollment Management as appropriate to make sure the complaint is addressed. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that person’s classification.

**Preparedness: How You Can Help Prevent and Mitigate Violent Situations**
Do not ignore a potentially violent situation. On the other hand, do not unnecessarily put yourself at risk of danger – call 911.

**Recovery from Violent Situation**
After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the Critical
Incident Response Team can facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. The affected students may access the MC student counselor and the affected employees may access the Employee Assistance Program.

**Protective Orders/Restraining Orders Issued by a Court**
If you have an order of protection or restraining order that covers you while you are on campus, you should provide a copy of the order to the Campus Safety.

**Interim Measure/Restrictions**
In some cases, it may be reasonable for the College to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the College may also revoke permission of persons violating this policy from remaining on campus.
SUBJECT: Student Bill of Rights and Responsibilities Policy

I. POLICY:
Methodist College administration, faculty, and students support the Student Bill of Rights and Responsibilities that was initially adopted by the National Student Nurses’ Association in 1975 and amended in 1999 and 2006. Any violation of this Bill may be brought to the attention of the Student Government Association, which is the liaison between the administration and students.

II. GENERAL INFORMATION:

Student Rights
Students have a right to a sound education:
- A right to and a responsibility for having a creative educational opportunity;
- A right to and a responsibility for having the highest quality practitioner-teacher;
- A right to and a responsibility for achieving input into curriculum planning;
- A right to and a responsibility for achieving self-directed learning;
- A right to and a responsibility for achieving equal participation in all areas of clinical practice; and,
- A right to and a responsibility for participating in interdisciplinary activities.

Students have a right to due process:
A right to and a responsibility for insuring peer review and self-evaluation.
Students have the right and responsibility to organize and participate in an organization directed toward achieving professional goals:

- A right to and a responsibility for facilitating change in health care delivery through various channels;
- A right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- A right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns; and
- A right to and a responsibility for fostering better collaboration between nursing education and practice.
### SUBJECT: Student Responsibility Statement

**I. POLICY:**
Methodist College expects students to take responsibility for their education, and as such has a responsibility statement that students should sign upon enrollment with the college.

**II. GENERAL INFORMATION:**

Methodist College students are responsible for their education, which includes knowing the requirements for their specific degree program, financial aid, and payment of all tuition and fees as well as purchase of necessary supplies.

Students will be required to sign a statement acknowledging this expectation, a pop-up notice will appear when students log in to CAMS, and said statement will appear in print in the student handbook and college catalog.

**The Student Responsibility Statement:**

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

Methodist College (MC) is a learning community guided by the values of the college. The values of MC: human dignity, integrity, inquiry and social justice are expected to guide the behavior of the MC students and become an integrated part of their value system as they begin their professional careers. As such, human dignity, integrity and social justice are directly related to the Code of Conduct for all students.

Integrity is defined as, “Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics” clearly identifies the expectation of honesty, truthfulness and exemplary behavior.

Social justice is defined as “Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation,” Human dignity is defined as “Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals,” speak to the responsibility for fair and equal treatment that the student has for his fellow students, as well as the College to the student.

These College values form the foundation for the Student Code of Conduct.

College requires students to act in accordance with a defined Student Code of Conduct, the tenets of which are described in this policy. When there is a report of an alleged violation of the Student Code of Conduct, students are afforded due process as described herein.
I. GENERAL INFORMATION:

II. Definitions

When used in this code:

A. The term “MC” means Methodist College.

B. The term “MMCI” means Methodist Medical Center of Illinois.

C. The term “aggravated violation” means a violation that resulted, or foreseeably could have resulted, in significant damage to persons or property that otherwise posed a substantial threat to the stability and continuance of normal MC sponsored activities.

D. The term “cheating” means using or attempting to use unauthorized materials, information, or study aids in any academic exercise including electronically accessed information or devices.

E. The term “distribution” means sale or exchange for personal profit.

F. The term “fabrication” means falsification or invention of any information or citation in an academic exercise.

G. The term “plagiarism” means the presentation of another person’s idea or product as one’s own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another’s written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; or using all or part of a literary plot, poem, video, musical score, or other artistic product without attributing the work to its creator.

H. The term “reckless conduct” means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal MC sponsored activities.

I. The term “student” means a person who has been admitted to MC and is eligible to register for courses.

J. The term “MC premises” means buildings, grounds, Websites, or computer networks owned, leased, operated, controlled, or supervised by MC/MMCI.

K. The term “official” means an employee/representative of MC acting in the capacity of his/her position.

L. The term “weapon” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to all firearms, pellet guns, switchblade knives, knives, chemicals, electronic devices, drugs or alcohol, chemicals such as mace products, pepper spray, or tear gas.

M. The term “MC sponsored activity” means any activity on or off MC premises that is initiated, aided, authorized, or supervised by MC/MMCI.
N. The term “conference” refers to a communication between two or more individuals by telephone, in writing (including but not limited to electronic communications), through videoconferencing, or in person.

O. The term “reasonable time” for the purposes of reporting an initial allegation of code of conduct violation is defined as within ten (10) business days of the conduct violation.

III. Prohibited Conduct

The following misconduct is subject to disciplinary action:

A. All forms of academic dishonesty, including, but not limited to: cheating; fabricating; bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student’s work as one’s own; and plagiarism.

B. The written or spoken use of words, epithets, or phrases that are widely recognized to be derogatory references to personal characteristics including, but not limited to: race, ethnicity, religion, gender, sexual orientation, and disability, when such words are used to create a hostile or intimidating environment for any person on MC premises, or at MC/MMCI sponsored activities.

C. Participation in any form of discrimination or harassment (including sexual harassment) against MC faculty, staff, and/or students on MC premises, or at MC/MMCI sponsored activities.

D. Intentional and substantial interference with the freedom of expression of others on MC premises or at MC/MMCI sponsored activities.

E. Intentional or reckless assault or harm caused to any person on MC premises or at MC/MMCI sponsored activities, or intentional or reckless cause of reasonable apprehension of such harm.

F. Intentional or reckless interference with normal MC activities, or MC/MMCI sponsored activities, including, but not limited to, studying, teaching, research, administration, or fire, police, or emergency services.

G. Non-compliance with emergency protocols including but not limited to fire, tornado, evacuation, and disaster.

H. Intentional use of the MC/MMCI computing resources to upload any content that contains a software virus, time bomb, Trojan horse, or any other computer code, files, or programs that may alter, damage or interrupt the functionality of the MC/MMCI computing resources or the hardware or software of any other person.

I. Intentional or reckless destruction of, or damage to, property of other on MC premises, or at MC/MMCI sponsored activities.
J. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on MC/MMCI premises or at MC/MMCI sponsored activities.

K. Intentional or reckless misuse of or damage to fire-safety equipment.

L. Theft of property or of services on MC premises, or at MC/MMCI sponsored activities; knowing possession of stolen property on MC premises, or at MC/MMCI sponsored activities.

M. Unlawful use, distribution, or possession of any controlled substance, illegal drug or alcohol on MC premises, or at MC/MMCI sponsored activities.

N. Unauthorized use, possession, or storage of any weapon on MC premises, or at MC/MMCI sponsored activities.

O. Intentional submission of false information to MC/MMCI.

P. Failure to comply with the directions of MC/MMCI officials, including MMCI security officers, or local police, acting in performance of their duties.

Q. Forgery, unauthorized alteration, or unauthorized use of any MC document or instrument of identification.

R. Unauthorized use or possession of fireworks on MC premises or at MC/MMCI sponsored activities.

S. Knowing violation of the terms of any disciplinary sanction imposed in accordance with this Code of Conduct.

T. Violation of published MC regulations or policies.

U. Conviction of any crime, other than a traffic violation.

V. Attempts to commit acts prohibited will be punished to the same extent as completed violations.

IV. Reporting Alleged Violations

A. Any person may report an alleged violation to the Office of the Provost and Vice President of Academic Affairs. The report must be filed within a reasonable period of time (ten business/school days) of the occurrence of the alleged violation. All allegations will be treated as confidential. The Provost and Vice Chancellor for Academic Affairs may refer the case to another official of MC or administrator according to the standards of due process described in Section VI.

B. Persons making such allegations are required to provide information pertinent to the case and will normally be expected to provide information as requested and appear before an Investigation Committee (referenced in Section VI.B.). In a few select cases, with strong justification, the Provost and Vice Chancellor for Academic Affairs may allow the complainant to remain anonymous.

C. Any alleged violation that also may violate a United States, Illinois, or local law, should be immediately reported to the proper authorities.
V. Interim Suspension

A. The Provost and Vice Chancellor for Academic Affairs, with approval of the Chancellor, may suspend a student for an interim period pending a preliminary inquiry and an investigation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on MC premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal MC/MMCI sponsored activity.

B. A student suspended on an interim basis shall be given an opportunity to appear personally before or communicate in writing to the Chancellor within five (5) business/school days from the effective date of the interim suspension to discuss the following issues only:

1. The reliability of the information concerning the student’s conduct.

2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student at MC premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal MC sponsored activity.

VI. Standard of Due Process

A. Initial Inquiry

1. The Provost and Vice Chancellor for Academic Affairs may refer the case to one of the following administrators to handle the initial inquiry:
   a) student conduct issues in the residence hall or on campus may be referred to the Dean of Students, or
   b) allegations of academic misconduct may be referred to one of the following administrators: Associate Provosts, Dean, or Academic Department Chair (known hereafter as the “administrator”).

2. If alleged conduct potentially violates Title IX of the Education Amendments of 1972, the case will be referred to the Title IX Coordinator. Sexual harassment or sexual violence such as rape, sexual assault, sexual battery and sexual coercion will be referred to the Title IX Coordinator. All investigations will be under the direction of the Title IX Coordinator.

3. The allegation of conduct violation will be filed in the office of the Provost and Vice Chancellor at which time the PVCAA will notify the Executive Assistant to the Chancellor who will initiate a file and log the allegation. The Executive Assistant will advise the PVCAA of any prior conduct violations on file in the Chancellor’s office. All files will be maintained in a locked file and the log of allegations will be in a secured Excel spreadsheet. The disposition of the case will be recorded and provided to the Executive Assistant.

4. Upon receipt of the referral, the administrator appointed to manage the allegation will inform the person accused, in writing, of the alleged Code of Conduct violation. Within five (5) business/school days of
receipt of the referral, the administrator will conduct a preliminary administrative inquiry. All materials reviewed will be considered confidential and shared only with those with a need to know. The administrator or designee(s) may communicate with the person accused and give him or her the opportunity to present any relevant evidence. Upon request, the person accused may see the information submitted against him or her relating to the alleged violation of this Code. However, the person accused will not have the right to see any information that violates the privacy rights of other students.

5. The administrator will dismiss the referral if the following conditions are met:
   - The complainant has failed to comply with procedure;
   - The allegations, even if true, do not constitute violation of this Code; or
   - There is no evidence of violation of this Code based upon the inquiry conducted by the administrator or designee(s).

6. If dismissed, the administrator will provide a written report detailing the outcome of the preliminary investigation to the Provost and Vice Chancellor for Academic Affairs.

7. If not dismissed as above, the referral advances to the Investigation Committee.

8. The person accused will be notified of the decision in writing via certified mail.

B. Investigation Committee

1. If the referral is not dismissed, the administrator will appoint a three-member ad hoc Investigation Committee within five (5) business/school days. This committee will consist of exempt staff or faculty members, with one member to be appointed chair of the committee. The Investigation Committee may be advised by legal counsel during this process. The administrator or designee(s) will instruct the Investigation Committee to review the materials obtained during the inquiry conducted by the administrator or designee(s). The Investigation Committee will be provided a copy of this policy for reference.

2. The Investigation Committee will hold a fact-finding conference or conduct an investigation in conjunction with the administrator or designee(s) to obtain additional information. Witnesses and the complainant (if not anonymous) may be requested to submit to questioning, either in person, via video-link, or in writing, by the Investigation Committee. The administrator or designee(s) will communicate with the person accused and the complainant and give him/her the opportunity to present any relevant evidence. The person
accused may submit questions in writing for the complainant regarding how the Code of Conduct was violated.

3. If a fact-finding conference is held, the person accused and the complainant will be entitled to be present. The person accused or complainant may be accompanied by a representative, who may be an attorney, at his or her own expense. Representatives may advise during the course of a fact-finding conference, but shall not personally participate. Parties who wish to be accompanied by an attorney must inform the administrator in writing at least five (5) business/school days before the scheduled date of the proceeding. Representatives may not appear in lieu of persons accused.

4. After the review is complete, the Investigation Committee will deliberate and render a decision. This decision will be communicated by the chair of the Investigation Committee to the administrator and to the Provost and Vice Chancellor for Academic Affairs.

5. If the Investigation Committee finds the allegation to be supported, the membership will determine an appropriate sanction as described in Section VI.A and notify the administrator of the findings. Any previous record of violations of this Code may increase the sanction. This decision will be written, including a summary report and recommendation for sanctions, if any.

