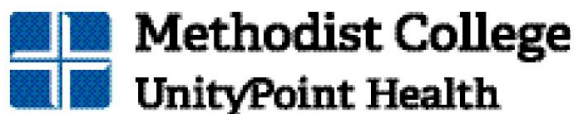


MC Student Handbook

2016-2017 Academic year





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 Nursing program is accredited by:

Commission on Collegiate Nursing Education
One DuPont Circle, NW Suite 530
Washington, DC 20036
Phone: (202) 463-6930
Fax: (202) 785-8320
www.aacn.nche.edu/cne-accreditation

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.

Course Prerequisites

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

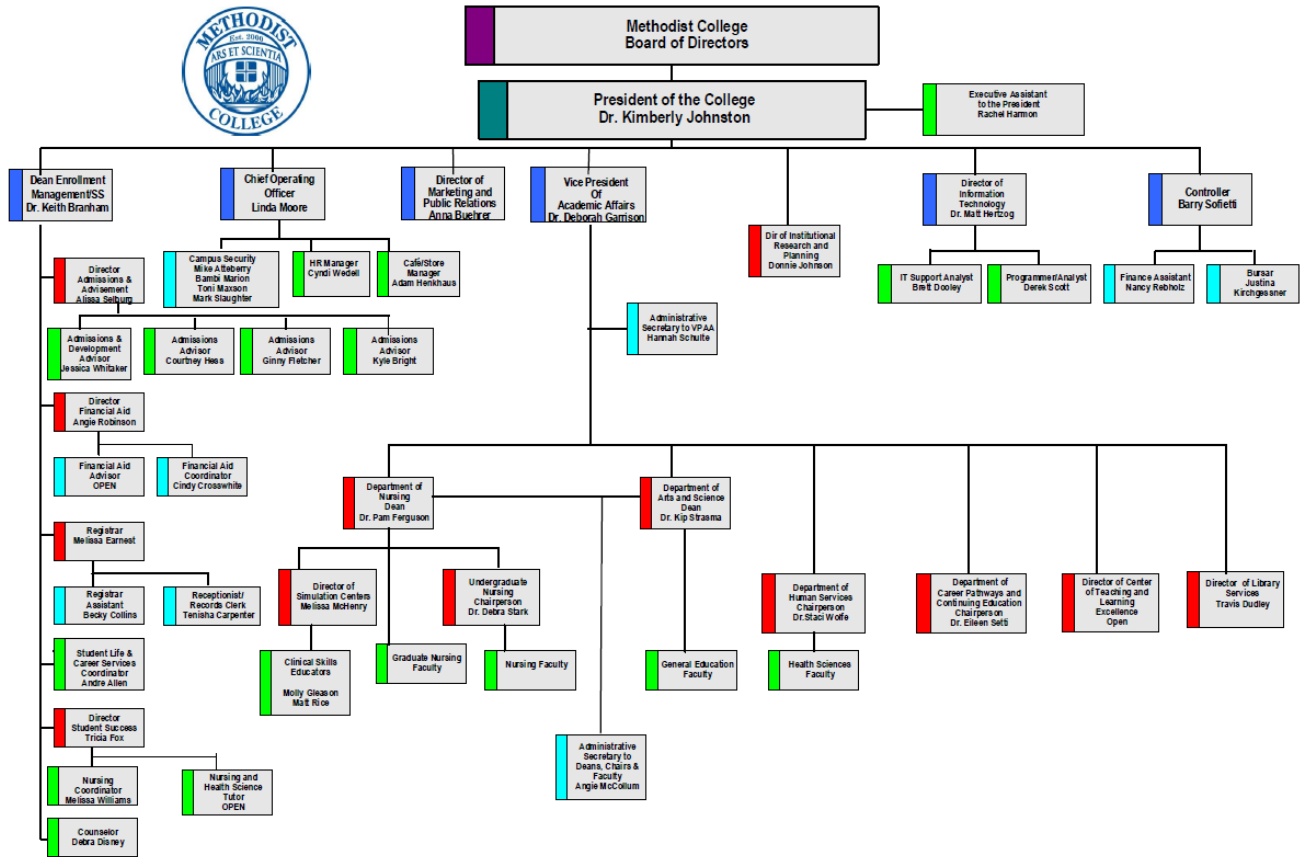
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COLLEGE ORGANIZATIONAL STRUCTURE



