

# UNDERGRADUATE NURSING

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STUDENT HANDBOOK

ACADEMIC YEAR  
2021-2022



Methodist College  
UnityPoint Health

# Welcome to the Undergraduate 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](http://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.

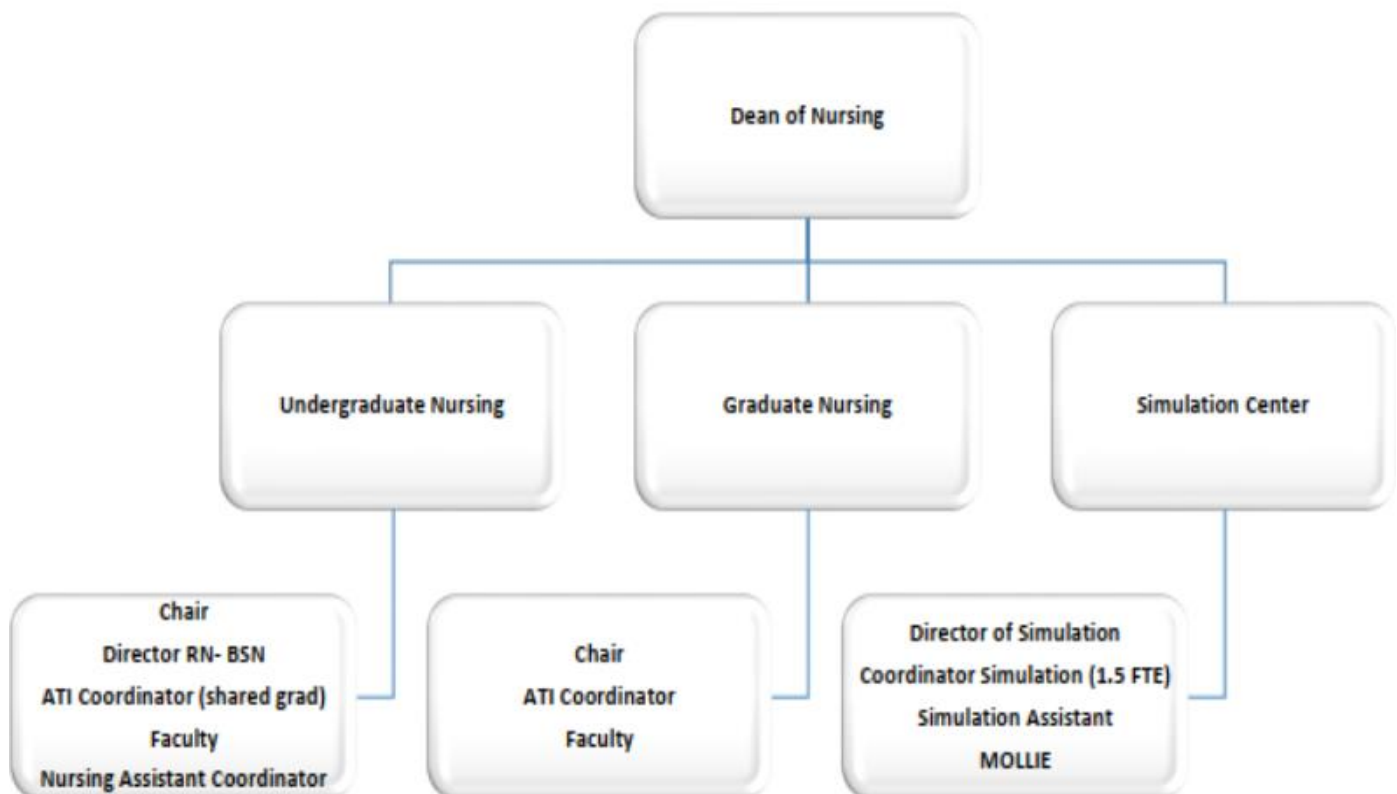
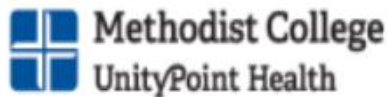
U – Unity Point Health!

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:



# Undergraduate Nursing Program Information

## Undergraduate Nursing Program Philosophy

Methodist College prepares the baccalaureate graduate to practice as a professional nurse generalist, independently and collaboratively with other health professionals, in order to promote health, prevent disease, and to attain, maintain, or restore wellness. The comprehensive education program serves as a foundation for both holistic nursing practice and lifelong learning.

Members of Methodist College are guided by the values that enhance nursing care and nursing practice: Social Justice, Inquiry, Human Dignity, and Integrity. The philosophy guides faculty and nursing students in beliefs about major concepts in nursing and nursing education, the complexity of the healthcare environment, and the influence of external and internal systems on human functioning. The conceptual basis of the philosophy is further defined to provide clarity and to promote understanding as a cognitive model for educating professional nurses in the 21<sup>st</sup> century.

## Person

The person is made up of knowledge, skills, specialties, prior experiences and learned characteristics within five dimensions of being: Physiological, psychological, sociocultural, developmental, and spiritual. Person is defined over the course of the lifespan. The person is a holistic system consisting of interrelationships of all five dimensions interacting with the internal and external environments. Person also includes the family, friends, and groups in which the person is involved. The person participates in the coordination and performance of healthcare and healthcare education.

## Environment

Florence Nightingale first established the significance of environmental factors in relation to health in the 1860's. The environment constitutes all internal and external conditions, circumstances and influences surrounding and affecting a person. The relationship between the person and the environment is ongoing and reciprocal. A client's interaction within a specific environment may have either positive or negative effects on the client's health and healthcare needs. Nursing takes place in a variety of settings; home care, community care, acute care and within the context of global healthcare concerns. Nursing professionals must understand the significance of internal and external environmental diversity as they care for each unique client and prioritize the client's needs for care. This may be accomplished through observation of cues, formulation and evaluation of hypotheses, taking action, and evaluating the outcomes of nursing care.

## Health

Health is a dynamic state of well-being experience on a continuum ranging from optimal health to death. A reciprocal interaction exists between a person (family and associated groups) and the internal and external environments to produce a state of health. Health fluctuates across the person's lifespan from a state of optimal wellness when all needs are met to an alteration in health with unmet needs. Alterations in health are manifested within the five dimensions (physical, psychological, spiritual, developmental, and sociocultural).

## Nursing

The faculty at Methodist College believes the entry level into professional practice is the Bachelor of Science Degree in Nursing. Nursing is both a caring and learned profession that is an art and a science in which nurses recognize and analyze cues to prioritize client needs in order to make clinical decisions and evaluate outcomes (NCSBN Clinical Judgment Model, 2019).

The professional nurse is guided by a code of ethics and professional standards of practice. The roles for the baccalaureate generalist nurse are derived from the discipline of nursing and include; 1) provider of care, 2) designer/manager/coordinator of care, 3) member of the profession, 4) lifelong learner. Within these roles, professional nursing includes being an educator, a communicator, and an advocate. Professional nursing development involves a commitment toward advancement of the body of knowledge within nursing and healthcare.