6. Within fifteen (15) business/school days of the appointment of the Investigation Committee, and subsequent to receiving the report of the Investigation Committee, the Provost and Vice Chancellor for Academic Affairs will notify the accused student of the decision and sanction, in writing via certified mail. A copy of the written notification will be submitted to the Chancellor, and MC Registrar’s office for filing in the student’s file.

7. All materials collected from the preliminary administrative inquiry, the Investigation Committee inquiry, and the final decision briefing shall be kept in the administrative office.

8. If the conduct being investigated is a crime of violence or non-forcible sex offense, the alleged victim, or his/her next of kin if the action resulted in his/her death, may request in writing from the Chancellor the final results of the investigation.

C. Appeals

1. Within five (5) business/school days of receipt of the written notification of the Investigation Committee’s action, an appeal may be sent to the Chancellor in writing. The Chancellor shall review the information collected for the original preliminary administrative inquiry, the Investigation Committee investigation, and the final decision briefing. The Chancellor will render a decision and sanction, as appropriate, based on this evidence. The President may render one of the following decisions:

   a) Affirm the finding and the sanction imposed by the administrator.
b) Affirm the finding and reduce, but not eliminate, the sanction, if found to be grossly disproportionate to the offense.

c) Remand the case to the Investigations Committee, if procedural errors or errors in interpretation of College regulations were substantial, or if new and significant evidence became available which could not have been discovered by a properly diligent person accused before or during the original investigation.

d) Dismiss the case.

2. The decision of the Chancellor is final and cannot be appealed.

3. The Chancellor will respond in writing, within fifteen (15) business/school days of the appeal. Copies of this letter and all administrative inquiry materials will be kept in the records file in the Office of the Chancellor.

VII. Sanctions

A. Sanctions for violations of disciplinary regulations include, but are not limited to:

1. Dismissal: The student is permanently separated from MC. Permanent notification will appear on the student’s transcript. The student will also be barred from MC premises. (Dismissal requires approval by the Chancellor.)

2. Suspension: The student is separated from MC for a specified period of time. Permanent notification will appear on the student’s transcript. The student shall not participate in any MC sponsored activity and may be barred from MC premises. Suspended time will not count against any time limits of the college for completion of a degree. Credit earned elsewhere during the period of suspension may not subsequently be transferred to MC. (Suspension requires approval by the Chancellor)

3. Disciplinary probation: The student shall not represent MC in any extracurricular activity or run for or hold office in any student group or organization for a specified period of time. Additional restrictions or conditions may also be imposed.

4. Disciplinary reprimand: The student is warned that further misconduct may result in more severe disciplinary action.

5. Restitution: The student is required to make payment to MC or to other persons, groups, or organizations for damages incurred as a result of a violation of this Code.

6. Other sanctions: Other sanctions may be imposed instead of, or in addition to, those specified in Sections VII.A.1. through VII.A.5.

VIII. Disciplinary Files and Records

J. The reporting of any violation of this Code will result in the development of a Disciplinary File, which shall be nullified if the student is found innocent of the charges. The records of students found guilty of any of the charges against them will be retained as permanent disciplinary records.
K. Disciplinary records may be expunged from the student’s disciplinary file by the Chancellor or designee for good cause, upon written petition of the accused student, three years from the date of final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:

1. The present demeanor of the person accused.
2. The conduct of the person accused subsequent to the violation.
3. The nature of the violation, and the severity of any resulting damage, injury, or harm.

L. The Chancellor will respond, in writing, within 10 business/school days of the receipt of the petition. If the Chancellor denies the petition, copies of this letter will be kept in the central records file in the Office of the Chancellor.

M. The decision of the Chancellor is final and cannot be appealed.
I. POLICY STATEMENT:

A student who is, or becomes, pregnant is strongly encouraged to notify her course instructors or the Title IX Coordinator as soon as possible. By doing so, the student, instructors and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student’s education in light of the unique nature of the College’s nursing and health sciences programs and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College.

II. GENERAL INFORMATION:

Options After Disclosure

Once a student has voluntarily decided to disclose a pregnancy to the College, the student will have several options, as described below. The instructor will set up an interactive meeting with the student and the Title IX Coordinator.

1. Continue in the program
   - If a student decides to continue in the program and desires to have any adjustments to her academic program due to the pregnancy, the student should contact the instructor. Then the instructor and the Title IX Coordinator will meet with the student to discuss any reasonable adjustments that may be necessary to continue in the program. Such adjustments, if any, will be documented on the form in Addendum A which will be signed by both the student and the instructor.

2. Request a leave of absence
• A leave of absence due to pregnancy may be for various amounts of time depending on a student’s particular circumstances. Such a leave may be extended if deemed medically necessary by the student’s physician.
• Due to the structure of the College’s nursing and health sciences programs, the timing and/or length of a student’s leave of absence may result in the student being required to re-take or finish course(s) in a future term.
• If taking a leave of absence due to a pregnancy, the Education Plan in Addendum B will be discussed with student, instructor and Title IX.

3. Withdraw from the College

• The student may, in her sole discretion, determine that she must withdraw from the College for an indefinite period of time or permanently due to her pregnancy. Normal College withdrawal procedures, and readmission procedures (if applicable), apply.

**Questions or Concerns**

A student who has questions about this policy or who is concerned about its implementation, should contact Title IX Coordinator at.
Addendum A
Continuation in Program after Disclosing Pregnancy

I. Acknowledgements

By signing this form, __________________________ (“Student”) acknowledges the following:

- She has voluntarily disclosed her pregnancy to Methodist College (the “College”) and intends to continue pursuing her degree in the College’s program.
- She understands there are other options available, including taking a leave of absence.
- She understands there are potential risks to her and/or her fetus by continuing in the program. The College has advised Student to consult with her doctor to discuss these potential risks.
- She assumes all responsibility related to these risks and any resulting losses or costs, including medical treatment and costs thereof.

II. Adjustments to Program

[In this section, describe any adjustments that have been discussed and will be implemented based on the student’s pregnancy. Note if there have been no adjustments implemented at the time of signature.]

A.

B.

C. The student may request additional modifications at any time by contacting the instructor and another interactive meeting will occur.

The College and Student do hereby agree to the above.

___________________________________  __________________________
Student                                          Date

___________________________________  __________________________
College Representative and Title                  Date
Addendum B  
Education Plan for Pregnancy Leave

Methodist College (the “College”) and_________________ (“Student”) have agreed to the following conditions related to the Student’s leave of absence related to her pregnancy. Student’s leave of absence is scheduled to begin on _______ and she is anticipating a return to school _______________. Student and the College acknowledge that Student may take a longer leave if it is deemed medically necessary by her doctor, and the parties agree to meet and discuss this Education Plan if that occurs.

I. Academics  
[In this section, discuss where Student currently stands academically, what adjustments to her courses/degree track will be necessary because of the leave of absence, what classes she will be enrolled in upon return, etc.]

A.  

B.  

C.  

II. Financial Aid/Scholarships  
[In this section, discuss current financial aid/scholarship/funding situation and any implications from taking leave.]

A.  

B.  

C.  

III. Additional Matters  
[In this section, discuss any additional matters that are relevant to a particular situation. Among other things, consider including if a student must meet any specific requirements to be readmitted (e.g., Upon expiration of Student’s leave of absence her readmission is guaranteed, provided she … [insert specific reasonable requirements, as appropriate]).]

A. Student agrees to contact ______________________________ [days/weeks/months] in advance of her return in order to ensure a smooth transition back to school.  

B. Student will not be required to pay any application or readmission fees related to her readmission to the institution.  

C.  


The College and Student do hereby agree to the above.

___________________________________  _____________________
Student                                  Date

___________________________________  _____________________
Methodist College                        Date
TECHNOLOGY POLICIES & PROCEDURES
SUBJECT: Bring Your Own Device (BYOD) Requirements for Examsoft® and ATI® Testing

I. POLICY:

Methodist College is a Bring Your Own Device (BYOD) campus. Students are responsible for owning a laptop or notebook device that meets minimum requirements. They are responsible for bringing this device fully charged with a minimum battery life of three hours to classes on announced days for Examsoft® and ATI® examinations.

II. PROCEDURES:

1. Students will procure a laptop computer meeting specific specifications. (Note: The 2018 MacBook Pro and Non-Surface Pro devices are not supported.)
   - CPU: Minimum processor: Intel Core i3, AMD Athlon II
   - RAM: 4 Gigabytes (GB)
   - Hard Drive Space: 120 Gigabytes (GB)
   - Minimum Display: 13 inches
   - Wireless: 802.11 g/n/ac
     - Operating System: Windows 10* or OS X 10.11, 10.12, 10.13 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.
   (* Windows RT and Windows 10 S are not supported)

2. Students will procure a license (annual licensing fee is $45) for Examsoft® during the first week of the term, and they should update to the latest version as new updates become available.

3. Students have access to ATI® testing as part of their fees at Methodist College.

4. Students are responsible to bring the laptop to class in an operational status with a fully charged battery that will last a minimum of three hours.

5. Examinations must be completed as scheduled using the designated testing platform (e.g. Examsoft®, ATI®, etc.).

6. Students must download an assigned Examsoft® examination prior to the beginning of the exam start time. It is recommended that students download the exam at least 24 hours prior to the examination start time. Students who download
an exam immediately prior to the scheduled time for the examination may encounter complications that could impact their ability to test.

7. Students who fail to bring a functional computer to class will be unable to complete a scheduled examination and will be subject to course policies and potential penalties.

8. Students will enter the password when it is provided by the faculty member or testing proctor. When students complete the examination, the exam will upload automatically, or they should contact IT for support.

9. It is recommended that students turn off their antivirus protection during testing on ExamSoft. Compatible antivirus software are Microsoft Defender, Norton, MacAfee, Kaspersky. Students may contact IT for support with antivirus software.

10. After completing the exam, students should show the ExamSoft “green screen” to the faculty member or exam proctor.

11. Students who have a testing accommodation as an Americans with Disabilities accommodation will test in the Testing Services office and will receive the password from the Testing Services staff.

12. Students’ scores on exams will be released by faculty through Examsoft® and D2L/Brightspace®.
I. Policy
This policy is intended to guide the use of copyrighted materials at Methodist College in accordance with the Copyright Law of the United States (title 17, U.S. Code).

II. General Information:
Copyright:
Copyright is a deliberate monopoly established by law to secure financial incentives for creators to make new works. Under the current U.S. copyright law (17 U.S. Code), any fixed work is copyrighted. This includes published and unpublished works. Copyright is automatic, it does not require registration (though registration is recommended as it provides some legal benefits). Copyright is granted to the creator(s) (and descendants) for life plus 70 years.

The copyright owner has exclusive rights to:
- Make copies
- Distribute copies
- Publicly perform the work
- Publicly display the work
- Publicly perform by transmission (for audio works)

Copyrighted works can be used by gaining permission from the copyright owner or by one of the exemptions in the copyright law (§107-128).

The person using reproduction equipment is responsible for any infringement.

Fair Use:
Copyrighted works can be used under Fair Use (17 U.S. Code § 107). Fair use is the balancing of four factors.
1. Purpose of the use (educational or commercial)
2. Nature of the work (the more creative the more protected)
3. Amount (using the “heart of the work”)
4. Effect on the market (decline in profits)

This is a balancing test and not one factor is dispositive.

The more transformative the purpose in using a copyrighted work the more likely the use will be covered under Fair Use. For example, parody is well protected.
Three questions to consider in transformative fair use”

1. Will the incorporation of copyrighted material into my new work help me make my point?
2. Will the incorporation of copyrighted material help my readers/viewers get that point?
3. Have I used no more than necessary to make the point?

Classroom Use
Using copyrighted material is not infringement if the “performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made” (17 U.S. Code § 110(1))

Teach Act
17 U.S. Code § 110(1) only applies to face-to-face teaching. The TEACH Act, or “Technology, Education, and Copyright Harmonization Act of 2002,” amended the 17 U.S. Code § 110(2) to allow copyrighted materials to be used for online digital courses that have a closed group of registered students and the material shared is lawfully made.

DMCA
Digital Millennium Copyright Act (DMCS) of 1998 created steeper penalties for creating unlawful copies of software and other technologies. It also limited the liability of Internet Service Providers.. DMCA increased copyright protection for images and other works on the Internet.

Creative Commons
Creative Commons is a copyright alternative that grants licenses for use of work. A creator can issue a Creative Commons license which prescribes how a work can be used without asking permission of the creator, Creative Commons work is indicated by “CC-BY” notification.

Public Domain
Copyright is not intended to last forever. Works in the public domain are not subject to copyright. Public domain works have expired copyrights or the copyrights have been forfeited.
SUBJECT: Social Media Policy for Employees and Students

I. POLICY:
To help employees and students understand how to publish and engage in conversations on the internet, both on MC and MMCI sponsored sites and in other public domain sites. Appropriate use of systems and features, as well as the appropriate content of electronic communication, is required.

II. GENERAL INFORMATION:
The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. This policy has been created to assist the faculty, staff and students of Methodist College ("MC") with identifying and avoiding possible issues.