Organizational Chart
9/2016

MESSAGE FROM THE PRESIDENT OF THE COLLEGE



Dear MC Students,

Thank you for choosing Methodist College as your educational destination. The administration, faculty, staff and I are pleased to be a part of preparing you for your future career goals. Your education is truly a journey and we endeavor to make the journey a very positive experience for you. We are committed to providing an education that is directed towards assisting your development of a strong theoretical foundation, skills and the ability to critically analyze; all of which are required qualities in today's professional world. We have devoted faculty members who have been specifically selected for their strong knowledge base, instructional ability and experiential background to ensure that your educational experience is an outstanding one. We also put our students first: the entire faculty and staff work as a team to help you reach your educational and career goals. The Student Handbook helps to assure that this process is as smooth as possible. The Handbook outlines all policies and procedures that impact you the MC student. Please take time to review the Handbook as it will prove a valuable resource for you as you progress through our college.

Again thank you for choosing Methodist College where we are continually striving to make your education a fulfilling and transitional experience for you. I wish you all the best as you move towards attainment of your educational and ultimately your career goals.

Sincerely,
Dr. Kimberly Johnston
President, Methodist College

METHODIST COLLEGE
7600 N Academic Drive
Peoria, IL 61615

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 CALENDARS

2016-2017 ACADEMIC CALENDAR*

(SEE SEPARATE CALENDAR FOR CNA Program)

2016 Fall Semester

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

2017 Spring Semester

| | |
|-----------------------|---|
| December 24-January 2 | College Closed: Holiday |
| January 3-13 | Winterim |
| January 4 | Last day to add a Winterim Class |
| January 6 | Last day to drop a Winterim Class |
| January 10 | Last day to Withdraw from a Winterim Class with a Grade of "W" |
| January 16 | College Closed: Holiday |
| January 17 | Spring 1st 8-Week and Semester Classes Begin |
| January 19 | Last Day to Add a Spring 1st 8-Week Class |
| January 20 (noon) | Final Grades for Winterim Classes Due |
| January 23 | Last Day to Drop a Spring 1st 8-Week Class |
| January 23 | Last Day to Add a Spring Semester Class |
| January 30 | Last Day to Drop a Spring Semester Class |
| February 22 | Last Day to Withdraw From a Spring 1st 8-Week Class with Grade of "W" |

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

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

| | |
|-----------------|--|
| March 10 | End of 1st 8-Week Classes & Mid-Term Grades Due for All Semester Classes |
| March 13 | Spring 2nd 8-Week Classes Begin |
| March 13 | Academic Advising for Summer and Fall Registration Begins |
| March 15 | Last Day to Add a Spring 2nd 8-Week Class |
| March 17 (Noon) | Final 1 st 8-Week Grades Due |
| March 17 | Last Day to Drop a Spring 2nd 8-Week Class |
| March 31 | Last Day to Withdraw From a Spring Semester Class with a Grade of “W” |
| April 3 | Summer Registration Begins |
| April 10-16 | Spring Break: No Classes |
| April 14 | College Closed: Holiday |
| April 17 | Classes Resume |
| April 17 | Fall Registration Begins |
| April 26 | Last Day to Withdraw From a Spring 2nd 8-Week Class with Grade of “W” |
| May 8 | Last Day of Classes |
| May 12 | End of Spring 2 nd 8-Week Classes |
| May 9-15 | Final Examinations |
| May 17 (Noon) | Final Grades for Graduating Students Due |
| May 20 | Graduation |
| May 22 (Noon) | All Final Grades Due |

