

GRADUATE NURSING

STUDENT HANDBOOK

ACADEMIC YEAR
2021-2022



Methodist College
UnityPoint Health



Welcome to the Graduate Nursing Program

Dear Methodist College Nursing Students,

Welcome to the Nursing Programs at Methodist College! We are delighted that you are continuing your education with us and are excited about your contributions to the learning community at Methodist. This is a time to reflect, grow, and excel! Learning is driven by your own curiosity, desire for achievement, and commitment to personal growth.

The nursing faculty at Methodist College are invested in your success and view you as a partner in your own learning. We encourage you take advantage of your opportunity to learn from, and with, these scholars. Studying nursing is a growth producing experience; what you receive will definitely be commensurate with the effort you invest.

Opportunities after graduation with your nursing degree may take you on a variety of exciting paths. You may find yourself practicing in a hospital, practicing in a community, school, or clinic setting. You may advance into a leadership position in a healthcare organization, or you may continue your studies! This nursing degree is your passport to a new level of opportunity, and we are delighted that you are at Methodist College!

The faculty, staff, and administration of Methodist College join me in wishing you the best as you develop your expertise in teaching, learning, scholarship, and leadership.

Best Regards

Sincerely,



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Methodist College General Information

Program Sponsor:
Methodist College of UnityPoint Health

Accredited by:
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800-621-7440/312-263-0456
www.hlcommission.org

Characteristics & Definitions:

Methodist College provides a high-quality education in nursing, health sciences, and human services through high quality programming and excellent clinical practice.

Organization and Governance:

Methodist College is a four-year college affiliated with UnityPoint Health-Central Illinois. It is governed by a Board of Directors, composed of 12 members who represent the Peoria area community.

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.

Our Vision:

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

Methodist College 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 through 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.

UnityPoint Health Values (FOCUS):

F – Fostering Unity: Use the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units, and regions.

O – Own the Moment: Connect with each person, treating them with courtesy, compassion, empathy, and respect. Enthusiastically engage in our work. Be accountable for our individual actions and our team performance. Take responsibility for solving problems, regardless of origin.

C – Champion Excellence: Commit to the best outcomes and highest quality. Have a relentless focus exceeding expectation. Believe in sharing our results, learning from our mistakes, and celebrating our successes.

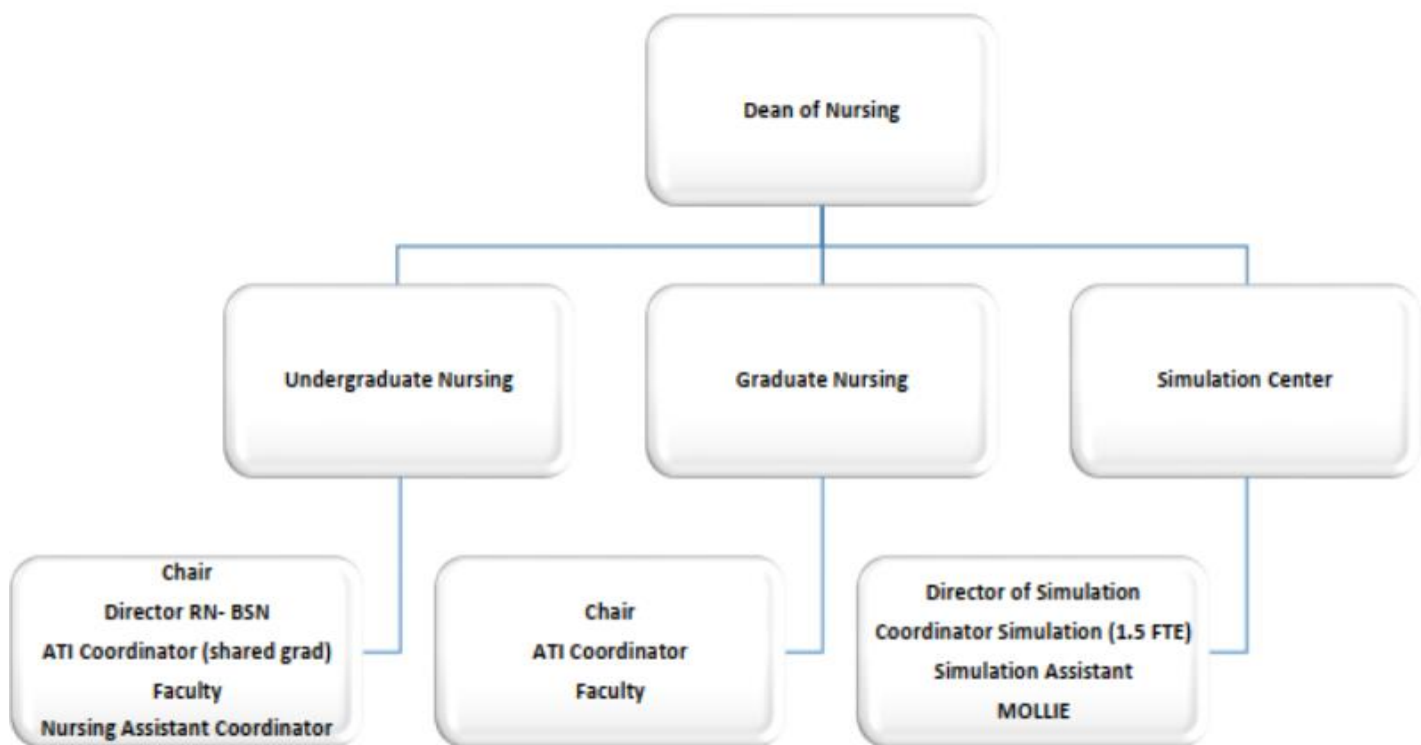
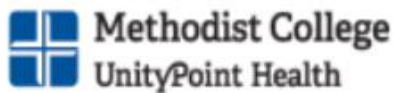
U – Unity Point Health!