This policy is not intended for internet activities that do not associate or identify a faculty, staff member, or student with MC, do not use MC e-mail addresses, do not discuss MC and are purely about personal matters.

Definitions
Users are any faculty, staff, or students utilizing social media platforms.

Social Media Platforms are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, Twitter, LinkedIn, Pinterest, Instagram and YouTube. Because of the emerging nature of social media platforms, this list is not intended to be exhaustive of all platforms available. These policies apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content.

Official College Communications
Institutional representation via online social media platforms can only be initiated and authorized through the efforts of College Administration. There can be no official MC sites or pages on YouTube, Facebook, Twitter, etc. unless they are developed or authorized by the Director of Community and Alumni Relations. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed.

**Faculty, Staff or Students who utilize MC-sponsored sites must follow these guidelines:**

1. **Do No Harm.** All Users must ensure that their internet social networking does no harm to the College or to themselves whether navigating those networks on the job or off.

2. **Relationships.** Users should give careful consideration to assess the implications of "friending", "linking", "following" or accepting such a request from another person. For example, there is a potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor-subordinate or staff-student merit close consideration of the implications and the nature of the social interaction. Therefore, staff and faculty are not recommended to “accept” parents, students or volunteers as “friends” on social networking sites.

3. **Personal Responsibility.** Users are personally responsible for the content they publish on blogs, wikis or any other form of user-generated content. Be mindful that what you publish will be public for a long time - protect your privacy. In addition, Users are responsible for what they post on their own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by courts).

4. **Comply with Regulations.** Users must follow the same HIPPA, FERPA, and MC policies including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content. Users should not post content that includes personal health information (or employer-related information such that someone could deduce the identity of person references) including patient images on any social media site.

5. **Identify your Affiliation.** If users identify themselves as a member of the college community in any online forum and/or use their MC e-mail address, they must make it clear that they are not speaking for MC, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of MC.

6. **Maintain Transparency.** The line between professional and personal business is sometimes blurred. Therefore, users must be thoughtful about a posting’s content and potential audiences. Users must also be honest about their identity. In personal posts, they may identify themselves as a member of the MC community. However, they must be clear that they are sharing their views as individuals, not as representatives of MC.

7. **Be Thoughtful.** Users must be thoughtful about how they present themselves as a MC faculty, staff
or student in online networks.

8. **Conflict of Interest.** If someone or some group offers to pay Users for participating in an online forum in their MC role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and MC policies and guidelines apply.

9. **Media Contacts.** If someone from the media or press contacts Users about posts made in online forums that relate to MC in any way, Users must alert the Director of Community and Alumni Relations to respond.

10. **College Resources.** Faculty and staff should respect College time and property. Faculty and staff should participate in personal social media conversations on their own time. Use of internet and use of social media or networking sites for purposes not authorized by MC during any employee’s paid work time is prohibited. Violations of the policy can lead to discipline including termination from employment.

**Guidelines for Personal Social Media Activity**

Faculty and staff are encouraged to share college news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the College and build community. As stated above, when you might be perceived online as an agent of the College, you need to make sure it is clear to the audience that you are not representing the position of the College or College policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as a College agent/expert versus personal opinion, they are good to keep in mind for all social media interactions. When posting to a social media site you should:

1. **Be authentic.** Be honest about your identity. In persona posts, you may identify yourself as a College faculty or staff member. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of the College. If you identify yourself as a member of the College community, ensure your profile and related content are consistent with how you wish to present yourself to your colleagues.

2. **Use a Disclaimer.** If you publish content to any website outside of MC and it has something to do with the work you do or subjects associated with MC, use a disclaimer such as this: "The postings on this site are my own and do not represent Methodist College's positions, strategies or opinions."

3. **Don't Use the MC Logo or Make Endorsements.** Do not use the MC signature block, academic logo, or any other MC marks or images on your personal online sites. Do not use MC's name to promote or endorse any product, cause or political party or candidate.

4. **Take the High Ground.** If you identify your affiliation with MC in your comments, readers may associate you with the College, even with the disclaimer that your views are your own. Remember that you're most likely to build a high-quality following if you discuss ideas and situations civilly. Don't pick fights online.
5. *Don't Use Pseudonyms.* Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

6. *Protect Your Identity.* While you should be honest about yourself, don't provide personal information that scam artists or identity thieves could use. Don't list your home address or telephone number. It is a good idea to create a separate e-mail address that is used only with social media sites.

7. *Does it Pass the Publicity Test.* If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?

8. *Respect Your Audience.* Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in MC's community. You should also show proper consideration for others' privacy and for topics that may be considered sensitive - such as politics.

**Guidelines for Professional Social Media Activity**

Online collaboration tools provide low-cost communication methods which foster open exchanges and learning. While social media tools are changing the way we work and how we connect with the public and other higher education institutions, the MC policies and practices for sharing information remain the same. In addition to the general guidelines discussed above, when you are creating or posting to a social media site on behalf of MC you need to:

1. *Seek Approval.* Any messages that might act as a "voice" or position of the MC must be approved by College Administration.

2. *Be Accurate.* Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to our sources whenever possible - that's how you build community.

3. *Be Transparent.* If you participate in or maintain the social media site on behalf of MC, clearly state your role and goals. Keep in mind that if you are posting with a MC username, other users do not know you personally. They view what you are post as coming from the College. Be careful and be respectful. What you say directly reflects on the college. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need approval.

4. *Be Responsible.* What you write is ultimately your responsibility. Participation in social computing on behalf of MC is not a right but an opportunity, so please treat it seriously and with respect. If you want to participate on behalf of the MC, be sure to abide by its standards and principles.

5. *Respect Others.* Users are free to discuss topics and disagree with one another, but please be respectful of others' opinions. You are more likely to achieve your goals if
you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

General Guidelines for Online Professional or Personal Social Media Activity

Online social media allow MC faculty, staff, and students to engage in professional and personal conversations. These guidelines apply to faculty, staff and students who identify themselves with MC and/or use their MC e-mail address in social media platforms such as professional society blogs, LinkedIn, Facebook, Twitter, Instagram etc. for deliberate professional engagement or casual conversation. These guidelines apply to private and password protected social media platforms as well as open social platforms.

By posting a comment or other material to MC-sponsored sites, users give MC the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content provided, which includes using the submissions for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing submissions. MC reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

MC further reserves the right to, in its sole discretion, reject or remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will not be posted. Due to the sheer volume or appropriateness, MC will not respond to every posting, especially those that address individual medical issues.

Disciplinary Action for Violations

Any employee or student who believes that this policy has been violated shall report the incident to a member of Senior Administration. Any violation of this policy by an employee is grounds for disciplinary action, which may include termination of employment. Any violation of this policy by a student will be addressed through the Student Code of Conduct process.

You are legally responsible for any postings and therefore may be held liable if the postings are found to be defamatory, harassing, tortuous or in violation of any applicable law.
SUBJECT: Electronic Messaging

I. POLICY:

All electronic messages created, sent, or retrieved from or through the College or the UnityPoint Health system in the course of patient care at UnityPoint Methodist-Proctor, payment for College operation, or research conducted at any UnityPoint Health affiliate, are the property of UnityPoint Health and/or the College. Users of the College/UnityPoint Health systems should have no expectation of or right to privacy in any type of electronic message. All use of electronic messages must comply with the College electronic messaging procedures and rules wherefore mentioned.

II. GENERAL INFORMATION:

DEFINITION: Electronic messages include e-mail, text messages, instant messages, and all other types of digital communications messages that travel through telecommunications networks.

BACKGROUND: The purpose of this policy is to:

- Protect the College, its personnel, its students, and its resources from the risks associated with the use of electronic messages.
- Define appropriate rules for secure use of electronic messaging systems, including access and use from home or other secure external locations.
- Describe the expectations of professional conduct associated with the use of the electronic messaging systems.
POLICY RULES:

1. Purpose of Electronic Messaging Systems. The College’s electronic messaging systems (i.e. email) and all electronic messages passing through or stored within the systems are the property of the College and UnityPoint Health and should be used as a business tool to facilitate communications and to exchange information needed in the performance of college related duties. The electronic messaging systems are to be used for appropriate college purposes.

2. User Privacy and Monitoring. The College and/or UnityPoint Health reserve the right to monitor and/or access electronic communications sent to or received from any internal or external source in specific instances in which there is good cause. Good cause shall include, but not be limited to, the need to protect system security, fulfill College and/or UnityPoint Health obligations, detect wrongdoing, comply with legal process, or protect the rights or property of the College.

Monitoring of electronic communications will be conducted by the College’s IT Department in conjunction with UnityPoint Health’s Information Protection Department after consultation and approval from the UnityPoint Health General Counsel’s Office and the College’s Human Resources Department.

2.1 Electronic communications might be forwarded, intercepted, printed, and stored by others. Thus, unless secured following the College’s encryption standards (in conjunction with UnityPoint Health’s system policies), electronic communications should only be used for communications that would be appropriate to enter into the public record.

2.2 Electronic communications may be discoverable in the event of litigation. As with any type of business communication, users are expected to conduct themselves in a professional manner.

2.3 Electronic communications content is occasionally visible to IT staff engaged in routine testing, maintenance, and problem resolution. IT staff assigned to carry out such assignments will not intentionally seek out and read, or disclose to others, the content of electronic messages, unless in the course of performance of this Policy, IT staff becomes aware of information that violates this Policy, then IT staff may report the violation(s) pursuant to this Policy.

2.4 College related e-mail messages remaining in terminated user accounts may be transferred to other users if approved by the College’s Director of Information Technology and/or the Director of Human Resources.

3. Rules for Electronic Messaging. Users of the electronic messaging systems are responsible for the following:

3.1 Keeping e-mail, as well as network passwords confidential.
3.2 Refraining from setting an automatic forwarding rule that sends all e-mails to an external e-mail account.

3.3 Identifying the sender clearly and accurately. E-mail users are responsible for all communications originating from their e-mail accounts, including the content of all text, audio, or images sent over the UnityPoint Health e-mail system. No e-mail may be sent that hides the identity of the sender or represents the sender as another person, unless authorized by that person.

3.4 Respecting and maintaining the integrity of the original e-mail author.

3.5 Taking reasonable precautions to avoid introducing viruses and other types of malicious software (malware) in the UnityPoint Health networks and systems. Such precautions include, but are not limited to, the following:

   3.5.1 Users should not open any unexpected e-mail messages with attachments. If the validity of such e-mail messages and attachments cannot be obtained from the sender, the user is required to contact the College’s IT Department for assistance. Under no circumstances should the user forward the email to any other College or UnityPoint Health user.

   3.5.2 Users should not click on links within e-mail messages coming from unknown senders, or messages that seem uncharacteristic from known senders.

3.6 Adhering to Policy A.IT.09, Remote Access, when accessing the College/UnityPoint Health e-mail system from home or other secure external locations.

3.7 Submitting spam e-mails (unsolicited/unwanted commercial e-mails) received in your inbox to the College IT Department for analysis.

3.8 No confidential patient information is to be sent via e-mail. Under no circumstances should patient identifiable information be included in any email sent from student users.

For Text Messages

3.9 Clear text (un-encrypted) sensitive information, such as protected health information or student identifiable information may not be sent within text messages.
For Other Types of Electronic Messages

Methodist college of UnityPoint Health students must follow the rules as applicable to the technology and according to the guidance provided by the College IT Department.

4. **Rules for Electronic Messages with Protected Health Information.**

   4.1 All College electronic message communications must comply with College policies and must not disclose any confidential or proprietary information unless permitted by this College policy.

   4.2 Authorized College and UnityPoint Health personnel will regularly perform checks to ensure electronic messaging rules are being correctly applied and consistently followed.

5. **Prohibited Uses of Electronic Messages.** Electronic messages must never be used in any of the following ways:

   5.1 To send patient information, sensitive College or UnityPoint Health information, or confidential information outside of UnityPoint Health via electronic messages.

   5.2 For any purpose which is illegal, against College or UnityPoint Health policy, or contrary to the best interest of the College.

   5.3 To engage in any communication that is threatening, defamatory, obscene, offensive, abusive, sexually explicit, libelous, or harassing.

   5.4 To copy or transmit any document, software, or other information protected by copyright and/or patent law, without proper authorization by the copyright or patent owner.

   5.5 For charitable, non-charitable, or commercial solicitation or business interests unrelated to the College or UnityPoint Health.

   5.6 To forge electronic messages.

   5.7 To disrupt or disable the electronic messaging systems.

6. **Violations.**

   6.1 Violations of this Policy will be reported to the appropriate College managers, the College Director of Information Technology, the College President, and the College’s Director of Human Resources according to the
College’s IT Department’s electronic messaging monitoring procedures.

6.2 Inappropriate use of electronic messages or systems may result in disciplinary actions at the department level, immediate revocation of access to the electronic messaging systems, and/or dismissal from the College.

6.3 Criminal misconduct in the use of electronic messaging systems may be disclosed to the appropriate authorities and may result in prosecution under local, state, or federal law.