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

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

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

| | |
|----------|--|
| May 22 | Classes Begin |
| May 30 | Last Day to Add Summer Semester II Class |
| June 6 | Last Day to Drop a Summer Semester II Class |
| June 23 | Mid-Term Grades Due for Summer Semester II Classes |
| July 4 | College Closed: Holiday |
| July 14 | Last Day to Withdraw From a Summer Semester II Class with a Grade of “W” |
| August 1 | Last Day of Summer Semester II Classes |

August 2-8 Final Examinations for Summer Semester II Classes

| | |
|------------------|-----------------------------------|
| August 11 (Noon) | All Summer Semester II Grades Due |
|------------------|-----------------------------------|

Methodist College
2016-2017 CNA Program Academic Calendar*

2016 Fall Semester

| | |
|--------------------|--|
| October 3 | Fall CNA Classes Begin |
| October 5 | Last Day to Add a Fall CNA Class |
| October 6 | Last Day to Drop a Fall CNA Class |
| November 11 | Last Day to Withdraw From a Fall CNA Class with Grade of “W” |
| November 21-27 | Holiday Break: No Classes |
| November 24-25 | College Closed: Holiday |
| November 28 | Classes Resume |
| December 9 | End of Fall CNA Classes |
| December 19 (Noon) | All Final Grades Due |

2017 Spring Semester

| | |
|-----------------|--|
| February 6 | Spring CNA Classes Begin |
| February 8 | Last Day to Add a Spring CNA Class |
| February 9 | Last Day to Drop a Spring CNA Class |
| March 17 | Last Day to Withdraw From a Spring CNA Class with Grade of “W” |
| April 7 | End of Spring CNA Classes |
| April 17 (Noon) | All Final Grades Due |

2017 Summer Semester

| | |
|-----------------|---|
| May 29 | College Closed: Holiday |
| May 30 S | Summer Semester CNA Classes Begin |
| June 1 | Last Day to Add a Summer Semester CNA Class |
| June 2 | Last Day to Drop a Summer Semester CNA Class |
| July 4 | College Closed: Holiday |
| July 11 | Last Day to Withdraw From a Summer Semester CNA Class with a Grade of “W” |
| August 1 | Last Day of Summer Semester CNA Classes |
| August 4 (Noon) | Final Summer Semester CNA Grades Due |

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

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

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:

- Alliance Library System (ALS)
- 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)
- Association of American Colleges & Universities
- Association of Governing Boards (AGB)
- Commission of Colleges of Nursing Education (CCNE)
- Council for Higher Education Accreditation (CHEA)
- The Illinois Association of Colleges of Nursing (IACN)
- 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)
- Federation of Independent Colleges and Universities
- Consortium of Academic Research Libraries in Illinois (CARLI)

GENERAL STUDENT POLICIES

[Americans with Disabilities and Section 504 Act S-09](#)

Methodist College complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. Please see policy for more information.

[Equal Opportunity and Nondiscrimination A-37](#)

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.

[Posting Policy E-93](#)

Methodist College provides guidelines for employees/students to post on bulletin boards.

[Campus Safety A-78](#)

Methodist College strives to provide a safe and secure campus.

[Missing Student Notification and Designation of Emergency Contact S-67](#)

This policy has been established by Methodist College in compliance with the Higher Education Act of 2008. Please see the policy for more information.

[Career Placement S-14](#)

All student are assisted with career placement prior to graduation from Methodist College.

[Simulation Centers S-43](#)

Methodist College has two Simulation Centers to assist students in their learning and clinical skills.

[Lactation Support A-52](#)

Methodist College has designated a private and sanitary location on campus so that employees and students may express their milk during business hours.

[College Closure or Cancellation of Classes A-07](#)

In the case of inclement weather during the winter months and the occasional need to cancel classes, clinicals, and/or close Methodist College, a procedure is in place for notification about MC closings:

Upon the decision of the President, students will be notified using the campus alert system (SchoolCast) and SAKAI regarding College closure.