S – Seizing Opportunities: Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

Institutional Goals:

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

Organizational Chart:



Graduate Nursing Program Information

History and Development of the MSN Programs:

Methodist College enrolled the first cohort of students in the MSN Nurse Educator program in fall 2015 with the first graduates completing their degree in summer 2017. Additional programming along with certificate programs were proposed and accredited through the Higher Learning Commission, the colleges national accreditor, in 2017. The addition of the Nurse Leader Executive MSN degree allowed the development of the MSN Nurse Generalist degree thus allowing students greater flexibility in degree requirements and allowing additional MSN programs to be developed.

The MSN Prelicensure program enrolled the first cohort in fall of 2019. This program was developed to meet the needs of second-degree seeking students to achieve a MSN degree in nursing and complete the NCLEX RN® for licensure as a registered nurse. MSN PL students complete a curriculum that adheres to the standards set forth in both the *Essentials of Baccalaureate Education* and the *Essentials of Master's Education*. As a prelicensure program, this degree was submitted and approved by the Illinois Board of Nursing. Students who meet the admission requirements may complete this program in five-consecutive semesters.

Mission and Purpose of Methodist College Master's Degree Programs:

The graduate academic program builds upon the foundation of baccalaureate education with a continuing focus on ethical, professional, and intellectual development. Graduate studies are designed to enhance both knowledge and expertise in specific academic disciplines and particular areas of professional practice. The College places an emphasis on preparing graduates who think critically and creatively, engage in research and scholarship, demonstrate disciplinary excellence, and are socially and ethically responsible. Learning experiences prepare graduates to provide leadership and expertise to meet the needs and demands of a diverse society. The graduate program seeks to provide an environment in which the pursuit and commitment to learning is nourished and enhanced to foster advancement of knowledge and the assurance of an educated healthcare workforce.

Institutional Student Learning Outcomes

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

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

Accreditation

The College's MSN nursing programs are accredited by the *Commission on Collegiate Nursing Education (CCNE)*. The CCNE is an autonomous accrediting agency that contributes to the improvement

of the public's health by ensuring the quality and integrity of baccalaureate, graduate, and residency programs in nursing. CCNE accreditation is a nongovernmental peer review process that operates in accordance with nationally recognized standards established for the practice of accreditations in the United States. Visit the CCNE website for information on accreditation: <http://www.aacn.nche.edu/ccne-accreditation>.

Student Nursing Organizations

Student Nurses' Association (SNA)

Methodist College SNA serves as the local chapter of the National Student Nurses' Association. There are a variety of opportunities for students to develop themselves as both leaders and future professional nurses. The SNA meets regularly throughout the academic year and invites new students to attend a meeting for an introduction to the SNA.

Sigma 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 commitment to professional development. The Methodist College Phi Phi chapter is one of 486 existing STTI chapters with members in more than 90 countries.

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

Admission Requirements:

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

Course Prerequisites

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

Pathways to Admission:

Application Process

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

Students seeking admission to the Nurse Educator, Nurse Leader Executive, MSN Generalist, or MSN Prelicensure programs must submit a completed Graduate Packet; See required graduate packet criteria below.

Complete and send all documents to the Department of Admissions. All requirements for admission to the master's program must be met before students will be considered for admission to the post-licensure MSN Degree programs.

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

Students seeking admission to the Master of Science in Nursing Prelicensure Program must submit a completed Graduate Packet; See required graduate packet criteria below.

- Submit a completed graduate program application including a writing sample
- Pay a non-refundable Application Fee
- Provide evidence of having earned a Baccalaureate Degree from a regionally-accredited institution
- Have earned a cumulative GPA of at least 3.0
- Submit official transcripts from all previously attended post-secondary institutions of education
- Submit a favorable letter of reference from a professional contact
- Submit a favorable letter of reference from a personal or academic contact

- Demonstrate completion of eight- credit hours of Anatomy & Physiology with a minimum grade of “B”
- Demonstrate completion of four-credit hours of Microbiology with a minimum grade of “B”

Nursing CAS

Applicants can also submit applications through NursingCAS (www.nursingCAS.org)

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

Military Service Members

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

Program Requirements:

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

Failure to complete and provide documentation of the required health records will result in the immediate removal from all courses.

Health Records Compliance

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

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

1. Fall semesters: students who have health requirements expiring **any time** throughout the fall semester must submit updated records.
2. Spring semesters: students who have health requirements expiring **any time** throughout the spring semester must submit updated records.
3. Summer semesters: students who have health requirements expiring **any time** throughout the summer semester must submit updated records.

Failure to remain compliant with the health records policy will result in one or more of the following:

1. Registration hold
2. Immediate removal from classes and/or
3. Inability to attend clinical/internship

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

Health Record Exemptions

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

1. Exemption due to a medical condition
2. Exemption due to religious beliefs

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

For medical exemptions:

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

For religious exemptions:

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

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

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

Documentation Requirements and Specifications

All health records must be verified by a healthcare provider.

Measles, Mumps, Rubella

Immunity can be documented with the following records:

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

Varicella

Immunity can be documented with the following records:

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

Hepatitis B

Immunity can be documented with the following records:

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

Tuberculosis

- For certain programs, a two-step TB test is required- initial tuberculin injection in forearm, read 48-72 hours later, a week later another tuberculin injection in the opposite forearm, test is read 48-72 hours later. Two-step TB tests completed within the past year are acceptable for submission.
- If a student is unable to tolerate a TB test, a Quantiferon Gold Blood draw can be done. Quantiferon Gold Blood draws completed within the past year are acceptable for submission.

- Any students with positive TB test results must have a chest x-ray. Chest x-rays completed within the past five years are acceptable for submission.
 - Step to be completed annually

Tetanus, Diphtheria, and Pertussis (Tdap)

Immunity can be documented with the following records:

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

Meningitis

Required if student was born after 1995:

- Record of Meningococcal vaccination

Urine Drug Screen

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

Seasonal Influenza Vaccine

Seasonal influenza vaccines are required for all students in clinical/internship programs. Documentation of the influenza vaccine must be provided to Methodist College as instructed.