## Nursing Education

Nursing education is a dynamic process that focuses on safe and effective culturally appropriate and evidence based client care. Critical analysis enables the learner to recognize meaningful cues to take appropriate actions in a variety of situations and to evaluate the outcomes. The student is a self-directed adult learner that is provided the opportunity to



build knowledge, skills and attitudes. The baccalaureate curriculum at Methodist College prepares the professional nurse generalist to be a successful leader in providing holistic care, understanding the healthcare environment, and adapting to meeting the challenges of the world. The faculty serve as resources, facilitators, and mentors. Faculty feel that learning is best fostered in a discovery-based environment with collaboration between faculty and students that promotes mutual respect.

### Undergraduate Nursing Program Outcomes

Upon completion of a Bachelor of Science in Nursing degree at Methodist College, students have mastered these four learning areas and associated key themes as defined in *The Essentials of Baccalaureate Education for Professional Nursing Practice*®.

1. Professional Role Development
  - Personal integration of professional values, attitudes, and expectations
  - Accountability as a professional
  - Commitment to lifelong learning
2. Providing holistic care: “Engage in caring and healing techniques that promote a therapeutic nurse-client relationship” (AACN, 2008, p. 32)
  - Provision of safe, effective, and culturally-appropriate care
  - Health promotion and disease prevention
  - Integration of evidence-based nursing care
3. Understanding the Healthcare Environment
  - Healthcare systems and care delivery
  - Healthcare policies, regulations, and funding
4. Adapting to Meet the Challenges of a Dynamic World and Healthcare Environment
  - Clinical reasoning
  - Global perspectives
  - Management of information and technology
  - Communication and collaboration
  - Leadership for quality care

### Accreditation

The College’s baccalaureate 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. Methodist College hosted a full accreditation visit fall 2014 and was awarded a 10-year accreditation status through June 30, 2025 for the baccalaureate prelicensure, accelerated prelicensure, and RN to BSN nursing degrees. 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>.

### Program Descriptions

The Bachelor of Science in Nursing program was revised and will be implemented in the Spring 2022 semester. Students enrolled in the BSN prelicensure program prior to SP22 may be eligible to transfer in the revised curriculum. Students need to meet with the Registrar to develop a transfer plan.

### BSN: Prelicensure (Traditional Program)

#### General Information

The BSN: Prelicensure (traditional) program (122 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in nursing degree. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by *The Essentials of Baccalaureate Education for Professional Nursing Practice*.

The BSN: Prelicensure (traditional) degree is a traditional college degree. The student enrolls in this program at Methodist College and takes both the LENSES/General Education and nursing courses required for the degree.

Initially upon entry, the student will take more LENSES/General Education courses than nursing courses; however, they will also take nursing courses. As the student progresses to the junior level of study, they will be taking more nursing courses than LENSES/General Education courses. Upon completion of the required 122 credits, the Bachelor of Science in Nursing degree will be awarded and the graduate will then be qualified to sit for the state licensing exam known as the NCLEX-RN. Upon passing this exam, the graduate will be licensed as a Registered Nurse (RN).

Students may enter this program directly from high school or as transfer students. Students with college credits will have those credits evaluated as to their transferability into the Methodist College BSN program. The student will then be placed in the program accordingly. Completion of this BSN program is contingent on credit hours completed per semester and/or number of transfer credits applied and sequencing of clinical courses.

Students entering or transferring into this program will be able to attend full time or part time.

Courses are offered in multiple formats including online, blended, and standard.

- If attending full time – the degree may be completed in eight consecutive semesters, including summers.
- If attending part time – the student may take up to seven years to complete the degree.

# 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:

### Undergraduate Admission Process

The process for applying for admission to an undergraduate program at Methodist College is as follows:

1. Submission of a complete application for admission and application fee;
2. Submission of official transcripts (see Transcript Requirements section below);
3. Submission of official SAT score (school code 1503) or ACT scores (school code 1078) *\*not required for students who have earned 30 or more college-level credits*;
4. Proof of graduation from a state-approved high school program (Diploma or GED Certificate) *\*not required for students who have earned a college degree (associate or higher)*;
5. Students who are home schooled or from a school that is not accredited by the Illinois Board of Higher Education will be required to submit transcripts from the organization/program through which they obtained their materials for homeschooling.

## Nursing CAS

Applicants can also submit applications through NursingCAS ([www.nursingCAS.org](http://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](mailto:admissions@methodistcol.edu).

## Transcript Requirements:

Based on their educational history, students have different requirements in regards to what official transcripts are needed to complete an admissions application. Official transcripts are defined as being delivered via a secure electronic provider (such as Parchment) or in a sealed envelope received directly from the educational institution. A transcript turned in by a student is only considered official if it is still in the sealed envelope provided by the educational institution.

1. Students who have earned less than 30 college-level credit hours must submit:
  - a. Official transcripts from all high school programs attended
  - b. Official transcripts from all colleges attended
  - c. An official copy of an ACT or SAT score (either via their official high school transcript or an official ACT/SAT transcript)
2. Students who have earned 30 or more college-level credit hours, but haven't yet earned a college degree (associate or higher) must submit:
  - a. Proof of graduation from a high school program (this can be unofficial or official)
  - b. Official transcripts from all colleges attended
3. Students who have earned a college degree (associate or higher) must submit:
  - a. Official transcripts from all colleges attended

## Undergraduate Admission Criteria to the College for First Time Freshmores

Methodist College conducts a holistic assessment of each student's academic portfolio. The following criteria are used in assessment of admission status:

1. High school grade point average minimum of 2.5 (on a 4.0 point scale)\*
2. Minimum ACT score of 19 or SAT score of 980



3. Students who have earned college credit must have a GPA of 2.0 or greater (on a 4.0 scale)\*
4. Demonstrated readiness or ability to successfully complete college-level coursework as demonstrated through high school grade point average, college grade point average, and SAT/ACT scores.

\* Different criteria may be required for other programs. See the program information in the Catalog.

### Application Requirements for Students with Earned College Credit

Methodist College affords students the opportunity to transfer credits from another accredited college or university. The following criteria are required for admission:

1. An applicant with earned college credits must hold a cumulative GPA of 2.0 (on a 4.0 scale). This GPA is calculated from an average of all post-secondary work completed.
2. Transfer students must provide official transcripts from each college or university attended. Students who have been academically dismissed from another college/university may not be eligible for admission to Methodist College pending further evaluation by the department.

\* Different criteria may be required for other programs. See the program information in the Catalog.

### 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:

All students prior to enrollment in an academic program at Methodist College are required complete and file the following with the Office of Admissions:

1. DCFS (Department of Children & Family Services) background check\*
2. Criminal background check\*
3. Fingerprinting

\*A background check that reveals a misdemeanor or felony conviction may affect the student's admission or enrollment status.

### Health Documentation Requirements:

#### Health Records Required by the State of Illinois

All newly admitted and re-admitted students to Methodist College are required to provide proof of immunity for tetanus, diphtheria, pertussis, measles, mumps, rubella and meningitis. Documentation of immunity must be completed and submitted by the first day of a student's incoming semester. If the student is unsure of their semester's starting date, please consult the Methodist College academic calendar.