Methodist College encourages all faculty, staff and students to use good judgement and common sense when deciding whether to travel on hazardous roadways in inclement weather.

It is the student's responsibility to notify the College regarding any changes in his/her contact information.

[Complaints Policy S-37](#)

Occasions may arise in which a student feels that he/she has a legitimate basis for a complaint. It is the policy of the College to promptly resolve those complaints whether informal or formal.

[Final Grade Appeal S-76](#)

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.

Counseling Services Information S-22

Counseling is available to students for academic and personal issues.

Student Counseling Services (Mental Health) S-66

All Currently enrolled students are eligible for short-term, psychotherapy services.

Drug-Free/Alcohol-Free A-21

Methodist College assists in the prevention, identification and resolution of drug/alcohol concerns. Methodist College has a zero tolerance policy regarding drug/alcohol abuse.

The biennial report is located: www.methodistcol.edu or you may obtain a copy by contacting the COO/HR Director.

Family Educational Rights and Privacy Act (FERPA) S-28

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

Health Insurance Portability and Accountability Act (HIPAA) E-9

The purpose of this policy is to comply with HIPAA. Please see policy for further information.

Client Confidentiality Policy – Nursing Program only S-82

Through the various educational experiences, nursing and other healthcare major students are privileged to confidential 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 includes maintenance of confidentiality and requirements documented in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MC students may not disclose any information regarding clients, their families or information pertaining to clinical agencies outside of that specific care giving experience.

Fire Safety A-64

Methodist College maintains a Fire Emergency Plan that complies with regulatory standards for emergency preparedness, fire safety, and all other applicable fire & life safety codes.

Graduate School Information S-34

Methodist College offers a Master of Science in Nursing program which provides education for those interested in nursing education. More information can be found in the Graduate Catalog/Handbook.

Graduation Honors S-35

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

Graduation Procedures and Requirements S-36

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

All students are given an expected graduation date at the time of enrollment. The Registrar adjusts the expected graduation dates based on changes in a student's progress through the program. Adjusting expected graduation dates is an ongoing process. An expected or anticipated graduation date is not a guarantee that the student will graduate on that date.

Unapproved College Residence S-73

No student or individual shall maintain residence in the Methodist College campus except on the residence halls.

Residence Life - see Residence Life Handbook for further information S-46

The Residence Hall at Methodist College is located in the same building where the College administrative offices and classrooms are located. The residence hall offers students single, double, or triple rooms with private baths, which provide students with opportunities for private time for studying. All floors contain a community TV lounge, community study lounge, and a community kitchen. The building has on-campus laundry facilities, a fitness center and a game room. Students have access to our computer labs and the College library.

Sexual and Other Forms of Harassment and Grievance A-15

In order to preserve the fundamental dignity and rights of all Methodist College employees and students or those seeking such status with the College, harassment of any form, whether on the basis of sex or any other form of bias or discrimination is prohibited.

Cyber Bullying A-45

Methodist College will not tolerate cyber-bullying in any form toward any student, staff member, or faculty member. Cyber-bullying occurs when individuals use the internet and electronic communications technologies to transmit hostile messages and images to another person.

Nicotine-Free Environment A-16

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 college constituents.

Solicitation S-90

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

Dress Code – Nursing S-48

Professional appearance is essential when representing Methodist College (MC) during community appearances, hospital clinical rotations, and attendance in the Simulation Center and Learning Resource Center (LRC) for clinical/laboratory purposes.

Health and Wellness S-57

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.

Student Health Insurance S-49

Students who need health insurance should check the Healthcare Marketplace website, located at: <https://www.healthcare.gov/marketplace/b/#welcome/>. For more information on the Healthcare Marketplace, please go to the Enrollment Management office.

Name Badge S-50

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.