If a student refuses an influenza vaccine, they must complete a declination form (available via the CastleBranch portal). *Students who decline will be required to wear a mask during clinical/internship experiences for a specified period of time during the height of the flu season.*

Cardiopulmonary Resuscitation (CPR)

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

Malpractice Insurance

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

Department of Child and Family Services (DCFS) Background Check

A DCFS background check is required for certain programs. If the program requires a DCFS background check, an authorization form will be available in the CastleBranch portal. Fill out the DCFS authorization form and upload it to CastleBranch. The Health Records Clerk will submit all forms to DCFS. If a student's background check reveals an offense, they may be removed from their program of study or the College altogether. The decision to remove a student from the program of study will be made by the Academic Dean in collaboration with the Department Chair or Program Director. This decision will be communicated in writing through a letter mailed to the student's address on record in the student management system with a return receipt requested.

Appeals can be made to the Chief Academic Officer and Vice Chancellor for Academic Affairs through a formal, written letter which must be received within five days of the student's receipt of the letter from the Academic Dean. The decision of the Chief Academic Officer will be communicated in writing as indicated in the section above. The Chief Academic Officer's decision is final.

Fingerprint Background Check

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

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

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

A student who does not reside in Illinois and is enrolling in a program that requires a fingerprint background check must complete the CastleBranch Background Check before enrolling in classes. This process is sufficient for online courses. However, clinical courses require attendance on campus and at a clinical site in the Peoria region. The student must complete a fingerprint background with an approved vendor prior to starting courses on campus.

If a student's background checks reveal an offense, they may be removed from their program of study or the College altogether. The decision to remove a student from the program of study will be made by the Academic Dean in collaboration with the Department Chair or Program Director. This decision will be communicated in writing through a letter mailed to the student's HOME address on record in the student information system (CAMS) with a "return receipt requested."

Appeals can be made to the Chief Academic Officer through a formal, written letter which must be received within five days of the student's receipt of the letter from the Academic Dean. The decision of the Chief Academic Officer will be communicated in writing as indicated in the section above. The Chief Academic Officer's decision is final.

Nursing Student Incident: Medication Error or Student Injury

Students who have incurred an incident, medication error, or needle stick exposure will be treated according to Methodist hospital and the college protocol.

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 designee).

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.

Laptop Requirements for Nursing

- Minimum Laptop Requirements
- Please make sure all drivers are up to date prior to any exam. Prior to updating any operating system (OS) be sure to verify that Examsoft has a software release supporting the new OS. Most Surface Pro, Surface Books, and Surface Laptop devices are supported, provided they have a CPU that meets requirements.
- Non-pro Surface devices are NOT supported.
- No Chrome Books are supported
- iPads and Android Tablets are not supported

Laptop/Notebook	Specifications
CPU	Intel Core i5 (or AMD Equivalent) or better. Devices with a Microsoft SQ series chips and Qualcomm CPUs will not support necessary software. MacBooks with any Intel CPU or M1 CPUs are OK.
RAM	8GB or more preferred
Hard Drive Space	256 GB or greater
Display	11 inches or larger
Screen Resolution	1024x768 or higher
Wireless	802.11 g/n/ac
Internet Connection	Off campus internet connection not below 8mbps upload and download
Operating System	Windows 10 is required. Must be update level 2004, 20H2, 21H1 or higher Mac OS X 10.14.6 or higher is required
For Support	Working USB, newer devices may require an adaptor
Adobe Reader	Version 9, 11, or DC

MS Office 365 can be attained, free of charge through the college. It can be accessed by logging in to office.com with your student email account.	Additional programs are also required: Adobe Acrobat plug-in http://get.adobe.com/reader
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Clinical Attendance Expectations

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. Students cannot pass a course if they do not satisfactorily complete their clinical requirements.

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. Clinical grades will be assigned by the faculty of record.
- 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.

Pre-Licensure Second Degree to MSN Bridge Program

This allows a student enrolled in the Methodist College Second Degree baccalaureate nursing program to take courses at the graduate level.

Admission Requirements:

1. Meet all BSN Second Degree admission requirements.
2. Submit a completed graduate program application including a writing sample as defined in the graduate handbook
3. Pay a non-refundable Application Fee
4. Submit official transcripts from all previously attended post-secondary institutions of education demonstrating a cumulative GPA of 3.0 or higher if such institutions have been attended
5. Complete and send all documents to the Department of Admissions. All requirements for the master's program with the exception of an earned baccalaureate degree in nursing must be met before students will be considered for admission to the Master of Science in Nursing Education Degree program.

Application Deadlines

Applications will be reviewed as submitted. Upon acceptance to the program and prior to enrollment in courses, please note these additional requirements:

1. Additional pre-admission/pre-enrollment requirements may be needed. Please contact the Admissions office for additional information.
2. Graduate students must comply with all health requirements of Methodist College.

Master of Science in Nursing: Nurse Educator Program

Purpose

The purpose of the Master of Science in Nursing: Nurse Educator program is to prepare graduates as nurse educators. Nurse educators function as clinical educators in a variety of healthcare settings and as academic educators in a variety of higher and post-secondary educational settings. The nurse educator designs and implements educational programs for specific populations including patients, families, community groups, nursing students, technical students, and those students who are continuing professional education for nurses. The American Association of Colleges of Nursing defines the nurse educator as a direct care role.