6.4 Any suspected violations of this Policy should be reported to the College’s Director of Information Technology and/or the appropriate manager.
USER ID AND PASSWORD SECURITY

I. POLICY:

User IDs and Passwords are required to access the College and UnityPoint Health information system resources in order to ensure access is limited to authorized users. Users are responsible for maintaining the confidentiality of their passwords.

II. GENERAL INFORMATION:

BACKGROUND: The purpose of this policy is to:

1. Reduce the possibility of unauthorized access to College information systems.
2. Establish guidelines for creating and maintaining secure passwords.
3. Provide a uniform method for the creation and assignment of User IDs.
4. Create an accountability framework for College computer users.

This policy does not address how access to College and UnityPoint Health information systems will be granted. See Policy A.IT.04, Information Systems Access.

PROCEDURES:

1. Definitions.

1.1 Password. A confidential sequence of characters used to authenticate an individual’s identity or authorize access to data.

1.2 User ID. A unique code or string of characters used to identify a specific user.
2. **User Accountability and Responsibilities.**

2.1 The combination of User ID/Password is the equivalent of a user’s legal signature and must not be disclosed to anyone, or the use of the combination permitted by anyone, other than the user to whom it is assigned.

2.2 Users are responsible and accountable for all activities performed under their User IDs.

2.3 Users must not attempt to learn or use another’s User ID/Password.

2.4 Users must not access or attempt to access any computer system using another’s User ID/Password.

2.5 Users are responsible for password-protecting files containing confidential or sensitive information (e.g. patient, student, financial, or employee information) that reside on their personal or shared directories.

2.6 Users shall not write, produce, run or possess any software designed to search and/or disclose Passwords.

3. **Password Composition and Security.**

3.1 Passwords must be a minimum of six characters in length for all information systems where possible.

3.2 Passwords should consist of a combination of alpha and numeric characters for all information systems where possible.

3.3 Passwords should not consist of repeating characters (e.g. 111111 or abababab), User IDs, birth dates, employee or social security number, telephone number, common character sequences (e.g. 123456 or abcdef), common words found in the dictionary or names of spouse, parent, children or pet.

3.4 Examples of good Passwords:

3.4.1 Two small words joined with a special character or number (e.g. dog#house or dog8house).

3.4.2 Words with numbers in place of vowels (e.g. d9gh97s3).

3.4.3 Using the first letters of a sentence, song or book title, or poem (e.g. I love to shop the Mall of America becomes Il2stMoA).

3.5 Passwords must expire at least every 180 days. If Passwords do not expire
automatically, users are responsible for manually refreshing the passwords at least every 180 days.

3.6 New Passwords must be unique; reuse of old passwords is not permitted.

3.7 The College’s IT department may assist users with password-related issues upon identification verification.

3.7.1 The College’s IT department will only reset forgotten Passwords to a temporary Password. The user is required to change the Password once the system is accessed.

3.8 If unauthorized disclosure of a password is suspected, contact the College’s IT department immediately for assistance with resetting the password.

3.9 Passwords should not be written down and stored in locations where another person might discover them (i.e. stuck to monitor, under keyboard, or desk drawer).

3.10 System default or temporary passwords must be changed the first time the system is accessed.


4.1 User IDs must be unique for each user.

4.2 User IDs will not be renamed. If a user wants to change their User ID, they must submit a written request to the College’s IT department. IT will create a new account and disable the old account. Requests for changes to user information associated with the User ID (i.e. name, title, department, etc.) should be submitted to the College’s IT department via email and shall be considered on a user-by-user basis.

4.3 User IDs will be disabled after 120 days of inactivity. Supervisors must contact the College’s Director of Human Resources to re-activate their User ID. The Director of HR will then notify the College’s Director of Information Technology concerning re-enabling of the user’s account.

4.4 User IDs will be disabled upon termination of employment or business contract. Termination notifications must be submitted to the College’s Director of Human Resources. The Director of HR will then notify the College’s Director of Information Technology concerning the disabling of the user’s account.

4.5 Unless the College’s Information Technology Department receives instructions to the contrary, 30 days after the Active Directory User ID has been disabled, it will be deleted and all files, including emails, held in the user’s home directory and email account will be purged.
4.6 It is the responsibility of the department manager to notify IT of an employee’s leave of absence that extends beyond 120 days.

4.7 After three unsuccessful log-on attempts, the User ID will be locked, and the user will be required to call the College’s IT department to have the User ID unlocked upon identification verification.

5. **Generic User IDs.**

5.1 No generic user IDs will be provided to any temporary employee. Exceptions to this policy need to be generated through the College’s Director of Human Resources.

6. **Vendor Supported Systems.**

6.1 Information systems that are not under the direct control of the IT Department are required to adhere to the standards set forth in this policy. A security administrator must be designated, whose responsibilities include assigning, changing, and removing User ID/Password authorizations.

6.2 Individually assigned User IDs/Passwords are required to access all confidential information systems.

7. **Policy Violations.**

7.1 Violations of this policy may result in disciplinary actions at the department level, immediate revocation of system access, and/or termination of employment or business contract.

7.2 Any suspected violations of this policy should be reported to the appropriate management the College’s Director of Information Technology.
ACADEMIC INFORMATION
UNDERGRADUATE OUTCOMES
Graduates of the undergraduate academic program will:

1. Written Communication: engages students in the development and expression of ideas in writing through iterative experiences across the curricula.
2. Civic Engagement: involves students working to make a difference in the civic life of the local and/or global community through development of knowledge, skills, values, and motivation to make a difference.
3. Inquiry and Analysis: reflects a systematic process of exploring issues, objects, or works through the collection and analysis of evidence that results in informed conclusions or judgments.
4. Integrative Learning: fosters students’ abilities to integrate learning across courses, over time, and between campus and community life. Integrative learning goes across disciplinary lines, incorporating real world experiences toward growth as a lifelong learner.
SUBJECT: Definition of Academic Major and Academic Minor

I. POLICY:
Academic Major and Major Concentration; and Academic Minor and Minor Concentration: Definitions and Requirements.

II. GENERAL INFORMATION:

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

The academic major is considered a defining and dominant characteristic of the undergraduate degree. The requirements and the curriculum for a major are determined by the academic department faculty offering the major with the appropriate approvals of the Methodist College Faculty Congress, Academic Council, Provost and Vice Chancellor for Academic Affairs, Chancellor of the College and the Methodist College Board of Directors.

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

Academic Major Concentration

A major may offer concentrations, areas of specialization within the field of study. If offered, the academic department may determine if a concentration is an optional or required component of the major. Generally, students complete a portion of the core major requirements and then select focused courses to complete the concentration. A concentration must include a minimum of 21 semester credit hours of specialized coursework.
Academic Minor:

A minor is a program of study, with less depth than a major. It may be completed to complement, or as an addition to a major. A minor has a minimum of 15 non-core semester credit hours required by a major and a maximum of 18 non-core semester credit hours. The requirements and the curriculum for a minor are determined by the academic department faculty offering the major with the appropriate approvals of the Methodist College Faculty Congress, Academic Council, Vice President of Academic Affairs, President of the College and the Methodist College Board of Directors.

Methodist College students electing an Arts and Humanities, Behavioral and Social Sciences, or Math and Sciences minor can meet with an advisor from participating faculty to help guide them in choosing a minimum of 15 credit hours (six lower division credit hours, nine upper division credit hours) or a maximum of 18 semester credit hours (six from the lower division and 12 from the upper division of courses in each of these disciplines to fulfill the minor. For the minor, the student can only transfer 6 credit hours from another institution.

A minor must be an elective choice—a student cannot be required to complete one as part of the requirements for a major. If a course is a requirement for a major for which a student applies at graduation, it cannot qualify also for minor credit.

A maximum of six transfer credits can be applied toward an academic minor.
SUBJECT: Course Placement for Undergraduate Students in Mathematics, Biology, and English

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

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

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

<table>
<thead>
<tr>
<th>Minimum Placement Cut Scores</th>
<th>Accuplacer</th>
<th>ACT</th>
<th>SAT</th>
<th>Validated 100-Level or higher course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>250+</td>
<td>19+</td>
<td>410+</td>
<td>Equivalent course with “C” or better</td>
</tr>
<tr>
<td>Biology/Chemistry</td>
<td>59+</td>
<td>N/A</td>
<td>N/A</td>
<td>Equivalent course with “C” or better</td>
</tr>
<tr>
<td>English/Writing</td>
<td>5+</td>
<td>19+</td>
<td>410+</td>
<td>Equivalent course with “C” or better</td>
</tr>
</tbody>
</table>
B. Placement in Developmental Courses:
Students who do not meet one of the above criteria will be placed in the appropriate developmental course.

C. Options for Seeking Approval to Enroll in 100-Level (or Higher) Courses:
1. Students who place in appropriate developmental-level courses as indicated above may seek placement in 100-level courses through completion of one of the following methods:
   - Students may take, or re-take, the ACT and achieve a minimum cut score or above.
   - Students may take, or re-take, the SAT and achieve a minimum cut score or above.
   - Students may take the appropriate Methodist College Placement Test(s) in mathematics, biology, and/or English to seek placement in the appropriate 100-level course(s).
   - Students may elect to repeat a placement test once to strive for a better score.

2. Appeal to re-take the Methodist College Placement Test(s).
   A student who has taken a Methodist College Placement Test may appeal to the Associate Provost and Dean of Arts and Sciences to re-take one or more Methodist College Placement Test(s) in mathematics, biology, and/or English.
   a. The appeal must be submitted in writing with a rationale for the request.
   b. If the appeal is granted, the exam will be scheduled no sooner than one week from the date of the first administration of the exam to allow for additional preparation.

3. A student who successfully completes a foundational-level course at Methodist College may advance to a 100-level course in that subject.
SUBJECT: Nursing Upper Division Progression Policy

I. POLICY:

All nursing majors must meet upper division progression requirements specified in this policy to be eligible to move to upper division. A student who fails to meet these requirements will not be permitted to enroll in any 300 or 400 level nursing courses.

II. PURPOSE:

The purpose of this policy is to specify the criteria and pathways for progress to upper division study in the BSN pre-licensure and second-degree programs. This policy pertains only to upper division BSN progression; student academic standing is governed by policies S-100 Pre-licensure and Second Degree BSN Nursing Program Academic Good Standing and S-71 Methodist College Academic Good Standing Probation, and Dismissal.

III. GENERAL INFORMATION

The following statements are applied to determine progression or, potentially, dismissal.

A. The requirements for upper division progression are as follows:
   1. Cumulative Methodist College GPA of 2.5 or greater at the completion of N232 Dimensions of Holistic Nursing without consideration of any grades from courses completed in subsequent semesters.
   2. Satisfactory completion of all required nursing courses in the lower division (N100, N120, N200, N211, N232) and all specified core general education courses (MAT101, MAT201, ENG101, ENG201, BIO101, BIO102 and BIO201) with a grade of ‘C’ or better

B. The following pathways apply:
   1. A nursing major who meets the criteria specified above is eligible to progress to upper division nursing courses.
2. A nursing major who does not successfully meet all of the criteria for progression to upper division nursing courses must meet with his/her academic advisor to develop a plan for success. This plan will include enrollment in N235; it can also include enrollment in any general education course, including upper division general education courses. A student who is enrolling in N235 may be approved for enrollment in no more than 12 semester credit hours. The student must achieve all of the following criteria to become eligible for progression to upper division:
   a. Enroll in N235 and complete the course with a grade of ‘C’ or better; and
   b. Attain a Level 2 on the ATI proctored examination administered as a learning assessment in N235; and
   c. Attain a Methodist College GPA of 2.5 or greater.

C. Dismissal Due to Failure to Meet Progression Requirements

Students who do not successfully complete N235 with a grade of ‘C’ or better, or who withdraw, or who have not achieved a cumulative GPA of 2.5 or greater, or who do not achieve a Level 2 score on the ATI proctored exam administered in N235 will be dismissed from the BSN pre-licensure/second-degree nursing program.
SUBJECT: Undergraduate Academic Good Standing, Probation, and Dismissal Requirements for Methodist College

I. POLICY:

An undergraduate student must maintain a cumulative grade point average (GPA) of 2.0 to remain in academic good standing at Methodist College. A student whose cumulative GPA falls below 2.0 will be placed on academic probation. A student on academic probation will be afforded two regular semesters (fall and spring) to bring the GPA up to 2.0 or greater. Failure to achieve a GPA of 2.0 within this timeframe will result in dismissal from the College.

II. GENERAL INFORMATION:

A. Academic Good Standing
   a. A student at Methodist College is considered in Academic Good Standing if the student has a cumulative GPA of greater than 2.0.
   b. Students must be cognizant of progression requirements in their declared major; these requirements may be more stringent.

B. Academic Probation
   a. Students with a cumulative GPA of less than 2.0 will be placed on Academic Probation.
   b. Academic Probation affords the student whose GPA has fallen below a 2.0 GPA the opportunity to remain enrolled in courses for two regular semesters. If the semesters are sequenced spring through fall, the student may also remain enrolled in summer sessions.
   c. Students on Academic Probation are encouraged to meet twice each semester with their academic advisors and to meet with the Center for Student Success to devise a plan to return to Academic Good Standing.
d. Students must monitor requirements of their majors to determine if these requirements may preclude progression in the current major. If progression is precluded by discipline-specific policy, the student will receive notification as specified in the policy for the major.