1. Measles, Mumps, & Rubella (MMR)- two doses
2. Tetanus, Diphtheria, and Pertussis (Tdap)- must be renewed every ten years
3. Meningococcal- for students born after 1995

#### Health Records Required for Students Enrolled in Online-Only Programs

Students who are enrolled in strictly online programs or in programs solely involving study/practice outside of a classroom setting are exempt from these immunization requirements.

If a student in an online program is engaging in a practicum or field placement experience, they must meet the requirements of the agency if applicable.

#### Health Records Required for Each Program

At this time, Methodist College does not require the COVID-19 vaccine for enrollment. However, this may change at any time in accordance with regulation or policy. Clinical, internship, or other practica placements may require students to be vaccinated. It is strongly recommended that students who have been vaccinated submit proof of COVID-19 immunization with other health record documentation for future reference.

In addition to the immunizations required by the State of Illinois, there are health requirements specific to particular programs of study.

### Bachelor of Science in Nursing (BSN), Accelerated BSN, Second Degree BSN, and Master of Science in Nursing Prelicensure

Required upon admission:

1. State of Illinois requirements
2. Department of Child and Family Services Background Check
3. Fingerprint Background Check (conducted at New Student Orientation or at another designated time before the end of the first week of class)
4. Hepatitis B (three doses)
5. 2-step tuberculin skin test (TB) - followed by a annually 1-step (TB)
6. Varicella (two doses, titer, or had disease)
7. Urine Drug Screen (at least 5-panel)

Required for clinical and/or internship:

1. Seasonal Influenza Vaccine (to be completed annually)
2. Tuberculosis screening with negative results (to be completed annually)
3. CPR Certification (Basic Life Support for Healthcare Providers via the American Red Cross, the American Heart Association, or Methodist College)

## Nursing Assistant Certificate

Required upon admission:

1. State of Illinois requirements
2. Hepatitis B (three doses)
3. 2-step tuberculin skin test (TB)
4. Urine Drug Screen (at least 5-panel) Department of Child and Family Services Background Check
5. Fingerprint Background Check (conducted at New Student Orientation)

## 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 V.P. of Academic Affairs) within 24 hours and one copy to the Dean of Enrollment Management and Student Services.

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

## 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	<b>Off campus</b> 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 <a href="http://get.adobe.com/reader">http://get.adobe.com/reader</a>

### 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.

# Degree Requirements

Students earn a Bachelors of Science in Nursing degree once the following requirements are met.

## BSN: Prelicensure Fall 2021 (and before) Program Structure

### Sample Curriculum Plan

Year One - Semester One		Year One - Semester Two	
Course	Credits	Course	Credits
N100 Nursing Seminar: Introduction to Nursing	2	N120 Concepts of Health and Healthcare	2
ENG101 College Composition	3	BIO206 Anatomy and Physiology II	4
MAT101 Concepts of Math	3	ENG201 Disciplinary Composition	3
PSY101 Psychological Inquiry and Applications	3	SOC101 Social Forces	3
BIO205 Anatomy and Physiology I	4	PHL101 Philosophical Inquiry and Modalities	3
<b>Total</b>	15	<b>Total</b>	15
Year Two - Semester One		Year Two - Semester Two	
Course	Credits	Course	Credits
N200 Health Assessment	3	N232 Dimensions of Holistic Nursing	6
N211 Standards of Nursing Practice	2	HS200* Introduction to Informatics for the Health Professions	3
COM101 Public Speaking and Presenting	3	Social/Behavioral Science	3
MAT201 Statistics	3	Humanities	3
BIO201 Microbiology	4	ART101 Visual and Performing Arts	3
<b>Total</b>	15	<b>Total</b>	18
Year Three - Semester One		Year Three - Semester Two	
Course	Credits	Course	Credits
N313 Pathopharmacology in Nursing Practice	3	N342 Mental Health in Nursing Practice	5
N361 Health Alterations in Nursing Practice	6	N372 (8 weeks) The Childbearing Family in Nursing Practice	3
N331 Research: Overview of Evidence-Based Practice in Professional Nursing	3	N371 (8 weeks) Pediatrics Nursing Practice	3
N304 Transcultural Healthcare	3	Nursing Topics Course (N390)	1
N321 Family as Client System	2	Upper Level General Education	3
<b>Total</b>	17	<b>Total</b>	15
Year Four - Semester One		Year Four - Semester Two	
Course	Credits	Course	Credits

N432 Complex Health Alterations in Nursing Practice	6	N450 Leadership and Management in Nursing Practice	3
N421 Population Health Nursing	5	N445 Internship in Nursing Practice	7
N431 Health Policy and Professional Leadership	3	Upper Level General Education	3
<b>Total</b>	14	<b>Total</b>	13
<b>Total Program Hours</b>			122

\*N390 Selected Topics in Nursing is offered as one-hour (N391), two-hour (N392), or three-hour (N393) courses depending on subject content and may be taken in various semesters.

This program has fall, spring, and summer semester enrollments. Students may enroll on a part-time basis (1-11 credit hours per semester) or on a full-time basis (12+ credit hours per semester). This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific semesters. However, the lower level courses must be completed prior to entry into N361 and students must meet the minimum requirements of the [progression policy](#). See progression requirements.

The nursing curriculum may be completed on a part-time basis; all pre-and corequisites apply. The College determines what courses will be offered in the summer term and no courses are guaranteed to be offered.

#### [Prelicensure Courses/Program Requirements/Curriculum Upper/Lower Level](#)

Nursing students are required to complete the Methodist College core curriculum requirements listed in the [Arts and Sciences](#) section of the Methodist College catalog.

#### [Bachelor of Science in Nursing Prelicensure Accelerated General Information](#)

The First Degree Accelerated BSN program (122 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has completed all prerequisite LENSES/General Education courses. This program is available to students new to Methodist College and current students who meet the academic requirements noted below. Current students can request a major change to the First Degree Accelerated program after successfully completing N232 Dimensions of Holistic Nursing or N361 Health Alterations in Nursing Practice. Admission to this program is not granted to students who have progressed further in their nursing degree plan of study. The nursing curriculum for this degree has been developed to prepare the BSN registered nurse to fulfill standards set forth by *The Essentials of Baccalaureate Education for Professional Nursing Practice*®.

Courses in the First Degree Accelerated BSN program are offered primarily Monday through Friday during the fall and spring semesters. Summer semester courses are offered online, blended, and in-seat on Saturday and/or Sundays and clinical experiences are also on Saturday and/or Sunday. Students entering this program may complete the BSN degree program in five semesters, including summers with full-time enrollment status.

Students must maintain a cumulative GPA of 3.0 each semester of this program. If a student's cumulative GPA falls below a 3.0, the student will have one semester to achieve the 3.0 requirement. If unable to achieve a 3.0 GPA, the student will have the opportunity to submit a change of major application and continue the BSN program in the standard Prelicensure program. Students will not be able to move back into the First Degree Accelerated program.