Program Overview

The Master of Science in Nursing: Nurse Educator program, is a 35-credit hour program of study. The curriculum is designed to accommodate the working nurse who desires an advanced degree in nursing. Students gain admittance in fall semesters and can complete the program in six consecutive semesters, including summer terms, by taking six to seven credit hours per semester. Six credit hours per semester is considered full-time status. The program of study must be completed in five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

Program Outcomes

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

1. Professional Development (Disciplinary excellence)
 - a. Integrate theories from nursing, healthcare, education, leadership and related fields to the care of individuals, communities, education of students and patients and the practice of leadership.
 - b. Critically assess, plan, implement and evaluate educational experiences of learners (nursing students, staff and clients) to improve learning and health outcomes.
 - c. Demonstrate collaborative and inter-professional approaches in advanced clinical practice roles, research, and nursing education.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
 - a. Utilize the process of scientific inquiry, evidence based research, and information technology to validate and refine knowledge relevant to nursing and nursing education.
 - b. Translate current evidence in the practice setting through problem identification, systematic inquiry, and continuous improvement processes.
 - c. Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the systematic delivery of patient care.
3. Social and Ethical Responsibility
 - a. Demonstrate a commitment to social justice and advocacy for all clients (patients and students), families and communities, including the most vulnerable populations.
 - b. Analyze differences in cultural norms and healthcare practices when providing education and healthcare for aggregates of varied racial, ethnic, and socioeconomic groups.
 - c. Incorporate knowledge of population based global health variants in provision of health promotion, maintenance, and restoration in comprehensive care.
 - d. Maintain an environment of academic integrity.

Curriculum

Nurse Educator: CIP code 51.3817

Graduate Nursing Core Courses	Credit Hours
N 5303 Theoretical Foundations of Nursing and Nursing Education	3
N 6303 Roles, Issues, and Public Health Policy	3
N 6313 Leading Change in Healthcare and Healthcare Education	3
N 6302 Technology in Nursing Practice and Nursing Education	2
N 6323 Statistical Analysis in Clinical Research and Nursing Practice	3
N 6333 Evidence Based Practice	3
Total Credit Hours for Graduate Nursing Core Courses	17
Direct Care Courses	Credit Hours
N 5313 Advanced Health Assessment*	3
N 5333 Advanced Pathophysiology*	3
N5343 Advanced Pharmacotherapeutics I*	3
Total Credit Hours for Graduate Nursing Direct Care Courses	9
Functional Area Courses for Nurse Educators	Credit Hours
N 6413 Curriculum Development, Instructional Design, and Assessment of Student Learning for the Nurse Educator	3
N 6301 Professional Dimensions of the Advanced Generalist Professional	1
N 6412 Assessment and Evaluation of Student Learning for the Nurse Educator	2
N6316 Internship in Advanced Generalist	3
Total Credit Hours for MSN, Nurse Educator Program	35

**The Essentials of Master's Education for Advanced Practice Nursing* considers a Master's in Nursing Education degree a direct care provider role that prepares the nurse to function as a provider and organizer of the healthcare delivery process. These courses meet the requirements set forth in the *Essentials* document for students who may further their education as an APRN (i.e. nurse practitioner, nurse anesthetist, nurse midwife, clinical nurse specialist). However, each advanced practice nursing program establishes its requirements with regards to transfer credits.

Master of Science in Nursing: Nurse Leader Executive Program

Purpose

The purpose of the Master of Science in Nursing: Nurse Leader Executive program is to prepare current or future nurse leaders to excel in leadership roles. The nurse leader executive can function in many different leadership roles within the healthcare arena, for example: director of nursing in long-term care, administrative positions, and much more. The nurse leader executive is not a direct care role, as defined by the American Association of Colleges of Nursing, but directs and leads those providing direct care.

Program Overview

The Master of Science in Nursing, Nurse Leader Executive Program is a 35-credit hour program of study. The curriculum is designed to accommodate the working nurse who desires an advanced degree in nursing. Students gain admittance in the fall semester and can complete the program in six consecutive semesters, including summer terms, by taking six to seven credit hours per semester. Six credit hours per semester is considered full-time status. Completion of the program of study cannot exceed five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

Program Outcomes

1. Professional Development (Disciplinary excellence)
 - a. Develop a comprehensive leadership and management skill base using current organizational and business models to perform analysis of the healthcare environment.
 - b. Develop and facilitate interdisciplinary teams using effective group dynamics to coordinate, foster and evaluate safe patient care.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
 - a. Utilize the process of scientific inquiry, evidence based research, and information technology to validate and refine knowledge relevant to organizational leadership and management.
 - b. Analyze trends in healthcare and organizational functions and their impact on the profession of nursing, nursing leadership, and the delivery of patient care.
3. Social and Ethical Responsibility
 - a. Investigate the psychosocial aspects of nurse leadership in relationship to mentoring and coaching healthcare providers.

Curriculum

Nurse Leader Executive: CIP code 51.3802

Graduate Nursing Core Courses	Credit Hours
N5303 Theoretical Foundations of Nursing and Nursing Education	3
N6303 Roles, Issues, and Public Health Policy	3
N6313 Leading Change in Healthcare and Healthcare Education	3
N6302 Technology in Nursing Practice and Nursing Education	2
N6323 Statistical Analysis in Clinical Research and Nursing Practice Scientific Inquiry	3
N6333 Evidence Based Practice Scientific Inquiry II	3
Total Credit Hours for Graduate Nursing Core Courses	17
Functional Area Courses for Nurse Leader Executive	Credit Hours
N5304 Performance Improvement	4

N5353 Human Resources	3
N6423 Strategic Planning	3
N6433 Financial Management for the Nurse Executive	3
N6301 Professional Dimensions of the Advanced Generalist Professional	1
N6343 Internship in Advanced Nurse Generalist	3
Total Credit Hours for Functional Area Courses for NLE	17
Total Credit Hours for MSN, Nurse Leader Executive	34

Master of Science in Nursing: Generalist Program

Purpose

The purpose of the Master of Science in Nursing: Generalist program is to provide the student with the opportunity to customize their education. The student's educational program will consist of 20 credit hours in the foundational courses and a selection of a minimum of 14 credit hours from the direct core or functional area courses in either the Nurse Educator or Nurse Leader Executive curriculum to complete the Master of Science in Nursing: Generalist program degree requirements with a minimum of 34 credit hours.