C. Removal of Academic Probation
   a. A student will be removed from Academic Probation when, at the conclusion of one of the following semesters, the GPA has risen to 2.0 or greater.
   b. The student will be notified of the return to Academic Good Standing by notation of such on the student’s transcript.

D. Dismissal from Methodist College
   a. A student who, at the end of the second regular semester after being placed on academic probation, has not attained a cumulative GPA of 2.0 or greater will be dismissed from the College.
   b. A letter of dismissal will be sent by the Registrar via the United States Postal Service with a return receipt requested and the student will no longer be eligible to enroll in courses at Methodist College.
SUBJECT: Academic Advising

I. POLICY:
Methodist College is dedicated to creating a learning environment that assures student success through an effective academic advising program.

II. GENERAL INFORMATION:

Academic Advising 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. Collaborative relationships between students, advisors and faculty advisors will assist students in the successful transition to college life and develop student’s appreciation for the academic community to which they belong.

The Academic Advising Program is offered to all new and continuing students through collaboration among departments of Academic Affairs. The Academic Advising Program is administered by the Director of Advising with the support of Department Chairs and Faculty.

First year students are assigned a Year 1 advisor as follows:
Prelicensure Nursing: Ms. Karla Heussner
Second Degree Nursing: Dr. Theresa Schwindenhammer
BSHS/Healthcare Administration: Dr. Terence Hodges
Social Work: Mr. Corey Campbell
Medical Assisting: Mrs. Courtney Gehrig

After the first year at Methodist College, students will be assigned a permanent faculty mentor in their major who will provide career and content-based advising support, while prescriptive advising support will be available through the Director of Advising.
Students should meet with their advisor or faculty mentor when they need clarification or support regarding their plan of study, when they experience academic difficulties, or when they need direction or support at Methodist College. The Advisor will guide students to additional resources at the College.

Faculty mentoring appointments are to be scheduled during faculty office hours which are posted on each faculty member’s office door. Any student who is having difficulty meeting during posted office hours is advised to contact the faculty member to seek alternative times within reason. Any concerns related to the advising experience should be brought before the Director of Advising at Methodist College or Associate Provost and Dean of Arts and Sciences, with follow up with the Provost and Vice Chancellor of Academic Affairs as necessary.

- Students who receive a D/F in any course at mid-term must meet with their Advisor.
- Students who receive a D/F as a final grade must meet with their Advisor prior to enrollment in the next semester’s coursework.
- Students on probation must meet with their Advisor prior to enrollment in the next semester’s coursework.

**Forms that must be signed by the advisor 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 – this refers primarily to a few 300 level courses that are allowed to be taken prior to completion of all 200 level courses in the nursing curriculum. Administrative approval must also be obtained for a semester course load of 18 credit hours or more.

Office hours or advising hours are posted on each faculty member’s office door. Students may request a change of advisor with written notification to the Director of Advising.
I. POLICY:
   Academic Good Standing in the Bachelor of Science in Nursing Pre-Licensure four-year or second-degree program requires the student to complete the following courses with a grade of C or better: (1) all required nursing courses; (2) special topics nursing course(s); and (3) core general education courses (Core general education courses include MAT101, MAT201, ENG101, ENG201, BIO101, BIO102 and BIO201). Students must complete these courses with no more than one withdrawal.

II. GENERAL INFORMATION:

1. Academic Good Standing in the Nursing Major
   a. Students must earn a grade of C or better in all nursing and core general education courses to remain in Academic Good Standing.

   b. Additional academic requirements must be met to progress to upper division nursing courses as specified in Methodist College S-72 Upper Division Progression in Nursing.

   c. A student must maintain a cumulative GPA of 2.0 or greater to remain in good standing at Methodist College (see policy S-71).

2. Academic Probation in the Nursing Major
   Students are placed on Academic Probation in Nursing to afford one opportunity to achieve a grade of C or better in the course (nursing or core general education course) in which the grade of D or F was earned.

   a. Students who earn one grade of D or F in a required nursing course or one grade of D or F in a core general education course are placed on academic probation in the nursing major.
b. “**Academic Probation in Nursing**” is noted by the Registrar on the transcript.

c. The Dean of Nursing notifies the student that he/she is on **Academic Probation in Nursing** and will apprise him/her of the requisite policies and actions to return to good standing.

3. **Removal from Academic Probation in Nursing and Return to Academic Good Standing**

   a. When a grade of C or better is earned in the specific course in which a grade of D or F had been previously earned and no second withdrawal from a nursing or core general education course has occurred and a GPA of 2.0 or greater has been maintained, the student will be returned to Academic Good Standing in Nursing.

   b. The student will be notified of the return to **Academic Good Standing in Nursing** by notation of such on the student’s transcript.

4. **Dismissal from the Pre-Licensure or Second Degree BSN Nursing Programs**

   a. Dismissal from the pre-licensure or second degree BSN nursing program will occur when one or more of the following conditions are met:

      i. A student who earns two or more grades of D or F in a nursing or core general education course will be dismissed from the BSN nursing program.

      ii. A student who earns a second grade of D or F in a repeated nursing or core general education course will be dismissed from the BSN nursing program.

      iii. A student who withdraws from the same core general education course or nursing course twice will be dismissed from the BSN nursing program.

      iv. A student who withdraws from a nursing or core general education course and earns a grade of D or F on the subsequent attempt will be dismissed from the BSN nursing program.

   b. A student who meets the above stated criteria for dismissal from the BSN nursing program will receive a letter of dismissal from the BSN nursing program from the Associate Provost and Dean of Nursing and Health Professions.

   c. The student’s transcript will reflect **Dismissal from the BSN Nursing Program**.

5. **Option to Remain as a Student at Methodist College Upon Dismissal**

   A student may elect to pursue another program at Methodist College for which he or she is eligible.
**SUBJECT:** Readmission to the BSN Pre-licensure Nursing Program

**I. POLICY:**
Students who have been dismissed from the four-year prelicensure or second degree BSN Program for failing to meet Academic Good Standing in Nursing requirements (specified in policy S-100), but who meet the requirements for Academic Good Standing at Methodist College (specified in policy S-71), are eligible to reapply to the program after an absence of one regular semester. The Second Degree program consists of five concurrent semesters allowing the absence of the summer semester to meet the policy requirements. A BSN Nursing Program Readmission Review Committee will be convened by the Associate Provost and Dean of Nursing and Health Professions.

**II. PURPOSE:**
The purpose of the review process is to assure a comprehensive, fair and equitable review for all applicants for readmission to the BSN Program. Each application will be reviewed considering multiple academic factors as well as a cumulative review of past performance and outcomes that may influence future academic success.

**III. READMISSION PROCESS:**
The process for application for readmission is as follows:

1. The applicant must provide the following documents to the Associate Provost and Dean of Nursing and Health Professions for review not later than April 15 for fall readmission and November 1 for spring readmission:
   a. Letter of Application for Readmission including a detailed account of what has changed that would result in a successful outcome if readmission were to be awarded;
   b. Readmission application form; and
   c. Official transcripts of any course work completed after dismissal from the Methodist College BSN Program.

*Second degree students must provide the appropriate documents no later than five business days after final grades are due per the academic calendar.*
2. The Associate Provost and Dean of Nursing and Health Professions will, upon receipt of one or more readmission applications, convene a BSN Nursing Program Readmission Review Committee (NPRRC) comprised of three to four full-time nursing faculty who will be unbiased in their review; the NPRRC will be chaired by the designee specified by the Associate Provost and Dean of Nursing and Health Professions.

3. The Associate Provost and Dean of Nursing and Health Professions, or designee, will provide the application materials, along with Methodist College transcripts and standardized test results, to the NPRRC.

4. The NPRRC will review the application(s) two weeks (ten business days) of the committee being named and will make a recommendation of readmission or denial of readmission to the Associate Provost and Dean of Nursing and Health Professions.

5. When a recommendation for readmission is made, the NPRRC will identify stipulations that must be met as a condition of readmission. Failure to meet these stipulations may warrant dismissal with no opportunity for readmission.

6. The Associate Provost and Dean of Nursing and Health Professions will notify the readmission applicant of the final decision regarding readmission, along with any stipulations pertinent to readmission, via United States Postal Service with a return receipt requested. Notification letters will be sent from the Office of the Academic Dean not later than December 10 for spring readmission and May 10 for fall readmission. Second-degree students will be notified no later than ten business days after receipt of all readmission materials.

7. The decision of the Associate Provost and Dean of Nursing and Health Professions may be appealed to the Provost and Vice Chancellor for Academic Affairs within one week (five business days) of notification if the applicant for readmission desires. A formal letter of appeal must be submitted.

8. The PVCAA will render a decision within a period of one week (five business days) from the time the appeal is received. The decision will be communicated through United States Post Service with a return receipt requested. The decision of the PVCAA is final.

9. If an offer of readmission is made, the offer is valid for the academic semester specified by the NPRRC or the PVCAA in the decision rendered.

10. Once the student is offered readmission, the student must meet with the Registrar to select courses and develop an academic plan.

11. Students will be admitted in accordance with the admission policies in effect at the time they are granted readmission.
12. 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.

13. A student who is readmitted and proceeds to earn a grade of D or F in any nursing course in a subsequent semester will be dismissed from the BSN Nursing Program with no option to apply for readmission.
I. Methodist College Community Engagement Purpose: The purpose of Methodist College Community Engagement Program is to establish and promote community and civic engagement. An experiential learning foundation inclusive of reflective planning, academic study, and related engagement in the community will enhance the development of responsible graduates who are concerned with the well-being of the communities around them and promote similar community engagement within faculty and staff. These initiatives will allow stakeholders to bring community into the campus and the campus into the community through partnership of select service learning courses and student groups with community organizations.

II. POLICY: All undergraduate students who matriculate with Methodist College in fall 2017 and beyond must complete required Community Engagement elements, including four Service Learning courses and twenty hours of approved Community Service activities.

III. GENERAL INFORMATION:
1. The Community Engagement requirements are as follow:
   a. Each academic program will designate a minimum of three required service learning courses in the curriculum as a part of the required curriculum that are approved and designated as service learning courses. These courses will always be taught in the service-learning format as approved by the Associate Provosts.
   b. Each student will select a fourth course from those offered as service learning courses at Methodist College. This could include another course in the discipline, a general education course, or another Methodist College course for which the student is eligible to enroll.
c. Community service experiences must be pre-approved by the Dean of Students in order to meet the graduation requirement for 20 approved hours.

IV. Honors in Community Engagement

Students who complete a minimum of eight Service Learning courses and who complete a minimum of 60 approved hours of community service will receive this award at graduation.
I. GENERAL INFORMATION:
A semester is based on 15 weeks of classes with finals falling in the sixteenth week in the fall and spring semesters.

Each academic credit is based on 15 clock hours of classroom instruction. Each academic credit hour is equal to 50 minutes of instruction per week and a minimum of 2 hours of out of class student work each week for 15 weeks.

Clinical, practicum and laboratory hours are computed on a ratio basis. Laboratory credit hours are computed on a ratio of 1:2 clock hours to laboratory credit. Clinical credit hours are based on a ratio of 1:3 credit hour to clock hours. Practicum credit hours are based on a ratio of 1:4 credit hour to clock hours.

Methodist College offers courses outside of the traditional fall and spring semesters. In all cases contact hours remain the same in a more concentrated format.
### SUBJECT: ATI in the Pre-Licensure Nursing Curriculum

#### I. POLICY:
Methodist College values the success of graduates of the pre-licensure nursing curricula and is a partner with Assessment Technologies Institute® (ATI®) to advantage students’ learning. An integrated suite of products, including standardized testing, review materials, predictive testing, and on-campus live review prior to graduation, are used in nursing courses across the curricula. Most course use the outcomes of proctored ATI® tests as a portion of course grades within associated pre-licensure nursing courses.

#### II. PURPOSE:
To provide a systematic, purposeful approach to academically-sound integration and use of ATI® tutorials, practice tests, and proctored tests in associated nursing courses, as well as to provide review materials and on-campus live review for the NCLEX-RN® Exam.

#### III. GENERAL INFORMATION:
Methodist College uses a variety of the ATI tutorials, quizzes, practice exams, and proctored exams to help students prepare for the NCLEX-RN examination. The integration of these products continues throughout the pre-licensure nursing curriculum to facilitate student learning and contribute to assessment of student mastery of the content. The *MC ATI Integration Plan*, approved by Faculty, is developed and revised as needed to be closely associated with the content of specified courses. Completion of ATI required tutorials, practice tests, and proctored tests are outlined in the *MC ATI Integration Plan*.

The ATI® testing program incrementally evaluates content mastery throughout the curriculum, and the Methodist College Faculty believes that content mastery predicts NCLEX® success and that the ATI products and tests are valuable tools
to prepare students for NCLEX® success and future practice. Students are better able to assess their own knowledge and tailor their further review of content areas by completing ATI® assignments and taking ATI® examinations. 