- Students must have a minimum GPA of 3.0 (on a 4.0 scale) prior to enrollment in the first degree accelerated program
- Students will complete 71 credits of nursing and health science courses
- Prior to beginning the first degree accelerated program students must have completed all prerequisite LENSES/General Education courses
- Academic progression: Students will maintain a cumulative GPA of 3.0
- If a student's GPA falls below 3.0 GPA in any semester, students will have one semester to achieve the required cumulative 3.0 GPA
- Students may choose to return to the Prelicensure program if unable to maintain a 3.0 GPA

- During the summer semester, students will enroll in the Second Degree Accelerated Prelicensure courses to enable program completion in five semesters
- Students will meet the requirements for Service Learning and Volunteerism
- Students will be required to progress to upper level nursing courses following the [Nursing Upper Division Progression Policy S-72](#)

#### General Application Requirements

- Minimum GPA of 3.0 (on a 4.0 scale)
- Submission of a complete application for admission and application fee
- Submission of official transcripts from each college and university attended
- Completion of all prerequisite LENSES/General Education level courses



## First Degree Accelerated BSN Fall 2021 (and before) Program Structure

### Sample Curriculum Plan

<b>General Education Credits</b>		45	
<b>First Semester, Fall or Spring</b>		<b>Second Semester, Spring or Summer</b>	
<b><u>Course</u></b>	<b><u>Credits</u></b>	<b><u>Course</u></b>	<b><u>Credits</u></b>
N100 Nursing Seminar: Introduction to Nursing	2	N304 Transcultural Healthcare	3
N120 Concepts of Health and Healthcare	2	N313 Pathopharmacology in Nursing Practice	3
N211 Standards of Nursing Practice	2	N321 Family as Client System	2
N200 Health Assessment	3	N361 Health Alterations in Nursing Practice	6
N232 Dimensions of Holistic Nursing	6	Upper Level General Education*	3
<b>Total</b>	15	<b>Total</b>	17
<b>Third Semester, Summer or Fall</b>		<b>Fourth Semester, Fall or Spring</b>	
<b><u>Course</u></b>	<b><u>Credits</u></b>	<b><u>Course</u></b>	<b><u>Credits</u></b>
N331 Research: Overview of Evidence-Based Practice in Professional Nursing	3	N432 Complex Health Alterations in Nursing Practice	6
N342 Mental Health in Nursing Practice	5	N431 Health Policy and Professional Leadership	3
N421 Population Health Nursing	5	N371 (8 weeks)	3
HS200 Introduction to Informatics for the Health Professions	3	N372 (8 weeks) The Childbearing Family in Nursing Practice	3
Nursing Topics Course (N390)***	1	Upper Level General Education*	3
<b>Total</b>	17	<b>Total</b>	18
<b>Fifth Semester, Spring or Summer</b>			
<b><u>Course</u></b>	<b><u>Credits</u></b>		
N445 Internship in Nursing Practice	7		
N450 Leadership and Management in Nursing Practice	3		
<b>Total</b>	10		
<b>Total Program Hours</b>	122		

\*Upper level LENSES/General Education courses may be completed before or during the five semesters. Six credit hours must be completed prior to graduation

\*\* Nursing Topics courses may have the Service Learning designation and are one to three credits

### Bachelor of Science in Nursing Prelicensure Second Degree Accelerated General Information

The Second Degree Accelerated Prelicensure BSN program (120 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has already completed a bachelor's of arts or science

degree and has completed all required prerequisite courses. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by *The Essentials of Baccalaureate Education for Professional Nursing Practice*.

All courses in the Second Degree program are offered during evening and weekend hours. Second Degree students may need to complete other degree requirements that are offered in multiple formats, i.e. blended, online, and/or in-seat.

Students entering or transferring into this program will be able to attend full time or part time.

Courses are offered in multiple formats including online, blended, and standard.

- If attending full time – the degree may be completed in five consecutive semesters, including summers.
- If attending part time – the student may take up to seven years to complete the degree.

#### General Application Requirements:

Minimum GPA of 2.0 (on a 4.0 scale)

- Submission of a complete application for admission and application fee
- Submission of official transcripts from each college and university attended
- Proof of completion of a bachelor's degree

Prior to beginning 200-level nursing courses in the Second Degree program, the following courses must be completed:

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

BSN Nursing Second Degree Accelerated Fall 2021 (and before) Program Structure  
Sample Curriculum Plan

<b>General Education Credits</b>		50	
<b>First Semester, Fall or Spring</b>		<b>Second Semester, Spring or Summer</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
N100 Nursing Seminar: Introduction to Nursing	2	N304 Transcultural Healthcare	3
N120 Concepts of Health and Healthcare	2	N313 Pathopharmacology in Nursing Practice	3
N211 Standards of Nursing Practice	2	N321 Family as Client System	2
N200 Health Assessment	3	N361 Health Alterations in Nursing Practice	6
N232 Dimensions of Holistic Nursing	6		
<b>Total</b>	15	<b>Total</b>	14
<b>Third Semester, Summer or Fall</b>		<b>Fourth Semester, Fall or Spring</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
N331 Research: Overview of Evidence-Based Practice in Professional Nursing	3	N432 Complex Health Alterations in Nursing Practice	6
N342 Mental Health in Nursing Practice	5	N431 Health Policy and Professional Leadership	3
N421 Population Health Nursing	5	N371 (8 weeks)	3
HS200 Introduction to Informatics for the Health Professions	3	N372 (8 weeks) The Childbearing Family in Nursing Practice	3
<b>Total</b>	16	<b>Total</b>	15
<b>Fifth Semester, Spring or Summer</b>			
<b>Course</b>	<b>Credits</b>		
N445 Internship in Nursing Practice	7		
N450 Leadership and Management in Nursing Practice	3		
<b>Total</b>	10		
<b>Total Program Hours</b>	120		

\*This program has fall and spring semester enrollments. Students may enroll on a part-time basis (1-11 credit hours per semester) or on a full-time basis (12+ credit hours per semester). Please note that all courses will not be offered every semester, but will follow the course plans in the table above. This is only a sample curriculum in that course selection is based on pre- and corequisites rather than specific semesters.

Lower-level courses must be completed prior to entry into N361 and students must meet the minimum requirements of the progression policy. See [progression requirements](#).

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

## BSN: Prelicensure Spring 2022 (and beyond) Program Structure

### General Information

Methodist College will be launching a revised curriculum for all BSN Prelicensure programs starting in January 2022. Students who are enrolled in the current BSN Prelicensure programs will continue their program through graduation.