Program Overview

The Master of Science in Nursing: Generalist program is a 34-credit hour program of study (credit hours may change due to course selections). The curriculum is designed to accommodate the working nurse who desires an advanced degree in nursing. Students gain admittance in the fall semester and can complete the program in six consecutive semesters, including summer terms, by taking six to seven credit hours per semester. Six credit hours per semester is considered full-time status. The program of study must be completed in five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

Program Objectives

Students who choose the Master of Science in Nursing: Generalist program will meet with their graduate advisor to develop program outcomes related to their chosen educational focus. The program outcomes for this program are dependent upon the courses chosen by the student from the Nurse Educator or Nurse Leader Executive curriculum.

Curriculum

MSN Generalist: CIP Code: 51.3801

Graduate Nursing Core Courses		Credit Hours
N5303	Theoretical Foundations of Nursing and Nursing Education	3
N6303	Roles, Issues, and Public Health Policy	3
N6313	Leading Change in Healthcare and Healthcare Education	3
N6302	Technology in Nursing Practice and Nursing Education	2
N6323	Statistical Analysis in Clinical Research and Nursing Practice Scientific Inquiry	3
N6333	Evidence Based Practice	3
N6316	Internship for the Nurse Professional in Advanced Generalist	3
Total Graduate Nursing Core Courses		20
Functional Courses: Graduate Nursing Electives		14
Total Credit Hours for MSN Generalist		34

To complete the MSN Generalist program the student will select from the Nurse Educator and the Nurse Leader Executive courses to complete the requirement of 34 credit hours.

Master of Science in Nursing: Prelicensure Program

Purpose

The purpose of the Master of Science in Nursing, Prelicensure program is to provide students who have received a bachelor's degree from an accredited institution and met the prerequisite 12 semester-credits of science with prescribed grades to complete this five-semester Master of Science in nursing program. Upon successful completion of this program, students will also be prepared to obtain licensure as a registered nurse.

Program Overview

The Master of Science in Nursing, Prelicensure program is a 70-credit hour program of study. The curriculum is designed to accommodate students who are highly motivated and able to assume a credit load that ranges from 9 to 16 semester credits. Students will receive educational content that will provide concepts found in the *Essentials of Bachelor's Education* through the *Essentials of Master's Education in Nursing*. Students gain admittance in the fall semester and can complete the program in five consecutive semesters, including summer terms. This program can be completed on a part-time basis; however, progression will be dependent upon course availability. Six credit hours per semester is considered full-time status in graduate studies. Completion of the program of study cannot exceed five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

Program Outcomes

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

1. Professional Development (Disciplinary excellence)
 - a. Obtain the knowledge, skills and attitudes required to successfully practice as a registered nurse.
 - b. Develop communication skills to effectively and safely provide and guide collaborative intra and interdisciplinary healthcare.
 - c. Integrate concepts from theoretical research from multiple fields to develop appropriate healthcare interventions.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
 - a. Use the process of evidence-based inquiry to develop, implement, and evaluate healthcare interventions, programs, and practices.
 - b. Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the systematic delivery of patient care.
3. Social and Ethical Responsibility
 - a. Demonstrate a commitment to social justice and advocacy for all clients (patients and students), families, and communities, including the most vulnerable populations
 - b. Analyze differences in cultural norms and healthcare practices when providing education and healthcare for aggregates of varied racial, ethnic, and socioeconomic groups.

Curriculum

MSN Prelicensure: CIP Code: 51.3801

Course Number	Semester 1	Credit Hours
N5303	Theoretical Foundations of Nursing and Nursing Education	3
N5323	Socialization into Advanced Generalist Nursing Practice	3
N5316	Health Assessment in Advanced Generalist Nursing Practice (30 lab/clinical hours)	6

N6302	Informatics in Nursing Practice and Nursing Education	2
	Subtotal	14
	Semester 2	
N5307	Common Health Alterations in Advanced Generalist Nursing Practice (135 clinical hours)	7
N5333	Advanced Pathophysiology	3
N5343	Advanced Pharmacotherapeutics	3
N6303	Roles, Issues, and Public Health Policy	3
	Subtotal	16
	Semester 3	
N5306	Women's and Children's Health in Advanced Generalist Nursing Practice (90 clinical hours)	6
N5307	Complex Health Alterations in Advanced Generalist Nursing Practice (135 clinical hours)	7
N6403	Advanced Communication Skills and Group Dynamics in Advanced Generalist Nursing Practice	3
	Subtotal	16
	Semester 4	
N6313	Leading Change in Healthcare and Nursing Education	3
N6306	Health Promotion for Patient Populations in Advanced Generalist Nursing Practice (90 clinical hours)	6
N6323	Statistical Analysis in Clinical Research and Nursing Practice	3
N6333	N6333 Evidence Based Practice	3
	Subtotal	15
	Semester 5	
N6402	Preparation for Professional Nursing Practice (NCLEX prep)	2
N6301	Professional Dimensions of the Advanced Generalist Professional	1
N6316	Internship in Advanced Generalist Nursing Practice (180 clinical hours)	6
	Subtotal	9
	Total Hours	70

Post-Master's Certificate: Nurse Executive Leader

The purpose of the Nurse Leader Executive post-masters certificate is to prepare current nurses who have a master's degree to build a foundation of knowledge, skills, and attitudes to prepare them for future or enhance current leadership roles. Completing this certificate will allow the nurse leader executive to function in many different leadership roles within the healthcare arena using advanced leadership intuition.

The nurse leader executive is not a direct care role, as defined by the American Association of Colleges of Nursing, but directs and leads those providing care.