Student Organizations S-51

Methodist College provides multiple opportunities for students to be involved in organizations and activities. Examples include SGA, SNA, and the Phi Phi Chapter of Sigma Theta Tau.

Student Records S-52

Methodist College is committed to maintaining student records in a confidential manner and making these transcripts of students' academic records accessible.

Tornado Alert A-65

When a tornado warning is in effect, all students of Methodist College and Residence Apartments occupants will be notified immediately and directed towards the designated shelters.

Transportation S-55

Methodist College students are responsible for providing their own transportation to clinical and laboratory facilities.

Student Parking Regulations S-104

Methodist College is committed to providing safe, accessible environment. To ensure that this remains possible, all students will be charged for parking in the MC parking lot.

Hoverboards S-95

Hoverboards, roller blades, skateboards, motorized skateboards, scooters, and other mechanical means of transportation of any kind are not permitted on Methodist College property.

Campus Violence Prevention A-35

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.

Student Bill of Rights and Responsibilities S-47

Methodist College administration, faculty, and students support the Student Bill of Rights and adapted Responsibilities by the National Student Nurses' Association in 1975 and amended in 1999 and 2006.

Student Responsibility Statement S-70

Methodist College expects students to take responsibility for their education.

Student Code of Conduct S-03

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 the value system as they begin their professional careers.

Pregnancy Disclosure S-92

A student who is, or becomes, pregnant is strongly encouraged to notify their course instructors or HR Director as soon as possible.

Pregnancy Disclosure Student Form

A student may sign the Pregnancy Disclosure Form if they choose.

TECHNOLOGY POLICIES & PROCEDURES

Laptop requirement for all Students S-21

Each student entering Methodist College is strongly recommended to bring their own personal laptop to enhance their learning experience while attending college.

Computer Laboratory S-20

There are computer labs made available within the college that are equipped with computers, printers and audio visual aids. Each lab has been provided with Internet access and a variety of educational software that may be used by a student of the college.

Copyright A-26

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship”. Items protected by this policy are in various forms, including but not limited to: literary, electronic media, musical, artistic, software and other intellectual works.

Social Media A-54

Within the popularity of social media, a concern of its use, as well as the form of dialogue within a social media site, provides the possibility of unintended consequences. This policy assists employees and students of Methodist College identify and avoid possible issues.

Electronic Messaging A-69

All electronic messages created, sent, or retrieved from or through the College or the UnityPoint Health system are the property of the UnityPoint Health and/or the College. Electronic messages include e-mail, text messages, and all other types of digital communication messages sent through the college network.

User ID and Password Security A-68

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.

Student Internet Access S-103

Each Student entering Methodist College will have Internet access through the College’s Wi-Fi network and if a resident of student housing through the student apartments.

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.

Academic Major and Minor S-53

Methodist College clearly defines an Academic Major and Minor.

Course Placement S-61

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

Upper Division Progression Policy - Nursing S-72

All nursing majors must meet upper division progression requirements specified in this policy to be eligible to move to upper division.

Undergraduate Academic Good Standing, Probation, and Dismissal Requirements S-71

All undergraduate students must maintain a cumulative grade point average (GPA) of 2.0 to remain in academic good standing at Methodist College.

Methodist College Academic Progression S-91

To ensure students demonstrate adequate comprehension and application of course content before progressing.

Academic Advising Program S-01

Methodist College provides an Academic Advising program for all enrolled students.

Undergraduate Pre-Licensure and Second Degree Nursing Program – Academic Good Standing, Probation, and Dismissal S-100

Academic Good Standing in the Bachelor of Science in Nursing Pre-Licensure four-year or second-degree program requires the student to complete certain courses with a grade of C or better. Please see policy for the list of courses.

Readmission to the BSN Pre-licensure Nursing Program S-101

Students who have been dismissed from the four-year pre-licensure or second degree BSN program for failing to meet Academic Good Standing in Nursing requirements (specified in S-100), but who meet the requirements for Academic Good Standing at Methodist College (specified in S-71), are eligible to reapply to the program after an absence of one regular semester.