### Sample Curriculum Plan

Year One - Semester One		Year One - Semester Two	
Course	Credits	Course	Credits
BIO205 Anatomy & Physiology I	4	BIO206 Anatomy & Physiology II	4
ENG101 College Composition	3	ENG201 Disciplinary Composition	3
MAT101 Concepts in Math	3	PHL101 Philosophical Inquiry & Modalities	3
PSY101 Psychological Inquiry & Application	3	SOC101 Social Forces	3
<b>TOTAL CH</b>	13	<b>TOTAL CH</b>	13
Year Two - Semester One		Year Two - Semester Two	
Course	Credits	Course	Credits
BIO201 Microbiology	4	Fine Arts Core Requirement	3
COM101 Public Speaking	3	Humanities Core Requirement	3
MAT201 Statistics	3	Social Science Core Requirement	3
*Upper Level General Education	3	HS160 Medical Terminology	2
N3393G Nursing Growth & Development	3	*Upper Level General Education	3
		HS200 Informatics	3
<b>TOTAL CH</b>	16	<b>TOTAL CH</b>	17
Year Three - Semester One		Year Three - Semester Two	
Course	Credits	Course	Credits
N2313 Introduction to Nursing	3	N3323 Pathopharmacology in Nursing Practice II*	3
N2314 Health Assessment	4	N3333 Evidence-Based Practice in Professional Nursing Writing Across the Curriculum**	3
N3313 Pathopharmacology in Nursing Practice I*	3	N3415 Mental Health Nursing Service Learning***	5
N2416 Dimensions of Holistic Nursing	6	N3416 Health Alterations in Nursing Practice	6
<b>TOTAL CH</b>	16	<b>TOTAL CH</b>	17
Year Four - Semester One		Year Four - Semester Two	

Course	Credits	Course	Credits
N3413 Pediatrics in Nursing Practice Service Learning	3	N4414 Transcultural & Population Health* Service Learning	4
N3423 Childbearing Family in Nursing Practice	3	Nursing Electives* -Pre-and/or Co-Requisites will be determined by course -Nursing elective courses will identified in their course title & description	2
N4313 Health Policy & Professional Leadership*	3	N4417 Internship & Management	7
N4416 Complex Health Alterations	6		
<b>TOTAL CH</b>	15	<b>TOTAL CH</b>	13
<b>Total Program Hours</b>			120



## First Degree Accelerated BSN Spring 2022 (and beyond) Program Structure

### Sample Curriculum Plan

Semester One		Semester Two	
N2313 Introduction to Professional Nursing	3	N3323 Pathopharmacology in Nursing Practice II	3
N2314 Health Assessment	4	N3333 Evidence-Based Practice in Professional. Nursing <b>Writing Across the Curriculum***</b>	3
N3313 Patho/Pharmacology in Nursing Practice I	3	N3415 Mental Health Nursing <b>Service Learning**</b>	5
N2416 Dimensions of Holistic Nursing	6	N3416 Health Alterations in Nursing	6
		Upper level LENSES/General Education*	3
<b>TOTAL CH</b>	16	<b>TOTAL CH</b>	17
Semester 3		Semester 4	
HS200 Informatics	3	N4414 Transcultural & Population Health <b>Service Learning**</b>	4
N3413 Pediatrics in Nursing Practice <b>Service Learning</b>	3	N4417 Internship & Management	7
N3423 Childbearing Family in Nursing Practice	3		
N4313 Health Policy & Professional Leadership	3		
N4416 Complex Health Alterations	6		
<b>TOTAL CH</b>	18	<b>TOTAL CH</b>	11

Upper level LENSES/General Education\* required for 2<sup>nd</sup> degree program. Students may have transfer credits to fulfill this requirement

**Service Learning/Volunteerism\*\*** NOT required for 2<sup>nd</sup> degree accelerated students to graduate  
**Writing Across the Curriculum\*\*\*** embedded writing project

BSN Nursing Second Degree Accelerated **Spring 2022 (and beyond)** Program Structure  
**Sample Curriculum Plan- Starting January 2022**

Semester One		Semester Two	
N2313 Introduction to Professional Nursing	3	N3323 Pathopharmacology in Nursing Practice II	3
N2314 Health Assessment	4	N3333 Evidence-Based Practice in Prof. Nursing <b>Writing Across the Curriculum***</b>	3
N3313 Patho/Pharmacology in Nursing Practice I	3	N3415 Mental Health Nursing <b>Service Learning**</b>	5
N2416 Dimensions of Holistic Nursing	6	N3416 Health Alterations in Nursing Practice	6
		Upper level LENSES/General Education*	3
<b>TOTAL CH</b>	16	<b>TOTAL CH</b>	17
Semester 3		Semester 4	
HS200 Informatics	3	N4414 Transcultural & Population Health <b>Service Learning**</b>	4
N3413 Pediatrics in Nursing Practice <b>Service Learning**</b>	3	N4417 Internship & Management	7
N3423 Childbearing Family in Nursing Practice	3		
N4313 Health Policy & Professional Leadership	3		
N4416 Complex Health Alterations	6		
<b>TOTAL CH</b>	18	<b>TOTAL CH</b>	11

Upper level LENSES/General Education\* required for 2<sup>nd</sup> degree program. Students may have transfer credits to fulfill this requirement

**Service Learning/Volunteerism\*\*** NOT required for 2<sup>nd</sup> degree accelerated students to graduate  
**Writing Across the Curriculum\*\*\*** embedded writing project

## RN to BSN

### General Information

The RN to BSN program (120 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has already completed an associate's degree in nursing or a diploma degree in nursing and holds a current registered nurse license. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by *The Essentials of Baccalaureate Education for Professional Nursing Practice*. All courses in the RN to BSN program are offered in the online environment. RN to BSN students may need to complete other degree requirements that are offered in multiple formats, i.e. blended, online, and/or in-seat.

Students entering into this program will be able to attend full time or part time and courses are offered in multiple formats including online, blended, and standard:

- If attending full time – the degree may be completed in three consecutive semesters, including summers.
- If attending part time – the student may take up to seven years to complete the degree.

### General Application Requirements

- Cumulative GPA of 2.0 or greater on the last 30 hours of college credits.
- Must hold a current, valid license to practice as a registered nurse (RN).

### RN-BSN Fall 2021 (and before) Program Structure

#### Sample Curriculum Plan

<b>Transfer Credit</b>		90	
<b>First Semester, Fall</b>		<b>Second Semester, Spring</b>	
<b><u>Course</u></b>	<b><u>Credits</u></b>	<b><u>Course</u></b>	<b><u>Credits</u></b>
N400* Integration of Foundational Concepts for Professional Nurses Working in a Global Healthcare Setting	3	N455 Population and Community Health in Nursing Practice	6
N447 Organizational and Systems Management for Quality Outcomes	5	N431 Health Policy and Professional Leadership	3
		N393 Nursing Topics: Rural Healthcare	3
<b>Total</b>	8	<b>Total</b>	12
<b>Third Semester, Summer</b>			
<b><u>Course</u></b>	<b><u>Credits</u></b>		
N426 Evidence-Based Practice	4		
N480 Management and Collaboration in Nursing Practice Course and Practicum	6		
<b>Total</b>	10		
<b>Total Program Hours</b>	120		

\*ELC- experiential learning

### **RN- Master of Science in Nursing- Nurse Educator (MSNE) Bridge Program**

Students who meet the RN to BSN Degree admission requirements may be admitted to the RN-MSN program if they also meet the Master of Science in Nursing admission requirements. Students enrolled in this bridge program will simultaneously complete courses that will satisfy the BSN degree requirements and meet course requirements for the MSN program. Please see the Methodist College Graduate Handbook/Catalog for detailed information.

### **Prelicensure Second Degree BSN- Master of Science in Nursing- Nurse Educator (MSNE) Bridge Program**

Students who meet the BSN Second Degree admission requirements may be admitted into the BSN-MSNE program if they also meet the Master of Science in Nursing admission requirements. Students enrolled in this bridge program will simultaneously complete courses that will satisfy the BSN degree requirements and meet course requirements for the MSN program. Please see the Methodist College Graduate Handbook/Catalog for detailed information.