Consistent use of ATI® tutorials and testing integrated throughout nursing courses is expected to provide the student with the most benefit.

Students are expected to complete assigned ATI® tutorials and practice tests as outlined in nursing course syllabus and course information. Students are required to take all ATI® proctored test(s) associated with clinical nursing courses. In preparation for required ATI® proctored tests associated with specific clinical nursing courses, students will be required to complete non-proctored practice tests, consistent with instructions provided within the course syllabus. Documentation of achievement of a specific score on the practice tests may be required, as per course syllabus instructions, prior to taking the required proctored ATI® test. All practice tests may be taken more than once to obtain the score (consistent with instructions provided within the course instructions), however, lock-out times may apply.

The contribution toward course credit for completion of specific ATI® tutorials, non-proctored tests, and proctored test results is outlined in associated nursing course syllabi and consistent with the following criteria.

**Contribution of ATI® proctored test scores toward nursing course grades**

1) All Proctored ATI® exams, excluding Pharmacology, Nutrition, Critical Thinking Entrance and Exit, and the Comprehensive Predictor, will contribute course credit according to this distribution:
   - For level 3: Student will be awarded 20% course credit
   - For level 2: Student will be awarded 17% course credit
   - For level 1: Student will be awarded 12% course credit
   - Below level 1: Student will be awarded 5% course credit

2) In N445:
   a) The Proctored Nutrition and Proctored Pharmacology will contribute a combined 10% to course grade.
   b) The ATI® Proctored RN Comprehensive Predictor will contribute to the course grade. Based on the final administration of the most current RN Comprehensive Predictor.

3) The Critical Thinking Exit and Entrance exams are required, but will not contribute to credit in any course.

4) No extra credit will be given for any ATI®.
5) All other ATI® points in courses can total up to 10% of course grade.
I. Policy:
Integrated use of ATI products and results of proctored ATI tests within associated pre-licensure nursing courses.

II. Purpose:
To provide a systematic, purposeful approach to academically-sound integration and use of ATI tutorials, practice tests, and proctored tests in associated clinical nursing courses.

III. General Information:
Students creating an account in ATI at Methodist College will use their Methodist College email address as their login name/username for their ATI account.

Example:
A student named John Doe is going to sign up for an account on the ATI portal. This student Methodist College official email address is jdoe@methodistcol.edu. Therefore, the student’s ATI Username shall be the following:

ATI Username: jdoe@methodistcol.edu

The purpose of this policy is to establish guidelines for usernames for the ATI web portal that is used in the BSN program at Methodist College. Methodist College always strives to be a good steward of institutional and student data. To this end, in order to ensure that each student ATI record is appropriately aligned with their academic records, it is imperative to have consistent log-in identities for all students who utilize ATI. The use of inconsistent log-in id’s can create problems when students have the same or similar name to other students, past present and future. Further, the use of nicknames, other formats, etc. make it difficult to determine which student ATI records are being viewed. The implementation of this policy will allow for appropriate identification and differentiation within ATI records.
SUBJECT: Adding, Dropping, or Withdrawing from a Course

I. POLICY:
Students at Methodist College are able to adjust their enrollment following the dates
established in the Academic Calendar and through the processes developed for adding,
dropping, and withdrawing from courses.

II. GENERAL INFORMATION:
Students should refer to the Academic Calendar for add/drop dates specific to the program
in which they are enrolled.

Students are to use the online Student Portal to make adjustments to their enrollment until
midnight the first day of classes each term. Once the online enrollment period has closed,
students must complete a Registration Form to add a course they are qualified to take. To
drop a course, students must complete a Drop/Withdrawal form by the last day to drop a
course for a given term. Once the drop day has passed, students may withdraw from courses,
earning a posted grade of ‘W’ until the last day to withdraw from a class. All of these dates
are posted in the published College calendar.

Registration and Drop/Withdrawal forms are complete and will be processed when signed by
the student and the student’s Advising Educator, the Director of Advising, a Program Chair, a
Dean, or the Provost.
I. POLICY:
   Students who no longer wish to enroll at Methodist College need to complete a formal withdrawal process.

II. GENERAL INFORMATION:
   Institutional Withdrawal is the withdrawal from or discontinuation of all courses in which the student is enrolled. There are two pathways for students who wish to withdraw from the College. The first is for people who choose to withdraw prior to the last day to withdraw from classes for a given term. The second is for individuals who decide to withdraw from the College following the last day to withdraw from courses and prior to the beginning of the subsequent term.
   
   A. Prior to the last day to withdraw from courses.
      1. Students wishing to withdraw from all courses in the middle of the semester may do so and will need to complete both course withdrawal and college withdrawal forms. Both of these forms are found in the Student Center of D2L.
      2. Students must meet with financial aid and obtain the needed signature on the College Withdrawal form.
      3. After meeting with financial aid, students must meet with their advisor and obtain the advisor’s signature.
      4. As a last step, the student will meet with the Registrar’s Office. During that meeting, the Registrar’s Office representative will verify the return of the student badge and complete the process of withdrawing the student.
      5. Institutional Withdrawal and the date of the withdrawal will be posted to the student’s transcript.
   
   B. Following the last day to withdraw from courses and prior to the first day of classes for a subsequent term.
      1. Students who wish to withdraw from the College after the last day to withdraw from classes will earn an assigned grade of A, B, C, D, or F in that term’s courses.
      2. The student will complete the College Withdrawal form, meet with financial aid and their advisor to obtain all needed signatures.
      3. They will meet with the Registrar’s Office to finalize the paperwork.
4. If grades have not been submitted, the withdrawal will not be processed until the term’s grades have been posted. Once grades are submitted, the Registrar’s Office will finalize the student’s withdrawal in the system.

5. Institutional Withdrawal and the date of the withdrawal will be posted to the student’s transcript.

C. Students who withdraw from the College and decide to return will need to complete an Application for Readmission to the College. Readmission to the College is not guaranteed.
I. POLICY:
In order to maintain student status at the College, students are required to enroll in continuous mandatory semesters. Students who do not maintain continuous enrollment will be withdrawn from the College.

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

Administrative withdrawals will be processed by the Registrar’s Office following the last day to add courses for a mandatory semester. “Administrative Withdrawal” and the date of the last day of classes for the most recent enrollment term will be noted on the transcript.

Students administratively withdrawn from the College may apply for readmission to the College should they wish to enroll in future terms.

Mandatory terms are, for most programs, fall and spring. For cohorted programs that include the Second Degree Accelerated BSN program, summer may be considered a mandatory term.
LEAVE OF ABSENCE S-41

I. POLICY:
There are times when extenuating circumstances necessitate that students break from their studies. For those students who plan to return to the College after the break, Methodist College allows students to request and take a short-term leave of absence.

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

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

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

Procedure
1. Students requesting a leave of absence will need to download the Leave of Absence form from the Student Center in D2L.
2. Students will then meet with financial aid and obtain their signature.
3. Following the meeting with financial aid, the student will obtain an advisor’s signature on their form.
   a. If the leave is being requested before the last day to withdraw and the student is wishing to withdraw from all courses, a Course Withdrawal form will need to be completed and submitted with the leave of absence form.
b. If the leave is being requested after the last day to withdraw, the leave of absence form will be processed following submission of all final grades. The effective date will be the last day of academic activity for the term.

4. Once financial aid and advisor signatures have been obtained, the student will meet with the Registrar’s Office.
   a. The RO will confirm that the student is eligible for a Leave of Absence.
   b. The RO will verify the start date of the LOA and the last day to return from the LOA.

5. After that meeting, the LOA paperwork will be processed by the Registrar’s Office.

6. When a student is ready to return, the student must contact the Registrar’s Office via the registrar@methodistcol.edu email address.
MILITARY LEAVE OF ABSENCE S-4

I. POLICY:
Methodist College students who are members of the United States Armed Forces and their reserve units will be able to take a Military Leave of Absence when called up to active duty while enrolled in an academic program.

II. GENERAL INFORMATION:
Methodist College (MC) supports students who are members of the United States Armed Forces and reserve units. A student who is a member of the U.S. military, National Guard, or other armed forces reserve unit who is called or ordered to active duty may be granted a Military Leave of Absence (MLOA) from MC for the period of active duty and up to one year after returning from active duty. Length of absence from the college cannot exceed five years. Absences that extend beyond five years will result in the student being administratively withdrawn from the College.

Procedure
7. Students requesting a leave of absence will need to download the Leave of Absence form from the Student Center in D2L.
8. Students will then meet with financial aid and obtain their signature.
9. Following the meeting with financial aid, the student will obtain an advisor’s signature on their form.
   a. If the leave begins during a semester where a student is enrolled in courses, a Course Withdrawal form will need to be completed and submitted with the leave of absence form.
   b. If the leave begins after courses have ended, the student will need to only complete the LOA form.
10. Once financial aid and advisor signatures have been obtained, the student will meet with the Registrar’s Office.
    a. The student will submit a copy of the official orders indicating the date in which the student is to report for active duty.
    b. The RO will verify the start date of the LOA.
11. After that meeting, the LOA paperwork will be processed by the Registrar’s Office.
12. When a student is ready to return from active duty, the student must contact the Registrar’s Office via the registrar@methodistcol.edu email address.
   a. Students returning from Military Leave of Absence will have a new audit assigned reflecting the curriculum in place at the date of re-entry.
   b. Students who are dishonorably discharged, discharged for bad conduct, or who are sentenced through court martial are not eligible to return to MC following the MLOA.
I. POLICY:

1. Methodist College considers applications for readmission subsequent to dismissal in a fair, consistent, and equitable manner. Readmission is conferred only when the APR committee deems future successes likely; therefore, readmission is not guaranteed. Application for readmission may be made after a minimum of one regular (Fall or Spring) semester of non-enrollment. Exception: Cohort-based programs (e.g. Second degree accelerated BSN and RN-BSN) in which continuous enrollment is part of the normal degree progression may use any intervening semester i.e. fall, spring or summer as the required semester of non-enrollment for application for readmission.

2. To be considered for readmission, applicants must be: (1) in good financial standing with the College, which means that any outstanding balances must be resolved before an application will be accepted; and (2) applicants must have a GPA sufficient to reasonably attain a cumulative GPA of 2.0 in no more than two regular semesters. Students who are readmitted will be designated as **Probationary** until the required cumulative GPA of 2.0 is attained.

**NOTE:** Students must seek readmission to specific programs in accordance with any published, discipline specific policy subsequent to attaining readmission the Methodist College. This may require a second readmission process.

II. PROCEDURES:

1. All materials must be submitted by the application deadline for the semester for which readmission is sought. The readmission process takes approximately six (6) to eight (8) weeks, so students are encouraged to apply early.

2. To apply for readmission, the student must do the following:
   a. Submit a complete application for admission and application fee indicating the program to which the student is seeking readmission;
   b. Submit a written letter to the Office of Admissions explaining why he/she should be considered for readmission; and
c. Submit official transcripts for any course work completed subsequent to leaving Methodist College (if applicable);

3. The completed application and all previous academic records will be reviewed by the Methodist College Admissions, Progression and Retention (APR) Committee.
   a. During this review, the APR Committee will render a decision on the readmission application.
   b. Criteria evaluated by the APR Committee will include both evidence showing resolution of the problem that led to dismissal, and a plausible plan for success.
   c. If additional information is needed, the student may be asked to appear before the committee to discuss his or her plan for success upon readmission. If appearance is required, the student will be notified by the Registrar of the date and time of this meeting.

4. Students will be notified of the readmission decision in writing by the Registrar via United States Postal Service with a return receipt requested.

5. If a student wishes to appeal a readmission decision, the student must submit an appeal to the Vice President of Academic Affairs within 30 days of the negative readmission decision. The VPAA has one week (five business days) to consider the appeal. The VPAA’s decision will be sent via United States Postal Service with a return receipt requested. The VPAA’s decision is final.

III. GENERAL INFORMATION:

Readmission is subject to the following requirements:
1. The conditions of readmission are set by the APR Committee and must be met by the student as described in the readmission letter. Failure to meet the conditions of readmission could result in dismissal from the College.

2. Readmission is offered for the specific semester as designated by the APR Committee. A student who does not re-enroll at the specified time must notify the Registrar of his/her rationale and may forfeit a positive readmission decision.

3. Readmitted students must meet with the First Year Advisor to develop a plan of action before enrollment. Readmitted students are advised by the First Year Advising team throughout the first semester or longer as needed before enrollment.

4. Students seeking readmission to a program with a program-specific policy must follow the published process for readmission after being reinstated to the College.

5. Students will be admitted in accordance with the admission policies in effect at the time they are granted readmission.
6. 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.
Subject: Time Expectation for Online Attendance

I. Policy:
   To establish time expectations for online attendance.

II. General Information:
   Time Expectation for Online Attendance:
   The healthcare professions require a high level of knowledge application for quality patient care. Therefore, attendance in both classes and clinicals is mandatory.