[Community Engagement Requirement for Graduation S-97](#)

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.

[Academic Semester Length and Credit S-62](#)

As per Department of Education requirements, Methodist College clearly defines semester length and credit hours.

[ATI in the Pre-Licensure Nursing Curriculum – Nursing Program Only S-88](#)

[ATI Log-in Credentials for all Nursing Courses S-13](#)

The accurate use of ATI login credentials provide a systematic, purposeful approach to academically-sound integration and use of ATI tutorials, practice tests, and proctored tests in associated clinical nursing courses.

[Bring Your One Device \(BYOD\) Requirement for Examssoft® and ATI® Testing S-102](#)

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 Examssoft® and ATI® examinations.

Withdrawal Policies

Please see below for appropriate withdrawal policies.

[Withdrawal from One for More Courses S-58](#)

A student may withdraw from a course prior to the end of the term of enrollment due to extenuating personal circumstances or for unsatisfactory academic work.

[Institutional Withdrawal from the College S-59](#)

Institutional Withdrawal is the withdrawal or discontinuation of all courses in which the student is enrolled.

[Administrative Withdrawal S-89](#)

Methodist College maintains a process of administrative withdrawal. Please see the policy for further information.

[Leave of Absence S-41](#)

A student may request a LOA for personal or medical reason before or after the last day to withdrawal, with a “W” with proper support documentation. Methodist College requires students to follow a process when requesting a Leave of Absence (LOA).

[Military Leave of Absence S-4](#)

Methodist College supports students who are members of the US Armed Forces and Reserve Units.

[Readmission to Methodist College S-44](#)

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.

[Time Expectation for Online Attendance S-10](#)

The healthcare professions require a high level of knowledge application for quality patient care. Therefore, attendance in both classes and clinicals is mandatory.

[Auditing Classes S-11](#)

Audit registrations are accepted only after the first day of classes for each semester and are contingent upon space availability. The audit form is available in the Office of the Registrar. Students may not change class registration from “audit” to “credit” or from “credit” to “audit”. Students will be assessed the per hour semester rate for auditing the course.

[Grading Scale S-32](#)

Methodist College follows a grading scale that is highlighted in this policy.

[Grading Standards S-33](#)

Please see policy for more information regarding the Grading Standards policy.

[Pass-Fail Grading Policy S-68](#)

Some undergraduate courses offered by Methodist College may have mandatory pass-fail grading. Credits earned (passed) in a course taken on a pass-fail basis are not used in calculating the grade point average.

[Incomplete Grades S-39](#)

Methodist College requires a process for students to follow when requesting an incomplete grade. The request for an “incomplete” (I) grade must be by the student and approved by the instructor for the course in question.

[Adding/Dropping a Course S-5](#)

Students should refer to the Academic Calendar for add/drop dates specific to the program in which he/she is enrolled.

[Administrative Drop/Add S-6](#)

While each student is responsible for ensuring that he/she is enrolled for the appropriate courses, Methodist College reserves the right to administratively add/drop students when the student fails to meet prerequisite requirements or when circumstances mandate.

[Repeated Courses S-45](#)

Students may not receive credit for the same course twice.

[Transfer Credits S-54](#)

Please see policy for more information regarding the Transfer Credit policy.

[Travel Study Courses S-69](#)

Travel courses are taught on the condition that a minimum number of students enroll, and Methodist College reserves the right to cancel any travel study course if minimums are not met. Please see policy for more information.

[Grade Point Average \(GPA\) Calculation S-87](#)

The MC grade point average is calculated only on courses completed at Methodist College. Transfer credits are not computed in the GPA.

[Grade Reporting S-31](#)

Grades are available through the student portal of the Methodist College website. Students who have outstanding obligations to Methodist College (financial, library, etc) will have his/her grades withheld. Grades will not be provided by telephone or via email.