### **Community-Based Primary Care Certificate**

Methodist College offers two certificates embedded within the nursing curriculum that allows students to focus on serving the healthcare needs of the population in the community setting. One of these pathways is for individuals at the prelicensure level, meaning students enrolled in the BSN: Prelicensure, BSN: Accelerated Prelicensure, or BSN: Second Degree programs. The other is designed for licensed nurses working to complete their baccalaureate degree in the BSN: Professional Nurses (RN to BSN) program.

## Prelicensure BSN Community-Based Primary Care Certificate

The PL BSN CBPC Certificate will prepare prelicensure nursing students to deliver community-based primary care in interdisciplinary teams through a longitudinal program comprised of nursing courses designed to emphasize population health, community health, health promotion, and epidemiology.

The PL BSN CBPC Certificate program consists of 13 credit hours of didactic and practical experience. The certificate includes two courses currently embedded in the BSN curriculum **and** two additional courses that can be used to complete the program requirements for six credits of LENSES/General Educational courses at the 300 level. Enhancements to existing courses and design of new courses are based on the Council on Linkages Between Academia and Public Health Practice's "Core Competencies for Public Health Professionals" and competencies identified by the American Academy of Ambulatory Care Nursing (AAACN, 2017).

### Program Outcomes

Upon completion of this Certificate program, the student will be able to:

- Identify diverse population health needs.
- Identify contributing factors that affect health outcomes.
- Describe programs and services provided by government and non-government organizations to improve community health.
- Develop patient teaching material to help improve health outcomes and behavioral changes.
- Critically analyze population health data to determine a population's health and identify relevant interventions.
- Integrate evidence-based research findings, community resources and cultural competence in planning, implementing, and evaluating population(s)-centered care.
- Critically analyze the impact of environment and lifestyle on the health of populations.
- Describe how healthcare policy influences the health delivery and care of a population.
- Analyze the use of ethical decision making process and the role of social justice in relationship to population healthcare issues.
- Apply concepts of disaster preparedness, management and response.
- Demonstrate a commitment to personal integration of professional values, attitudes, and expectations to improve the health of diverse populations.
- Use effective leadership skills to promote quality healthcare outcomes for a specific population.
- Apply epidemiological methods to basic and clinical sciences as well as the use of findings from investigation and analyses to generate policy.

### Admission Requirements

1. Full-time enrollment status in Methodist College BSN program.
2. Cumulative GPA of 2.5 or greater at the completion of N232.
3. Satisfactory completion of all lower division nursing courses and all specified core LENSES/General Education courses.
4. Submission of an online application to the PL BSN CBPC Certificate Program.

### Program Requirements

1. N120 Concepts of Health and Healthcare (2 credit hours)- Embedded in prelicensure BSN curricula
2. N421 Population Health in Nursing (5 credit hours)- Embedded in prelicensure BSN curricula
3. PH300 Epidemiology (3 credit hours)- Can be used to satisfy an upper division LENSES/General Education requirement
4. N393 Nursing Topics: Community-Based Primary Care (3 credit hours)- Can be used to satisfy the Nursing Topics requirement in the BSN: Prelicensure program

### Grading Scale for Nursing Courses (N120, N421, & N393)

A = 93 – 100%  
B = 85 – 92%  
C = 77 – 84%  
D = 69 – 76%  
F = 68% and below

### Grading Scale for General Education Course (PH300)

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F



## RN to BSN Community Based Primary Care Certificate

The RN to BSN Community-Based Primary Care Certificate was created to provide professional nurses the knowledge and skills needed to practice safe and effective primary healthcare in the community setting. Students will take a series of three courses focused on health promotion and disease prevention, epidemiology, and evidence-informed strategies to promote the best outcomes for clients served in local communities. Students will also learn how to access and interpret relevant data to guide scholarly projects congruent with the Quad Council of Public Health Nursing Organization's Tier 1 core competencies for public health nurses.

The RN to BSN Community-Based Primary Care Certificate can be completed alone or can be embedded in a student's current academic plan toward completion of the Bachelor of Science in Nursing (BSN).

The RN to BSN Community-Based Primary Care Certificate program consists of 11 credit hours. Students can maintain either full-time or part-time status.

### Program Outcomes

Upon completion of the RN to BSN Community-Based Primary Care Certificate program the student will be able to:

1. Identify the determinants of health and illness of individuals and families using multiple sources of data.
2. Integrate evidenced-based research findings, community resources and cultural competence in planning, implementing, and evaluating outcomes of populations-centered care.
3. Critically analyze the impact of environment and lifestyle on self-management of non-communicable diseases (NCD).
4. Describe how the World Health Organization's three elements of health promotion i.e. good governance, health literacy and healthy cities are impacted by creating purposeful partnerships between legislators and nursing professionals.
5. Analyze health promotion models to facilitate best outcomes for disparate populations in the U.S.
6. Demonstrate Tier 1 core competencies using eight skillset domains (Quad Council) through practicum immersion experience and scholarly projects.
7. Communicate in a culturally responsive manner using a variety of modalities (written, verbal, social media).
8. Apply epidemiological methods to basic and clinical sciences as well as the use of findings from investigation and analyses to generate policy.
9. Integrate skills such as quantitative reasoning, inquiry and problem analysis, deductive and inductive reasoning, creating generalizations and teamwork.

### Admission requirements

General Admission Requirements for Students Currently Enrolled in a Baccalaureate Program at Methodist College:

- Submission of an online application for admission to the RN to BSN Community-Based Primary Care Certificate program.

General Admission requirements for working professionals enrolling in the RN to BSN Community-Based Primary Care Certificate Program:

- Submission of a complete application for admission and application fee;
- Submission of official transcripts from each high school, college/university attended.
- Proof of high school completion or GED equivalent; and
- Demonstrated readiness or ability to successfully complete college-level coursework as demonstrated through high school grade point average, college grade point average and ACT or SAT scores.
- Proof of unencumbered RN licensure.

### Program Requirements

1. N455 Population Health and Nursing Practice Course and Practicum (5 credit hours).
2. PH300 Epidemiology (3 credit hours)
3. N393 Nursing Topics: Health Promotion and Disease Prevention in Community Healthcare Setting (3 credit hours)

#### Grading Scale for Nursing Courses (N455 and N393)

A = 93 – 100%  
B = 85 – 92%  
C = 77 – 84%  
D = 69 – 76%  
F = 68% and below

#### Grading Scale for General Education Course (PH300)

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

# Policies

## Nursing Program Policies

### Upper Division Progression Requirements

All baccalaureate prelicensure nursing majors must meet upper level progression requirements specific in the Nursing Upper Division Progression Policy to be eligible to progress to upper level. A student who does not successfully complete Dimensions of Holistic Nursing, either N232 or N2416, fails to meet these requirements will not progress in further nursing programs. The following statements are applied to determine progression or, potentially, dismissal.