Completion Requirements: 14 Credit Hours

Nurse Executive Leader Plan of Study

N5304 Performance Improvement	4 credit hours
N5353 Human Resources	3 credit hours
N6423 Strategic Planning	3 credit hours
N6433 Financial Management for the Nurse Executive	3 credit hours
N6301 Professional Dimensions of the Advanced Generalist Professional	1 credit hour

*** This sequence represents the minimum credits to completion. Credits to completion will vary by student, depending on individual progress and credits transferred, if applicable.**

Post-Master's Certificate: Nurse Educator

The purpose of the Nurse Educator program post-master's certificate is to prepare current nurses who have a master's degree to build a foundation of knowledge, skills, and attitudes to prepare them for future or enhance current roles as an educator. Nurse educators function as clinical educators in a variety of healthcare settings and as academic educators in a variety of higher and post-secondary educational settings. The nurse educator designs and implements educational programs for specific populations including patients, families, community groups, nursing students, technical students, and nurses who specialize in clinical expertise.

The American Association of Colleges of Nursing defines the nurse educator as a direct care Role.

Completion requirements: 23 credits* ** ***

Nurse Educator Plan of Study

N 5313 Advanced Health Assessment*	3 credits
N5333 Advanced Pathophysiology*	3 credits
N5343 Advanced Pharmacotherapeutics*	3 credits
N6303 Roles, Issues, and Public Health Policy	3 credits
N6302 Informatics in Nursing Practice and Nursing Education	2 credits
N6413 Curriculum Development & Instructional Design	3 credits
N6412 Assessment & Evaluation for the Nurse Educator	2 credits
N6301 Professional Dimensions of the Advanced Generalist Professional	1 credit
N6343 Internship in Advanced Nurse Generalist	3 credits

*** This sequence represents the minimum credits to completion. Credits to completion will vary by student, depending on individual progress and credits transferred, if applicable.**

****Progression in the certificate program is dependent upon course availability.**

*****The American Association of Colleges of Nursing (AACN) considers the Nurse Educator a direct care role. Advanced courses in the three P's may be completed at Methodist College or considered for transfer credits, if applicable.**

Academic Status

In Good Standing

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

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

Academic Dismissal

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

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

“*Academic Dismissal*” will be posted on the student’s academic record. The student may apply for readmission to resume enrollment one regular semester (fall, spring, or summer for accelerated programs) following academic dismissal. (See the [Readmission Policy](#)).

Students dismissed from the MSN PL program may transfer to a BSN Prelicensure program the following semester. Appropriate progression upon transfer may be contingent on availability of courses.

Change of Degree: MSN Prelicensure to BSN Programs

Courses in the MSN PL program have been evaluated for transfer as equivalent nursing courses into the BSN PL program(s). Courses in the MSN PL program meet both the *Essentials of Baccalaureate Education in Nursing* curricular requirements and guidelines and the *Essentials of Master’s Education in Nursing* curricular requirements and guidelines. See table below.

Steps taken to consider/request a change of major:

1. Students can request one change of major as a student at Methodist College
 - a. If a MSN PL student does not pass N512 they have the option to apply for a change of major into a BSN PL degree program(s). They will need to complete N235 in the fall and successfully achieve the progression standards prior to starting BSN PL degree courses the following semester,
 - b. If a MSN PL students does not pass N512 and their cumulative GPA falls below a 3.0, they have the option to complete the online admission form and request readmission to the BSN PL degree program(s) and then complete N235 and successfully achieve the progression standards prior to starting BSN PL degree courses the following semester,
 - c. If a student passes N512 but does not achieve a Level 2 on the ATI Fundamental exam, they have the opportunity to retake the ATI Fundamental exam prior to the beginning of the summer semester and apply for a change of major into the BSN PL 2nd degree for summer and continue in the BSN PL 2nd degree program.
 - d. If a student passes N512 but does not achieve a Level 2 on the ATI Fundamental as a retake, they can apply for a change of major into a BSN PL degree program(s) and take N235 in the fall.
 - e. Complete the change of major form per directions

Equivalency Chart for Students Moving from MSN: PL to BSN: Second Degree

MSN Prelicensure Program	BSN Second Degree Prelicensure Program
N5303/N5323	N100/N120/N211
N5316	N200
N6302	HS200
N5307**	N232
N5333	N361
N5343	N313
N6303	N431
N5306	N371/N372
N5343	N313
N6307	N432
N6403	N321
N6313	N450
N6306	N342/N421
N6323	N331
N6333	N331
N6402	N445
N6316	N445
N6301	N445/N450
Total Credits= 70	Total Credits= 70

Progression in Graduate and Bridge Programs

ATI Progression Requirement

**N512 Health Alterations course requires students to achieve a Level 2 on the proctored ATI Fundamental exam for successful progression. This requirement is noted in the course syllabus.

Pre-licensure Second Degree BSN to MSN Progression Requirements

The Pre-licensure Second Degree - Master's students must meet all of the following:

1. Maintain an overall cumulative GPA of 3.0 at Methodist College.
2. Complete all graduate courses with a grade of "B" or better (Note: any graduate course designated as a bridge course in which a grade of less than "B" but greater than "D" will apply to the undergraduate degree).
3. If a grade of less than "B" is earned in a graduate level course designated as a bridge course the student will be removed from the Pre-Licensure BSN - Master's program, but may remain enrolled in the Pre-Licensure-BSN program if the student's performance meets the stated academic progression requirements for the program.
4. Students will graduate with the BSN degree upon successful completion of the required courses in the curriculum and have successfully completed 120 credit hours of the plan of study.
5. To continue in the MSN courses, must obtain their nursing license within one semester.
6. Students may enroll in MSN courses while waiting for successful completion of the NCLEX.
7. Students who are not successful on NCLEX will not be permitted to register for any further courses

Students in the Pre-Licensure Second Degree to MSN Bridge program will take N6302 Technologies in Nursing Practice and Nursing Education in place of HS200 Healthcare Informatics and N6303 Roles, Issues, and Public Policy in place of N431 Health Policy and Leadership.