[Academic Honors S-02](#)

President of the College’s List

At the end of each semester, the President of the College'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 to 4.0.

Dean's List

Additionally, the Dean'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 to 3.89.

Class Standing S-17

Students are classified according to the total number of semester hours completed including transfer semester hours. Students are classified as follows:

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

Enrollment Status S-25

A student is classified according to the number of credit hours he/she is enrolled in a semester.

Undergraduate Student Enrollment in Graduate Courses S-96

Undergraduate students in good academic standing with a cumulative grade point average (GPA) of 3.0 and who are within 12 credits of degree completion are permitted to enroll in selected graduate classes with the approval of their advisor, the Dean of Nursing and of the faculty of record for the proposed graduate course.

Registration S-64

In order to register for more than 18 hours in a fall or spring semesters, or 9 credits in the summer, a student must get written permission from the Dean of Nursing or Dean of Arts and Sciences. Students in the Nursing Program are permitted to register for no more than 12 hours of clinical coursework in a semester.

Credit by Examination (CLEP) S-19

Credit for college-level achievement in general education courses may be awarded through the College Level Examination Program (CLEP) administered by College Board. Proficiency examinations are designed to give credit for knowledge gained in programs without college credit or for courses, which are not transferable.

Excelsior Testing For General Education Credits S-27

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

Testing Information: For Excelsior testing information, contact the College Admission Office or go to www.excelsior.edu.

Degree Completion Requirements – All undergraduate degrees S-23

The Bachelor of Science Degree is conferred when certain conditions have been met. Please see policy for criteria.

Clinical Attendance – Nursing Program only S-18

Clinical practice/clinical laboratory attendance is mandatory; 100% participation is expected.

Student Incident/Medication Error - Nursing Program Only S-38

Methodist College, as always, is concerned with the safety of the students and the patients they treat. And as such, have a policy on student incident/medication error.

TUITION AND BILLING POLICIES AND PROCEDURES

Tuition and Billing Services S-83

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

Financial Assistance S-29

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.

Pay for Print S-84

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. 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.

Books S-12

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.

TUITION AND FEES

Bachelor of Science in Nursing Pre-licensure and Second Degree Program Tuition and Fee Schedule*

Tuition \$640 per credit

Fees

| | |
|-------------------------|-----------------------------|
| Application Fee | \$50 |
| Intent Fee | \$100 |
| Laboratory Fee | \$110/semester |
| Technology Fee | \$225/semester |
| Student Development Fee | \$75/semester |
| Testing Fee | \$315/semester |
| Internship Course Fee | \$100 |
| Graduation Fee | \$200 (final semester only) |
| Parking Fee | \$60/year |

Other Fees (if applicable)

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

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

| | |
|---------------------------------|-----------------------------|
| Uniforms and Accessories | \$300 |
| Books/Supplies | \$2,000 - \$2,500 |
| Laptop | \$500 to \$2,500 |
| Malpractice/Liability Insurance | \$29 annually |
| Course Proficiency Fee | Cost varies by exam |
| Cap & Gown | \$40 (final semester only) |
| NCLEX-RN Application/License | \$389 (final semester only) |
| Examsoft™ | \$45 annually |

(Actual amounts depend on prices at time of purchase)

*Subject to change without notice.

RN – BSN Track Tuition and Fee Schedule*

Tuition \$640 per credit

Fees

| | |
|-----------------|-----------------------------|
| Application Fee | \$50 |
| Intent Fee | \$100 |
| Technology Fee | \$225/semester |
| Graduation Fee | \$200 (final semester only) |
| Parking Fee | \$60/year |

Other Fees (if applicable)

| | |
|----------------------------|---------------------------|
| Late Payment Fee | \$50 (noted above) |
| Late Registration Fee | \$10 |
| Payment Plan Deferment Fee | \$30 (noted above) |
| Tuition Refund ----- | See refund schedule |
| Transcript Fee | See Student Record policy |

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

| | |
|-------------------------|----------------------------|
| Lab Coat with MC Emblem | \$50 |
| Books/Supplies | \$1,000 - \$1,500 |
| Laptop | \$500 to \$2,500 |
| Course Proficiency Fee | Cost varies by exam |
| Cap & Gown | \$40 (final semester only) |

(Actual amounts depend on prices at time of purchase)

*Subject to change without notice.