1. The requirements for upper-level progression are as follows:
  - a. Cumulative Methodist College GPA of 2.5 or greater at the end of the N232 or N2416 semester.
  - b. Satisfactory completion of all required nursing courses (N100, N120, N200, N232) and all specified core general education courses (MAT101, MAT201, ENG101, ENG201, BIO205, BIO206, AND BIO201) with a C or better; and
  - c. Successful completion of all course requirements in N232 Dimensions of Holistic Nursing.
2. The following pathways apply:
  - a. A nursing major who meets the criteria specified above is eligible to progress to upper level nursing courses.
  - b. A nursing major who does not successfully meet all the criteria for progression to upper level nursing courses must meet with his/her academic advisor to develop a plan for success. This plan will include enrollment in N235: it can also include enrollment in non-nursing courses. No student taking N235 may be approved for enrollment in more than 12 semester credit hours. The student must achieve all the following criteria to become eligible for profession to the next semester:
    - i. Enroll in N235 and complete the course with a grade of C or better.
    - ii. Successful completion of all course requirements in N235, and
    - iii. Attain a Methodist College GPA of 2.5 or greater.
3. For the new nursing curriculum beginning Spring 2022, students who do not successfully complete N2416 Dimensions of Holistic Nursing will be required to repeat the course.

Students who do not successfully complete N235 with a grade of C or better, or who withdraw, or have not achieved a cumulative GPA of 2.5 or greater, or who do not achieve successful completion of all course requirements in N235 will be dismissed from the BSN prelicensure/second degree nursing program.

### Nursing Program Academic Standing Requirements

#### Academic Good Standing in the Nursing Major

1. Students must earn a grade of C or better in all nursing and core LENSES/General Education courses to remain in Academic Good Standing.
2. Additional academic requirements must be met to progress to upper division nursing courses as specified in Methodist College S-72 Upper Division Progression in Nursing.
3. A student must maintain a cumulative GPA of 2.0 or greater to remain in good standing at Methodist College.

#### Academic Probation in the Nursing Major

Students are placed on Academic Probation in Nursing to afford one opportunity to achieve a grade of C or better in the course (nursing or core LENSES/General Education course) in which the grade of D or F was earned.

1. Students who earn one grade of D or F in a required nursing course or one grade of D or F in a core LENSES/General Education course are placed on academic probation in the nursing major.
2. “Academic Probation in Nursing” is noted by the Registrar on the transcript.
3. The Registrar and the Dean of Nursing notify the student that they are on Academic Probation in Nursing and will apprise them of their requisite policies and actions to return to good standing.

### Removal from Academic Probation in Nursing and return to Academic Good Standing

1. When a grade of C or better is earned in the specific course in which a grade of D or F had been previously earned, no second withdrawal from a nursing or core LENSES/General Education course has occurred, and a GPA of 2.0 or greater has been maintained, the student will be returned to Academic Good Standing in Nursing.
2. The student will be notified of the return to Academic Good Standing in Nursing by notation of such on the student's transcript.

### Dismissal from the Prelicensure or Second Degree BSN Nursing Program

Dismissal from the prelicensure or second degree BSN nursing program will occur when one or more of the following conditions are met:

1. A student who earns two or more grades of D or F in a nursing or core LENSES/General Education course will be dismissed from the BSN nursing program.
2. A student who earns a second grade of D or F in a repeated nursing or core LENSES/General Education course will be dismissed from the BSN nursing program.
3. A student who withdraws from the same core LENSES/General Education course or nursing course twice will be dismissed from the BSN nursing program.
4. A student who withdraws from a nursing or core LENSES/General Education course and earns a grade of D or F on the subsequent attempt will be dismissed from the BSN nursing program.
5. A student who meets the above stated criteria for dismissal from the BSN nursing program will receive a letter of dismissal from the BSN nursing program from the Dean of Nursing.
6. The student's transcript will reflect Dismissal from the BSN Nursing Program.

### Readmission to the BSN Prelicensure Nursing Program

Students who have withdrawn from the College or who have been dismissed from the four-year prelicensure or second degree BSN Program for failing to meet Academic Good Standing in Nursing requirements, but who meet the requirements for Academic Good Standing at Methodist College, are eligible to reapply to the program after an absence of one regular semester. The Second Degree program consists of five concurrent semesters allowing the absence of the summer semester to meet the policy requirements. A BSN Nursing Program Readmission Review Committee will be convened by the Dean of Nursing.

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

Students applying for readmission must meet these criteria:

1. Demonstrate a cumulative GPA in nursing specific courses at or above 2.5
2. Earned grades of C or greater in all 100-200 level nursing courses
3. Successfully progress through N232 (students who were enrolled in N235 due to non-progression are not eligible for readmission)
4. Demonstrate a cumulative GPA in A&P I, A&P II, and Microbiology of 2.3 or above

### Readmission Process:

Traditional BSN Prelicensure process for application for readmission is as follows:

1. Individuals currently enrolled at the College  
The applicant must provide the following documents in one packet to the Office of the Registrar via email at registrar@methodistcol.edu for review no later than March 1 for fall readmission and September 1 for spring readmission:
  - a. Students must reapply using the 'Change of Program into Prelicensure Nursing' request form available in the Student Center of D2L
  - b. Letter of Application for Readmission including a detailed account of what has changed that would result in a successful outcome if readmission were to be awarded
2. Individuals who have withdrawn from the College  
The applicant must provide the following documents to the Office of the Registrar via email to registrar@methodistcol.edu for review no later than March 1 for fall readmission and September 1 for spring readmission:

- a. Complete the online Application for Admission form available on the College website.
- b. Compose a Letter of Application for Readmission including a detailed account of what has changed that would result in a successful outcome if readmission were to be awarded
- c. Official transcripts of any coursework completed after dismissal from the Methodist College BSN Program.

Second Degree BSN Prelicensure process for application for readmission is as follows:

1. Students who are dismissed at the end of the fall and summer semesters will follow the process outlined above for the traditional BSN Prelicensure applicants for readmission following the path that fits their enrollment status.
2. Students who are dismissed at the end of the spring semester must submit all materials as specified above in the option for currently enrolled students by June 1.
3. The Dean of Nursing will convene a BSN Nursing Program Readmission Review Committee (NPRRC) comprised of three to four full-time nursing faculty who will be unbiased in their review.
  - a. The committee will be convened within two weeks following the deadline.
  - b. The NPRRC will be chaired by the designee specified by the Dean of Nursing.
  - c. The Dean of Nursing, or designee, will provide the application materials, along with Methodist College transcripts and standardized test results, to the NPRRC.
  - d. The NPRRC will review the application(s) two weeks (ten business days) of the committee being named and will make a recommendation of readmission or denial of readmission to the Dean of Nursing.
4. Post-Readmission Review Process
  - a. When a recommendation for readmission is made, the NPRRC will identify stipulations that must be met as a condition of readmission. Failure to meet these stipulations may warrant dismissal with no opportunity for readmission.
  - b. The Dean of Nursing will notify the readmission applicant of the final decision regarding readmission, along with any stipulations pertinent to readmission, via United States Postal Service with a return receipt requested. Notification letters will be sent from the Office of the Academic Dean not later than November 1 for spring readmission and May 1 for fall readmission. Second-degree students dismissed in the spring semester will be notified by July 1.
  - c. The decision of the Dean of Nursing may be appealed to the Chief Academic Officer and Vice Chancellor for Academic Affairs within one week (five business days) of notification if the applicant for readmission desires. A formal, written letter of appeal must be submitted that substantiates the appeal as having not accurately reflected the criteria specified in this policy, including a completion of all lower division nursing courses with a grade of C or better, a science GPA of 2.3 (Anatomy and Physiology I & II and Microbiology), successful progression from 232 to upper division (met GPA of 2.5, ATI with a Level 2, and course completion with a grade of C or better), and a cumulative nursing GPA of 2.5.
  - d. The Chief Academic Officer will render a decision within a period of ten (10) business days from the time the appeal is received. The decision will be communicated through the United States Postal Service with a return receipt requested. A PDF copy of the letter will be emailed to the student's Methodist College email address. The decision of the Chief Academic Officer is final.
  - e. If an offer of readmission is made, the offer is valid for the academic semester specified by the NPRRC or the Chief Academic Officer in the decision rendered.
  - f. Once the student is offered readmission, the student must meet with the Director of Academic Advising to select courses and develop an academic plan and then with the Office of Records Management and Registration to finalize readmission paperwork and enroll in their courses.
  - g. Students will be admitted in accordance with the admission policies in effect at the time they are granted readmission.
  - h. Once accepted for readmission to the College, students will be required to meet the curriculum requirements for the degree as stated in the current catalog as of the time of their readmission.
  - i. A student who is readmitted and proceeds to earn a grade of D or F in any nursing course in a subsequent semester will be dismissed from the BSN Nursing Program with no option to apply for readmission.

### Prelicensure Program Transfer Limitations

It is the policy of Methodist College to limit transfers between programs within the baccalaureate nursing programs to create an orderly progression plan, to support completion of courses, and to promote achievement of student outcomes. Students may transfer from the Second Degree Prelicensure program to the Four Year Prelicensure program, but are precluded from transferring a second time.

### Undergraduate Student Enrollment in Graduate Courses

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 the Dean of Nursing. Students wishing to enroll in a graduate nursing course must have the Dean of Nursing sign an Administrative Approval form to be enrolled in the course.

Students who have greater than 12 credits remaining in their program may be considered for enrollment in graduate nursing courses at the discretion and approval of the Dean of Nursing.

The student may enroll in up to six credits of graduate courses, but may not exceed a total enrollment cap of fifteen credits, including both graduate and undergraduate courses.

Graduate courses completed with a grade of 'B' or better may be applied to a graduate program offered at Methodist College upon admission to the program. In order for graduate nursing courses to count toward completion of the baccalaureate nursing degree, a grade of at least 'C' must be earned. A grade of 'C' or below earned in bridge nursing courses (N600 and N620) will not be applied toward the completion of a graduate program.

### Meeting Minimum Credit Hour Requirement

Students completing N620 in lieu of HS200 must take one additional elective credit hour to complete the hours required to earn a prelicensure BSN degree (122 credit hours) as N620 is a two credit hour course and HS200 is a three credit hour course. Students are required to complete a minimum of 122 credit hours to earn the degree. This credit may be transferred in from previous post-secondary coursework or courses taken at Methodist College. Students with questions about this credit hour requirement should contact the Office of Records Management and Registration at [registrar@methodistcol.edu](mailto:registrar@methodistcol.edu).

### ATI in the 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.

### Semester Length

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



## 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.

## 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.

## 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.

**Grading Scale**

In nursing courses, students must earn a grade of C for nursing theory and an S for nursing clinical to receive a passing grade.

A final theory grade of D or below and a final clinical/lab grade of “U” are considered failing grades. Both the theory and clinical/lab grades must be reported as passing to complete the course. If unsuccessful in either, both the clinical and theory must be repeated. A student can only repeat a course one time.

If the clinical component of the course is failed, the student automatically fails the course, regardless of the grade earned in the theory section. The assigned grade will be D, unless the theory grade calculates as a grade of F.

Grading Scale for nursing courses:

A = 93 – 100%

B = 85 – 92%

C = 77 – 84%

D = 69 – 76%

F = 68% and below.

## Nursing Assistant Program (NA) Policies

Students will be prepared to deliver patient care on a team led by a registered nurse (RN) or a licensed practical nurse (LPN) in a patient care environment, including hospitals, extended care facilities, home care agencies, and other related organizations. Students study simple body structure and function, normal growth and development, principles of infection control, disease processes, and medical terminology. The student receives skills training in patient-nursing assistant relationships; taking and recording vital signs; bathing, feeding, dressing, and transporting patients in hospitals and nursing homes; and cardiopulmonary resuscitation. The program also provides advanced skills training in catheter care, range of motion, bowel and bladder training, maternal and infant care, admission and discharge procedures and care of the dying.

The Nursing Assistant program includes one course (NA150) delivered over a five-week period. Students spend 90 clock hours in a classroom, lab, or simulation setting learning theory and clinical skills. The student then spends 45 clock hours in a clinical placement in a hospital and/or local long-term care facility. The students work alongside professional healthcare providers under the direction of their instructor. The students master the twenty-one skills required of Certified Nursing Assistants while working at the clinical placement site.

NA150 is offered at various times to meet the needs of the students and the instructors. Upon successful completion of the Nursing Assistant Program, students may sit for the certification exam once all fees, tuition and other outstanding balances are paid in full.

### Program outcomes

Upon completion of the program, students are eligible to sit for certification as a Certified Nursing Assistant. Illinois Department of Public Health (IDPH) policy states that students who successfully pass the NA class must be registered for the state exam within 30 days of the last day of class.

### Program Approval

The Nursing Assistant program is approved and regulated by the Illinois Department of Public Health as a Basic Nurse Assistant Training Program.

### Admission requirements

1. High School diploma or GED, must be 16 years of age and with a minimum high school GPA of 2.5;
2. 10th Grade Reading level and 10th Grade Math level (any one of the following indicators will serve as validation);
  - a. Appropriate Accuplacer Reading score and Math score
  - b. An official TABE (Test of Adult Basic Education) score from a certified institution (GED program, Career Link or similar) at or above 10th Grade reading and 10th Grade math
  - c. Successful completion score of an Accuplacer exam as designed and reviewed by Methodist College Arts and Sciences faculty
  - d. Current admission or enrollment in any Methodist College Bachelor program
  - e. Transfer level credit from another college (100 level or above)
3. Negative drug screen;
4. Immunization records two weeks before program classes begin;
5. Criminal Background Check with no disqualifying convictions.

### Courses/program requirements

Because the Nursing Assistant program is delivered over a five-week period, attendance is mandatory. Instruction missed due to unforeseen circumstances must be completed at the discretion of the instructor. (See syllabus for the detailed Attendance Policy which is strictly enforced.) The required course to complete the Nursing Assistant program is NA150 Basic Nurse Assistant Training.

### Grading Scale

The Nursing Assistant program uses the conventional grading scale.

- 90+ = A  
89-80 = B  
79-70 = C

### 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 aide 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 State and local authorities, within a
  - i. 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 Undergraduate Nursing  
Program Handbook Signature Page***

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

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Signature

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Date

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Print Name

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Date