RN to BSN to MSN Progression Requirements

The RN-MSN student must meet all of the following:

1. Maintain an overall cumulative GPA of 3.0 at Methodist College.
2. Complete all graduate courses with a grade of B or better (Note: any graduate course designated as a bridge course in which a grade of less than B but greater than D will apply to the undergraduate degree).
3. If a grade of less than B is earned in a graduate-level course designated as a bridge course, the student will be removed from the RN to MSN program, but may remain enrolled in the RN to BSN program if the student's performance meets the stated academic progression requirements for the program.
4. Students will graduate with the BSN degree upon successful completion of the required courses in the curriculum and have successfully completed 120 credit hours of the plan of study.

Students in the RN to MSN Bridge program will take N600 Roles, Issues, and Public Policy in place of N431 Health Policy and Leadership.

RN to MSN Bridge Program

This allows a student who is a licensed Registered Nurse and who holds an Associate's Degree or diploma in nursing to take courses at the graduate level.

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

1. Satisfactory completion of all courses required for the program of study; this could range from 34-70 credits.

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

Academic Support Policies, Information, & Procedures

Registration and Enrollment Policies

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

To register, students should:

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

Enrollment Status

Students are classified according to the number of hours he/she is enrolled in a semester. For graduate studies, six credits are considered a full-time graduate load. To receive financial aid, students must be enrolled at least half-time (i.e., 4 credits).

ATI in a Prelicensure Nursing Curriculum

Methodist College uses a variety of the ATI tutorials, quizzes, practice exams, and proctored exams to help students prepare for the NCLEX-RN examination. The integration of these products continues throughout the prelicensure nursing curriculum to facilitate student learning and contribute to assessment of student mastery of the content. The *Methodist College 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 *Methodist College 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.

Clinical Attendance Expectations

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. Students cannot pass a course if they do not satisfactorily complete their clinical requirements.

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. Clinical grades will be assigned by the faculty of record.
- 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.

Semester Length

The fall and spring semesters are scheduled to include 15 weeks of instruction and one week of final examinations. The length of the semester may vary by program. Graduate courses are offered in 16- or eight-week sessions depending on the specific course, excluding summer session.

Summer semesters are scheduled to include 11 weeks of instruction and six-days of final examinations. Summer semesters offer students an

Credit Hour Definition

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

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

Admission Requirements:

1. Submit a completed graduate program application including a writing sample as defined in the graduate handbook.
2. Pay a non-refundable Application Fee
3. Provide evidence of educational preparation (diploma or associate degree) as a registered nurse from a regionally accredited institution with a nationally accredited program
4. Have a current unrestricted licensure to practice as a Registered Nurse in Illinois
5. Submit official transcripts from all previously attended post-secondary institutions of education
6. Submit a favorable letter of reference from a professional contact
7. Submit a favorable letter of reference from a personal or academic contact
8. Demonstrate a cumulative GPA of at least 3.0 for courses completed for the diploma or associate's degree or cumulative GPA of at least 3.0 on 30 credits of courses completed toward the general education requirements of the RN-MSN program.
9. Complete and send all documents to the Department of Admissions. All requirements for the master's program with the exception of an earned baccalaureate degree in nursing must be met before students will be considered for admission to the Master of Science in Nursing Education Degree program.

Conditional Admission

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

Policies

Grade Point Average (GPA) Calculation:

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

Grading Scale

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

Progression Requirements:

Progression in Graduate and Bridge Programs

ATI Progression Requirement

**N512 Health Alterations course requires students to achieve a Level 2 on the proctored ATI Fundamental exam for successful progression. This requirement is noted in the course syllabus.

BSN Second Degree to MSN Progression Requirements

The Prelicensure Second Degree to Master’s students must meet all of the following:

1. Maintain an overall cumulative GPA of 3.0 at Methodist College.
2. Complete all graduate courses with a grade of B or better (Note: any graduate course designated as a bridge course in which a grade of less than B but greater than D will apply to the undergraduate degree).
3. If a grade of less than B is earned in a graduate-level course designated as a bridge course, the student will be removed from the prelicensure BSN to Master’s program, but may remain enrolled in the prelicensure BSN program if the student’s performance meets the stated academic progression requirements for the program.
4. Students will graduate with the BSN degree upon successful completion of the required courses in the curriculum and have successfully completed 120 credit hours of the plan of study.
5. To continue in the MSN courses, students must obtain their nursing license within one semester.
6. Students may enroll in MSN courses while waiting for successful completion of the NCLEX-RN® licensure examination.
7. Students who are not successful on the NCLEX-RN® licensure examination will not be permitted to register for any further courses.

Students in the Prelicensure Second Degree to MSN Bridge program will take N620 Technologies in Nursing Practice and Nursing Education in place of HS200 Healthcare Informatics and N600 Roles, Issues, and Public Policy in place of N431 Health Policy and Leadership.

RN to BSN to MSN Progression Requirements

The RN-MSN student must meet all the following:

1. Maintain an overall cumulative GPA of 3.0 at Methodist College.
2. Complete all graduate courses with a grade of B or better (Note: any graduate course designated as a bridge course in which a grade of less than B but greater than D will apply to the undergraduate degree).
3. If a grade of less than B is earned in a graduate-level course designated as a bridge course, the student will be removed from the RN to MSN program, but may remain enrolled in the RN to

BSN program if the student's performance meets the stated academic progression requirements for the program.

4. Students will graduate with the BSN degree upon successful completion of the required courses in the curriculum and have successfully completed 120 credit hours of the plan of study.

Students in the RN to MSN Bridge program will take N600 Roles, Issues, and Public Policy in place of N431 Health Policy and Leadership.

Grading Scale for Graduate Programs

The following grading scale is used for all MSN courses:

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

Academic Status

In Good Standing

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

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

Academic Dismissal

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

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

Academic Dismissal will be posted on the student's academic record.