Bachelor of Science in Health Science Tuition and Fee Schedule*

Tuition \$640 per credit

Fees

| | |
|-------------------------|-----------------------------|
| Application Fee | \$50 |
| Intent Fee | \$100 |
| Student Development Fee | \$75/semester |
| Technology Fee | \$225/semester |
| Graduation Fee | \$200 (final semester only) |
| Parking Fee | \$60/year |

Other Fees (if applicable)

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

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

| | |
|------------------------|----------------------------|
| Books/Supplies | \$1,000 - \$2,000 |
| Laptop | \$500 to \$2,500 |
| Course Proficiency Fee | Cost varies by exam |
| Cap & Gown | \$40 (final semester only) |

(Actual amounts depend on prices at time of purchase)

*Subject to change without notice.

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

Gerontology Certificate Tuition and Fee Schedule*

Tuition \$640 per credit

Fees

| | |
|-------------------------|----------------|
| Application Fee | \$50 |
| Intent Fee | \$100 |
| Technology Fee | \$225/semester |
| Student Development Fee | \$75/semester |
| Parking Fee | \$60/year |

Other Fees (if applicable)

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

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

| | |
|-------------------------|----------------------------|
| Lab Coat with MC Emblem | \$50 |
| Books/Supplies | \$1,000 |
| Laptop | \$500 to \$2,500 |
| Course Proficiency Fee | Cost varies by exam |
| Cap & Gown | \$40 (final semester only) |

(Actual amounts depend on prices at time of purchase)

*Subject to change without notice.

Tuition and Fee Definitions

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

Intent Fee: Provides assurance of prospective student's intent to enroll in Methodist College. This fee will be applied to the first tuition bill and is nonrefundable.

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

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

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

Student Development Fee: Covers the costs associated with providing certain student activities.

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

Testing Fee: Covers the cost of required standardized testing of nursing knowledge.

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

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

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

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

Residence Hall Room Fee: Covers the cost for a College residence hall room.

Graduation Fee: Covers graduation administrative costs (cap and gown expenses are not included).

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

- *Uniforms and Accessories:* Uniforms, shoes, stethoscopes, and other equipment. Cost varies.
- *Books and Supplies:* Cost varies each semester.
- *Laptop:* See "Minimum Laptop Computer Specifications" in this Handbook.
- *Malpractice/Liability Insurance:* Required for nursing students and renewed annually.
- *Course Proficiency Fee:* Amount student pays to take the written or performance examination to meet criteria for waiver of selected course(s).
- *Cap and Gown:* The cost of cap and gown for graduation ceremony; paid in last semester only.
- *NCLEX-RN Application:* The cost to apply to sit for the NCLEX-RN; paid in last semester only.
- *Examsoft™:* The testing service used to deliver examinations; paid annually.

Refund Processing Policy S-85

Refund requests will be submitted for processing within 10 business days of loan disbursement. Please see policy for more information.

Tuition Refund Policy S-86

Full refunds will be made for individual classes cancelled by Methodist College. Please see policy for more information.

Payment Extension Policy A-30

Payments are due as outlined in the Tuition and Billing Policies and Procedures manual.

Collection Policy S-84

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. Please see policy for more information.

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 complete a Free Application for Federal Student Aid (FAFSA) form. This form is only available online at www.fafsa.ed.gov.

Outside Scholarships and Financial Aid 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.

Satisfactory Academic Progress S-65

Eligibility for financial aid requires that a student meets the Satisfactory Academic Progress Policy. Please see the policy for more information.

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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