   Attendance and participation are essential elements for online courses. Attendance is tracked through participation. Participation includes, but is not limited to, a combination of assignments, discussion thread posts, quizzes and tests, and learning team projects. The successful online student will strive to sign into the online course and participate 4-5 days per week.

   Instructors may specify their own participation and attendance requirements for their courses that will be posted in their syllabi.

   The online student must manage his/her own time and workload to be successful and have a good learning experience. Online courses require the student to devote a certain amount of time each week to their online learning experience. This time will include reading, working on assignments, interacting with the instructor and fellow students through discussions and email, and team-based projects and assessments. For a 3 credit-hour course, a student should expect to spend 9-12 hours per week on course work and participation. For a 4 credit-hour course, 12-16 hours is the expectation. These hours will be divided among the expected 4 or 5 days per week a student must log into the course to be counted in attendance. Thus, the student should plan for 2-5 hours per day, 4-5 days per week for each 8-week course.
I. POLICY
At Methodist College, the Grade Point Average (GPA) is calculated on all coursework completed at the College. Transfer courses are not used in the calculation of the GPA.

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

The Methodist College GPA is based on a 4-point scale as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00 (Computed in GPA)</td>
</tr>
<tr>
<td>I</td>
<td>No quality points issued until the final grade is submitted by the instructor. When the final grade is issued, the GPA will update based on final grade.</td>
</tr>
<tr>
<td>S</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>U</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>W</td>
<td>Not computed in GPA</td>
</tr>
</tbody>
</table>

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

Faculty have the option, at student request, to issue incomplete grades.

II. GENERAL INFORMATION:

A. Incomplete grades may be issued by instructors following student request. An incomplete grade is to be reserved for times where unforeseeable circumstances have negatively affected a student’s ability to complete the course by the end of the term.

B. Incomplete grade requests must be received by the Registrar’s Office by no later than the term’s grade submission deadline as noted in the Academic Calendar.

C. Incomplete grades must be completed and final grades issued by the instructor but the date that midterm grades are due for the subsequent term. Any incomplete grades not completed by that time will result in the Registrar’s Office issuing a grade of ‘F’ for the course.

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

2. While midterm of the subsequent term is the deadline for incomplete grades to be finalized, if the incomplete grade form indicates an earlier timeline, that date is then the date the final grade must be received. In this case, if the final grade is not received by the agreed-upon deadline, a grade of ‘F’ will be issued for the course.

   A. Incomplete grades cannot be issued if a final grade has been issued by the instructor.

   B. These are the procedures for requesting and completing an incomplete grade.

3. A student requests that their instructor issue an incomplete grade.

4. The instructor reviews the request from the student and makes the determination as to whether or not they will issue an incomplete. Faculty are not required to issue incomplete grades.

5. The instructor downloads the Incomplete Grade Form from the shared I drive file, completes it with the student, and both parties sign the form.

6. The instructor submits the form to the Registrar Assistant. The instructor must be the one to submit the form.

7. The Registrar’s Office will enter the incomplete grade into the system and track the incomplete grade.
8. The student will complete the coursework with the instructor.
9. At the time when the coursework is complete, the instructor will contact the Registrar’s Office and make the grade change notation on the Incomplete Form.
10. The Registrar’s Office will then update the grade in system and notify the student and instructor that the change has been made.
I. POLICY:
Methodist College uses all courses taken at MC to calculate the cumulative GPA.

II. GENERAL INFORMATION
Students may not receive credit in an academic program for the same course twice.

Repeated courses must be taken at Methodist College.

Students may not use a proficiency exam (such as CLEP, AP, and Excelsior) to replace a repeated course.

When a student repeats a course at Methodist College, all grades earned for the course will be posted to the student’s transcript and will be computed in the cumulative grade point average. MC does not use a ‘repeat-delete’ approach to calculating cumulative GPA.
I. POLICY:
Methodist College evaluates all pre-matriculation transfer credits in accordance with the standards described in this policy to assure consistency and integrity of the transfer credit process. Eight (8) general education credits at the 100 or 200 level may be taken during the summer semester(s), or other timeframes when Methodist College courses are not in session (e.g. January term), at a regionally accredited institution post-matriculation at Methodist College. Students must seek approval for these post-matriculation courses from the Director of Advising.

II. GENERAL INFORMATION:
Methodist College welcomes transfer students and accepts transfer credits that are:
   a. equivalent in course content and number of credit hours to Methodist College courses;
   b. are completed with the necessary grade to be accepted into the curriculum of the major; and
   c. are documented on an official transcript from a regionally accredited institution (general education) or from a specialty accredited institution (e.g. Commission on Collegiate Nursing Education (CCNE) for the BSN/MSN programs).

Methodist College reserves the right to request syllabi to review courses prior to accepting the courses in transfer.

III. PROCESSES
The following guidelines are used in evaluating transfer credit:
   a) Credit earned at an accredited institution is transferable provided the course is equivalent in content to the curricular course requirements of Methodist College.

   b) Only credit hours of general education courses with a grade of “C” or higher will be transferred into Methodist College.
c) General Education courses not covered by the Illinois Articulation Agreement must be approved by the Dean of Arts and Sciences and appropriate faculty prior to approval for transfer.

d) Nursing courses with a grade of “B” or higher will be considered for transfer, and all nursing courses must be reviewed for equivalency by the Dean of Nursing and appropriate faculty prior to approval for transfer.

e) Courses specific to a major (e.g. those with major prefixes such as NRS, SWK, etc.) at Methodist College must be reviewed by the Department Chair or Associate Dean and appropriate faculty input as necessary prior to approval for transfer.

f) Methodist College will approve course credit at the same level that it was earned at the source institution (e.g. a 200 level course from another institution will be NOT be approved in transfer for a 300 level course at Methodist College).

g) The Grade Point Average (GPA) from the source institution for any courses for which transfer credit is awarded will not be calculated into the Methodist College GPA.

h) Students must complete a minimum of 30 credit hours in their major to establish “residency” in their major.

i) Students who have earned a grade at Methodist College in a course that is not acceptable for progression must repeat the course at Methodist College.

j) For Applicants and Current Students Requesting a Course be Reviewed for a Program Requirement: If, during the process of completing the initial course audit, the Registrar’s Office (RO) did not accept a course for transfer and the applicant or student wishes to have it reviewed, they can complete the ‘Transfer Course Request Form’ (TCRF) to start the process according to the guidelines on the form. The course syllabus must be received for this form; course descriptions are used during the initial review process. If a course has not been accepted during that process, information from the syllabus is needed to complete the review. Once the form is received by the RO, the RO will work with Academic Leadership to review the course. Once those reviews are completed, the RO will communicate with the student and their advisor of record. The TCRF is then processed and filed in the student academic record.

k) For Current Methodist College Students Requesting Approval to Take Post-Matriculation Credit: A ‘Prospective Transfer Credit Pre-Approval Form’ will need to be completed. The form will be completed and reviewed with the Director of Advising. The form can also be signed by the Provost or the Associate Provost. This form needs to be submitted to the Welcome
The Registrar’s Office (RO) will review the request and a) verify that the student is eligible to transfer in the number of credit hours requested (that they will not exceed the eight credit hour maximum) and b) that the courses requested are equivalent to the requirement requested. The form will then be placed in the student academic record. The student must, by the first day of class, provide unofficial documentation that the course has been successfully completed. In order to have the course transferred in, the student must also submit an official transcript to the RO. No courses will be documented on the student’s transcript until an official transcript has been received. **If the course requested is a pre-requisite** for a course the student wishes to take in the subsequent term, the student will need to complete an administrative approval form to register for the course. *For example:* If a student wishes to take a course equivalent to BIO 102 in the summer term at another institution, the student will need to use an administrative approval form to enroll in N200 for the fall.

1) Courses taken off campus after the student has matriculated at Methodist College without pre-approval will not be accepted in transfer.
I. **POLICY:**
   Students completing undergraduate degrees at the end of a term must meet a series of criteria in order to be eligible to earn their baccalaureate degree.

II. **GENERAL INFORMATION:**
   Methodist College awards the following baccalaureate degrees: Bachelor of Science in Nursing, Bachelor of Science in Health Science, and Bachelor of Social Work. Each program has specific curriculum outlined in their degree audit that must be met in order to be eligible to earn the degree.

   The baccalaureate degree is conferred when the following conditions have been met:
   1. All coursework outlined in the student degree audit must be completed. Depending on program requirements, students must obtain, at a minimum, 120-122 credit hours to earn their baccalaureate degree.
   2. MC graduates must have, at minimum, a cumulative 2.0 GPA for all coursework completed at the College.
   3. MC graduates must successfully complete any and all required standardized achievement examinations.
   4. In order to establish ‘residency’ at the College, graduates must earn at least 25% of the credit hour requirements at the College.
      - Graduates completing 120 or 122 credit hour programs must complete at least 30 credit hours of MC coursework.
   5. All financial obligations to the College must be completed in order to be eligible to graduate; there must not be any outstanding indebtedness to the College.
   6. All library materials must be returned to the College library in order to be cleared to graduate.
   7. All students planning on graduating in a given term must complete the online graduation application by the deadline communicated by the Office of the Registrar.
ACADEMIC HONORS

I. POLICY:
Methodist College has established guidelines to recognize academic achievement through the Chancellor’s List, Provost’s List and Dean’s List.

II. GENERAL INFORMATION:

Chancellor’s List
At the end of each semester, the Chancellor’s List will be posted to recognize the academic progress for that semester. Students earn this honor by:
- Completing a minimum of 12-semester hour credits roster; and
- Achieving a semester grade point average of 3.9-4.0

Provost’s List
The Provost’s List will be posted at the end of each semester. Students earn this honor by:
- Completing a minimum of 12-semester hour credits roster; and
- Achieving a semester grade point average of 3.75-3.89

Deans’ List
The Deans’ List will be posted at the end of each semester. Students earn this honor by:
- Completing a minimum of 12-semester hour credits roster; and
- Achieving a semester grade point average of 3.50-3.74
I. Policy:
All students who enroll in undergraduate and graduate programs at Methodist College are classified, on a term by term basis, according to the number of hours they enroll in each term.

II. GENERAL INFORMATION:
All students are classified according to the number of hours they enrolled in during a semester. The classifications occur during all terms; summer*, fall and, spring. The guidelines established for this classification system are delineated below:

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

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

*Students who do not enroll in the summer term and who are not required to enroll in a summer term will not have an enrollment status for the summer term.
I. POLICY
Methodist College has established guidelines for undergraduate students delineating the maximum number of credits a student may take during a given semester.

II. GENERAL INFORMATION:
Fall & Spring Semester
During the standard fall and spring semester, students may register for up to eighteen credit hours.

Summer Semester
During the summer semester, students in the second degree accelerated BSN program may register for up to eighteen credits. Students in all other baccalaureate programs may register for up to ten credit hours.

Nursing Clinical Course Enrollment
Students enrolled in prelicensure nursing programs requiring clinical course enrollment may enroll in no more than twelve hours of clinical coursework during any given semester.

Exceptions
Students wishing to enroll in more than these credit hour maximums need to seek approval from the Provost or Associate Provost of Academic Affairs. Students will use the Administrative Approval form, available in the Student Center of D2L. Any course approved beyond the term maximum should be included on the Administrative Approval form. Once the form is complete, the form must be submitted to the Registrar’s Office for processing.
I. POLICY:
Methodist College accepts many College Level Examination Proficiency (CLEP) exams as transferable for Methodist College credit, depending on programmatic requirements.

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

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

Credit:
- Credit for the above courses will be entered on student transcripts as ‘CR’ and will not be calculated in the student’s GPA.

Testing and Fees:
- Testing service, site, and fees are the responsibility of the student. Information about testing and fees can be found on the College Board website: https://clep.collegeboard.org/
Receipt of Scores:
  - Students must request that scores be submitted directly from the CLEP Testing Services to the Registrar. Our College Board school code is 1503

Time Limit:
  - There is no time limit as to when the CLEP test was taken.

Testing information:
  - For CLEP testing information, contact the Registrar’s Office or go to www.collegeboard.com/testing.
SUBJECT: Excelsior UExcel Credit by Exam for General Education Credits

I. POLICY
Methodist College Accepts Excelsior UExcel Credit by Exam courses to award credit for specific coursework in the Arts & Sciences.

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

Credit:
- Credit for Excelsior UExcel Credit by Exam courses will be entered on student transcripts with the earned grade recorded

Testing & Fees:
- Testing service, site, and fees are the responsibility of the student.

Receipt of Scores:
- Students must request an official transcript from Excelsior College before any courses will be recorded on the student’s Methodist College academic record.

Time Limit:
- There is no time limit as to when the Excelsior UExcel exam was taken.

Testing Information:
For Excelsior testing information, contact the Methodist College Office of the Registrar or go to [https://www.excelsior.edu/exams/uexcel-home](https://www.excelsior.edu/exams/uexcel-home).
I. POLICY:
Students completing undergraduate degrees at the end of a term must meet a series of criteria in order to be eligible to earn their baccalaureate degree.