The student may apply for readmission to resume enrollment one regular semester (fall, spring, or summer for accelerated programs) following academic dismissal. (See the [Readmission Policy](#)).

MSN Program(s) Attendance Policies:

Attending both didactic and clinical/lab/internship/practicum experiences is considered critical for student success. Faculty will include specific attendance practices in the course syllabus and/or course instructions/clinical instructions. Students must adhere to such practices as defined within each course.

Nursing Student Dress Code

Professional appearance is essential when representing Methodist College during community appearances, hospital clinical rotations, and attendance in the Simulation Center and the Clinical Practice Center for clinical/laboratory purposes. The Methodist College name badge must include both first and last names and must be worn in a visible area above the waist during all clinical, lab and community experiences. Should there be any exceptions to this dress code policy, students will be notified by the clinical instructor prior to the clinical experience.

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.
- A lab coat is to be worn over street clothes when students are present on patient care units for the purposes of clinical preparation. Students will be sent home if not dressed appropriately, and the Methodist College 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.
- Uniforms must be purchased prior to the first clinical course.

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 Methodist College logo). Students must purchase these items at their expense. These items are available in the Methodist College Campus Store.
- White lab coat (blazer style jacket) with the Methodist College emblem embroidered on the left side of the jacket above the chest pocket for use when not on assigned unit. Students must provide these items at your cost.
- Clean all-white shoes with a closed heel and toe. No sandals, flip-flops, clogs, or similar styles are permitted.
- No detectable fragrances are permitted.
- Hair must be neatly groomed; long hair must be confined and away from the face.
- Moustaches and beards must be neatly trimmed.
- Jewelry is limited to a wristwatch, wedding and/or engagement ring, and two small earrings per ear.
- Makeup is to be used in moderation.
- No visible body art/tattoos is/are permitted.
- All visible body piercing jewelry must be removed for patient related experiences. This includes tongue piercing, nose rings or posts, eyebrow and lip adornments.
- 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.
- Pants should be hemmed so they do not drag on the floor and waistbands should be high enough to prevent bare skin showing when bending, stretching, or stooping in the course of caring for patients.

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

- Scrubs are preferred for practice sessions in the Center for Simulation/Clinical Practice Center.
- The lab coat is not required for Clinical Practice Center practice sessions.
- If scrubs are not worn, students should follow the Business Casual Attire requirements listed below.
- Closed heel and toe shoes must be worn in the Center for Simulation/Clinical Practice Center at all times.

Student Business Casual Attire for Selected Clinical and Community Experiences

Students must wear professional attire that presents a positive image for Methodist College. Specifically, the following are required:

- Modest tops for women with no cleavage showing; tops must have sleeves or have straps at the shoulders that are at least two and a half inches in width and the midriff must not expose bare skin when arms are extended overhead.
- Men shall wear button-front shirts or polo shirts with no writing allowed other than a Methodist College logo.
- Undergarments shall be worn but not visible through outer-garments.
- Pants may include slacks of a uniform color but shall not include capris, leggings, or tights worn without a dress of adequate length.
- Dresses and skirts shall be modest in nature and of a length that does not expose the upper half of the thigh when bending or stooping.
- Shoes must be closed toe and heel with no sandals, clogs, or flip-flops.
- The Methodist College identification badge shall be worn at the chest level at all times.

Uniforms and equipment must be purchased prior to your first clinical course.

Academic Honesty:

As a community of students and professional healthcare workers (nurses, medical assistant, social work), the College strives to set and maintain the highest standards of integrity. Any dishonesty related to academic work in the classroom or clinical area will constitute misconduct and, as such, is incompatible with the standards of this College and subject to investigation and disciplinary action. Students are expected to read the policy in their handbook/catalog concerning academic conduct. Recording of a quiz or exam will be considered an attempt to give unauthorized aid and/or to obtain improper acquisition of a copy of a quiz or exam and will be considered to constitute academic misconduct.

Plagiarism:

Plagiarism is the representation of someone else's written work or thoughts as your own. To discourage plagiarism, students are advised the College may submit written work to an online detection service for evaluation of originality and proper use and attribution of sources.

Disability Statement:

Methodist College complies with the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967. Inquiries or complaints may be addressed to the Chancellor of the College. 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. An accommodation request can be made by contacting Danielle McCoy, Director of the Office of Access, Support, and Inclusion Services (OASIS). The OASIS is in room W160.

Client Confidentiality Policy:

Through the various educational experiences, nursing 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.

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 on file in the office of the Registrar.

Family Educational Rights and Privacy Act (FERPA):

(See full Act in the current Student Handbook)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies; and
 - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

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

Student Responsibility Statement:

It is the student's responsibility to engage in professional and ethical behavior and to know the requirements to complete his or her degree, including—but not limited to—required courses, prerequisites courses, policies, procedures, payment and payment arrangements, awarding of financial aid, and catalog and handbook requirements. Methodist College faculty and staff will provide as much assistance as possible to help assure the students are able to complete their chosen degree program efficiently and in a timely manner. However, it is ultimately the student who is responsible for earning the degree. All policies and procedures can be found in the student handbook or college catalog.

Additional Policies:

For additional policies and procedures, refer to the Methodist College Undergraduate Catalog <http://www.methodistcol.edu/filesimages/Catalog-Handbook/Methodist%20College%20Catalog%202018-2019.pdf> and the Methodist College Undergraduate Student Handbook <http://www.methodistcol.edu/filesimages/Catalog-Handbook/Student%20Handbook%202018-2019%20FINAL%20for%20Board%20Approval.pdf>

Methodist College Graduate Nursing Program Handbook Signature Page

By my signature, I certify that I have read and understand the Methodist College Graduate Nursing Handbook, and I am committed to demonstrating the skills and abilities detailed within.

Signature

Date

Print Name

Date