II. GENERAL INFORMATION:
Methodist College awards the following baccalaureate degrees: Bachelor of Science in Nursing, Bachelor of Science in Health Science, and Bachelor of Social Work. Each program has specific curriculum outlined in their degree audit that must be met in order to be eligible to earn the degree.

The baccalaureate degree is conferred when the following conditions have been met:
8. All coursework outlined in the student degree audit must be completed. Depending on program requirements, students must obtain, at a minimum, 120-122 credit hours to earn their baccalaureate degree.
9. MC graduates must have, at minimum, a cumulative 2.0 GPA for all coursework completed at the College.
10. MC graduates must successfully complete any and all required standardized achievement examinations.
11. In order to establish ‘residency’ at the College, graduates must earn at least 25% of the credit hour requirements at the College.
   • Graduates completing 120 or 122 credit hour programs must complete at least 30 credit hours of MC coursework.
12. All financial obligations to the College must be completed in order to be eligible to graduate; there must not be any outstanding indebtedness to the College.
13. All library materials must be returned to the College library in order to be cleared to graduate.
14. All students planning on graduating in a given term must complete the online graduation application by the deadline communicated by the Office of the Registrar.
I. POLICY:
   To ensure that MC nursing students are provided with guidelines on clinical attendance.

II. GENERAL INFORMATION:
   Clinical practice/clinical laboratory attendance is mandatory; 100% participation is expected.

   *Satisfactory and Unsatisfactory* are used to evaluate nursing clinical performance based on course objectives.

   The Illinois State Licensing Board requires experiential learning in nursing clinical practice/clinical laboratory to fulfill the requirements for a Baccalaureate of Science in Nursing.

   - The faculty expects 100% nursing clinical attendance.
   - The ability to meet course objectives by attending clinical practice/clinical laboratory is required to pass nursing courses.
   - A missed clinical practice/clinical laboratory day will hinder the student in meeting the course objectives necessary for passing the nursing course and will result in a “U” for the day.
   - The inability to meet nursing course objectives results in an *UNSATISFACTORY* in clinical performance and therefore a possible failure in a nursing course.
   - Nursing clinical performance is evaluated according to established, expected behaviors for each course as defined in the course syllabus.
- Students coming unprepared for clinical practice/clinical laboratory may be sent away from the clinical site which may also result in an *Unsatisfactory* for the clinical day.

- In the event that a student is going to be late for clinical practice/clinical laboratory experience, the expectation is that the student will notify the clinical unit one hour prior to the start time.
I. POLICY:
   Students who have incurred an incident, medication error, or needle stick exposure will be treated according to Methodist hospital and the college protocol.

II. GENERAL INFORMATION:
   Student Medication Error:
   If a student commits a medication error, the student shall notify the instructor. The instructor will assist the student in completing the appropriate paperwork necessary to report the nature of the error. The student and instructor will complete the agency paperwork per agency policy. Failure to notify the instructor of a medication error may result in the student’s dismissal from the program. The faculty member should notify the Dean of Nursing (or V.P. of Academic Affairs) immediately if the incident/error is a sentinel event.

   The student and faculty member will complete the Methodist College Student Incident/ Medication Error form (forms available on the “I” drive and in Faculty copy room). The form should be given to the Dean of Nursing (or V.P. of Academic Affairs) within 24 hours.

   Student Injury:
   Students who sustain an injury during class or clinical time shall report the injury to their instructor. Students who sustain a needle stick will report to the Emergency Department of the hospital within two hours of the injury (as per hospital protocol). Medical expenses related to treatment of injury, including needle stick injuries, are the financial obligation of the student. The instructor will assist the student in completing the appropriate paperwork necessary to report the nature of the error. The faculty member should notify the Dean of
Nursing (or V.P. of Academic Affairs) immediately if the incident/error is a sentinel event.

The student and faculty member will complete the Methodist College Student Incident/ Medication Error form in duplicate (forms available on the “I” drive and in the Faculty copy room). One copy of the form should be given to the Dean of Nursing (or V.P. of Academic Affairs) within 24 hours and one copy to the Dean of Enrollment Management and Student Services.

**ALL medical expenses related to treatment of any injury are the financial obligation of the student. The student seeking treatment should submit related medical bills to their own insurance company.**
I. GENERAL INFORMATION:

Students at Methodist College interested in federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) form. Eligibility is determined by an analysis of the information provided on the FAFSA and is made by federal and state agencies who disburse financial aid.

Please visit MC's financial aid department for more information and direction in this process.
SUBJECT: Printing Policy

I. POLICY:

Each semester students will receive a 300 page balance to be used for printing and copying. Each student will be assigned a copier code to gain access to the copier. Once you exceed your balance of 300 pages you will no longer be able to print and copy until you add more pages to your account. You can add more pages to your account by going to Enrollment Management on the 6th floor. The cost for more pages is $0.10 (10 cents) per page. The minimum amount that can be added is $5.00 each time.

- If you purchased pages and have a balance at the end of the semester, it will carry over to the next semester.
- If you purchased pages and have a balance when you leave MC, no refund will be given.
- If you have a balance from the original 300 pages, it will carry over for continuing students.
- If a continuing student has a negative balance, that balance will be subtracted from the 300 pages given to each student at the beginning of the semester.
- If you have a negative balance when you leave MC, it will be added to your bill.
SUBJECT: Book Policy

I. POLICY:

Methodist College provides an online textbook ordering service where students can purchase textbooks, supplies, and other miscellaneous items.

Book vouchers are available through MBS Direct, Methodist College’s online book store, to any and all students with excess financial aid either “pending” or “paid” to their ledger. Book vouchers are available to students within a reasonable time of the semester start date. It is the choice of the student whether or not to utilize the voucher. If they choose to use a book voucher, the amount of their book purchase will be added to their ledger. The student is ultimately responsible for the purchase of their books in case of the reduction or elimination of all or a portion of their financial aid. No book vouchers will be issued to any student after the semester has begun, unless due to an error by the College.
SUBJECT: Tuition and Billing Policy

I. POLICY:

All correspondence regarding billing will be done electronically. It is the responsibility of the student to check his/her email and CAMS portal regularly to ensure their balances are being paid.

Tuition and fees are due and payable at the time of billing 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 the first day of class.
- **Spring** tuition is due on or before the first day of class.
- **Summer** tuition is due on or before the first day of class

NOTE: Please be advised that 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. And 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. And 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. And the remaining quarter is due on or before July 15.

NOTE: If you are participating in any Payment Plan, there is a flat $30 Payment Plan Deferment fee that will be applied per semester to any and all accounts not paid by the tuition due date. This means that if you do not elect a payment plan and your tuition is not paid on or before the tuition due date, you 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, the student will be charged a $50 late fee per payment.
Students who fail to pay when due will not be able to register for the next semester until the outstanding balance is paid in full.

**Late Admits:**

Students are considered a late admit when they register for classes on or after July 29\textsuperscript{th} for Fall and on or after January 1\textsuperscript{st} for Spring.

**July 29\textsuperscript{th} and January 1\textsuperscript{st} payment plans:**

- *Fall tuition payment plans*: One-half of the tuition is due on or before August 15. One-quarter of the tuition is due on or before September 15. And 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 17. One-quarter of the tuition is due on or before February 15. And the remaining quarter is due on or before March 15.

**After July 29\textsuperscript{th} and January 1\textsuperscript{st} payment plans:**

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

- *Spring tuition payment plans*: One-half of the tuition is due on or before February 1. One-quarter of the tuition is due on or before February 15. And the remaining quarter is due on or before March 15.

*Payments can only be made by the listed options:

1) Check or cashier check made out to Methodist College
2) Credit card on the Methodist College web site (quick link-CAMS)*
SUBJECT: Refund Processing Policy

I. POLICY:

Refund Processing Policy

“Refunds will be paid as soon as possible but no later than 14 days after a credit balance is created by the disbursement of Federal Financial Aid”. 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.*
<table>
<thead>
<tr>
<th>Fall 2018 Terms</th>
<th>Winter 18/19 Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drop Period (16-week or 1st 8-week class sessions)</strong></td>
<td><strong>Drop Period (December 2018 Term I)</strong></td>
</tr>
<tr>
<td>Refund %</td>
<td>Refund %</td>
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<tr>
<td>On or before 8/20/2018</td>
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<tr>
<td>8/21/2018 - 8/27/2018</td>
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<tr>
<td>8/28/2018 – 9/4/2018</td>
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<tr>
<td>9/5/2018</td>
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<tr>
<td><strong>Drop Period (2nd 8-week session)</strong></td>
<td><strong>Drop Period (January 2019 Term II)</strong></td>
</tr>
<tr>
<td>Refund %</td>
<td>Refund %</td>
</tr>
<tr>
<td>On or before 10/18/2018</td>
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</tr>
<tr>
<td>11/2/2018</td>
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<tr>
<td>Spring 2019 Terms</td>
<td></td>
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<tr>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Drop Period (16-week or 1st 8-week class sessions)</td>
<td>Refund %</td>
</tr>
<tr>
<td>On or before 1/22/2019</td>
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<td>2/6/2019</td>
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<td>On or before 3/25/2019</td>
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<td>4/9/2019</td>
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</tr>
<tr>
<td>6/25/2019-7/1/2019</td>
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</tr>
</tbody>
</table>

*Any student withdrawing completely from the College should refer to Financial Aid/Return to Title IV Policy in the Catalog.
SUBJECT: Collection Policy

I. 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.
FINANCIAL AID PROCEDURES

Applying for Financial Assistance Procedure
Students at Methodist College interested in federal, state or institutional need based financial aid or student loans must complete a Free Application or Federal Student Aid (FAFSA) form. This form is only available online at www.fafsa.ed.gov. Eligibility is determined by an analysis of the information provided on the FAFSA and follow the federal methodology passed by Congress and determined through the U.S. Department of Education.

Applying for Institutional Scholarships Procedure
Students at Methodist College interested in institutional scholarships have the ability to apply twice a year, once in the fall and once in the spring. The application for scholarships is online under the financial aid section of the website. Students who must compete a Free Application for Federal Student Aid (FAFSA) form. This form is only available online at www.fafsa.ed.gov.

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

Please speak with a financial aid professional for more information on whether an outside scholarship or other external financial aid will reduce your current awards.
**Completion (Pace) Requirement**
MC students must complete all coursework, including transfer credits at a pace of 67%. This measure is calculated by taking all courses and dividing by those courses which are successfully completed.

Hours attempted include all financial aid eligible courses. For the purposes of this policy, completion is defined as grades of A, B and C. Hours attempted with grades of F, W, or I are not considered successful completion grades. Grades of D are considered as passing in all general education courses except BIO 101, ENG 101 and MAT 101. Grades of D or not considered as passing in nursing, health science and gerontology courses. Failure to meet the 67% pace requirement for one semester will result in a Financial Aid Satisfactory Academic Progress Warning. Failure to meet pace in the next semester will result in SAP denial.

**Grade Point Average Requirement**
MC students must maintain the GPA as prescribed by the Methodist College Academic Progression Policy. Students will be considered as on Financial Aid Satisfactory Academic Progress Warning in the following situations:
- Failure to maintain a cumulative or semester GPA of 2.0
- Earning a grade of D or F in a nursing, health science or gerontology course.
- Earning a grade of F in a general education course.

Students will be placed on Financial Aid Satisfactory Academic progress denial if they fail to earn passing grades in all courses in the next semester. A passing grade is defined as a D or better in a general education course, with the exception of BIO 101, ENG 101 and MAT 101 and all remedial coursework. A passing grade in nursing, health science or gerontology is a C or better. Students are only allowed to repeat grades of D or lower in nursing, health science or gerontology courses one time. A withdrawal is considered an attempt for a nursing, health science or gerontology course; if a second attempt is unsuccessful, the student will be placed on Financial Aid Satisfactory Academic Progress Denial.

All students must have a cumulative GPA in all lower division coursework of 2.0. A student failing to meet this requirement will be placed on Financial Aid Satisfactory Academic Denial.

**Maximum Timeframe Requirement**
The maximum time frame a student has to complete their degree is equal to 150% of the hours required for the completion of the degree. As a general rule, the Bachelor of Science in Nursing degree requires 122 credit hours, and financial aid recipients have a maximum of 183 credit hours attempted. In this instance, the student would be placed on Satisfactory Academic Progress Probation when his/her attempted hours exceed 150 hours. This student would be placed on Satisfactory Academic Progress Denial after attempting 183 hours. Hours transferred to MC from previous institutions are included in this requirement.

The maximum time frame requirement is a Title IV requirement only. This rule does not apply to veteran's benefits.
A student seeking a second bachelor’s degree will only have his/her transfer hours from
the first degree counted in their total hours attempted.
For example, a student who completed a Bachelor of Arts Degree at another college
would start out with only those hours that transferred to MC before taking a single class
towards his/her second degree counted in the Maximum Time-Frame Requirement.

**Satisfactory Academic Progress Probation**
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 7 working days of receiving the request from the student. All decisions
made by the Dean of Enrollment Management Committee are final.
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