Methodist College
7600 N Academic Dr
Peoria, IL 61615

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

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

The Bachelor in Social Work is approved as a Candidate for Accreditation
through the specialized accreditation offered through the Council on Social Work Education.
Council on Social Work Education
1701 Duke Street, Suite 200
Alexandria, VA 22314
Phone: (703) 683-8080
Fax: (703) 683-8099
www.cswe.org

Methodist College is approved by the state of Illinois to administer the Basic Nurse Aid course.
Illinois Department of Public Health Education and Training Section
525 W Jefferson St., 4th Floor
Springfield, IL 62761
nurseaidetesting.com
General Information
This handbook is presented as informational only and is not a contract between Methodist College and its students. The information, policies, and procedures contained in this handbook are subject to change at any time with or without notice. The electronic version of this handbook on the Methodist College website is the most current.

All College documents contain current pertinent information. Methodist College reserves the right to make changes as necessary, including changes in requirements, programs, policies, and fees. Changes shall go into effect whenever appropriate with such notice as is reasonable under the circumstances.
The Student Responsibility Statement
As a Methodist College student, I understand that it is my responsibility to engage in professional and ethical behavior and to learn and understand the requirements necessary to complete my bachelor’s degree and/or certificate program, including—but not limited to—course requirements, prerequisites courses, grading methods, academic and student policies, administrative procedures, payment and payment arrangements, financial aid policies, and the Methodist College catalog and Student Handbook requirements. Methodist College faculty and staff will provide appropriate assistance to help assure that I am able to complete my chosen degree program efficiently and in a timely manner. However, it is ultimately my responsibility to earn the degree.
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Methodist College Organizational Charts

Methodist College Organizational Charts may be found on the website at the following link:
http://www.methodistcol.edu/about-methodist-college.aspx
Dear Methodist College Community,

I am honored and ecstatic that you are browsing the Methodist College Student Handbook. Contained herein, you will find detailed information about our myriad nursing, health science, and human services certificate and degree programs. As a small college specializing in health professions, you will find excellent, dedicated and professional faculty; small class sizes; accessible faculty and administrators who strive to know you by name and have a caring and mentoring relationship with each student; and beautiful state-of-the-art classrooms and laboratory facilities. Our goal is to provide you with the best academic courses and support services to ensure your success fulfilling your educational dreams and finding gainful employment in your chosen profession. Our affiliation with UnityPoint Health offers many job opportunities in the greater Peoria region for our graduates!

I look forward to meeting you in person.

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

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

Values
Healthcare professionals are guided by strong core values. At Methodist College, faculty, staff, and students are dedicated to our values.

Human Dignity
Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.

Integrity
Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.

Inquiry
An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one’s life.

Social Justice
Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

Institutional Goals
The faculty and staff of Methodist College are dedicated to achieving the following goals:
1. Create and support a positive, student-centered learning environment.
2. Provide quality instruction and programs.
3. Create quality student support services and programs.
4. Recruit and retain a diverse, qualified workforce.
5. Promote fiscal responsibility and accountability.
6. Provide adequate resources to support institutional mission.
7. Recruit and retain a qualified, diverse student body.
8. Develop collaborative relationships for the benefit of the community.
UnityPoint Health FOCUS Values
Methodist College, as an institution under the UnityPoint Health umbrella, embraces UPH FOCUS values:

F – Foster Unity
Use the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units, and regions. Seek to understand and are open to diverse thoughts and perspectives.

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 on exceeding expectations. Believe in sharing our results, learning from our mistakes, and celebrating our success.

U – UnityPoint Health

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

Federal Regulations and Compliance

Equal Opportunity/Non-Discrimination
Methodist College welcomes persons from all backgrounds and beliefs to join our College community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all students and others who participate in our programs and activities.

Methodist College is committed to providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other status protected by law (“protected status”). This is reflected in all policies, programs and procedures of the College.

Methodist College complies with federal, state, and local equal opportunity laws and strives to keep the workplace, and all programs and activities, free from all forms of illegal discrimination and harassment, as well as free from all forms of disrespectful conduct even where such conduct does not constitute a legal violation. (See separate policy on Sexual and Other Forms of Harassment and Grievance Procedures for more details.)
Academic Calendar

The Methodist College Academic Calendars for next two years are located on the Methodist College Website at http://www.methodistcol.edu/academic-calendar-and-catalog.aspx.

College Information

Accreditation and Approval
Methodist College is authorized by the Illinois Board of Higher Education. The Bachelor of Science in Nursing program is approved by the Illinois Department of Financial and Professional Regulation which also approves the graduates of the nursing program to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN®). These entities ensure that the citizens of Illinois have access to quality higher education and that the graduates are licensed as safe to practice nursing.

Methodist College is affiliated with the Higher Learning Commission (HLC) and has maintained an accredited status since 2008. The College’s baccalaureate and graduate nursing programs is accredited by the Commission on Collegiate Nursing Education (CCNE). The general purposes of accreditation are to ensure quality, provide access to federal funds, and ease transfer of credit.

The Bachelor of Social Work is approved as a candidate for accreditation through the specialized accreditation offered through the Council on Social Work Education. Students who enter programs that attain candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. Candidacy is typically a three-year process. For more information see www.cswe.org

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

Continuing Education for Licensed Counselors and Social Workers
Methodist College is an approved sponsor of continuing education programs for Professional Counselors, Clinical Professional Counselor, and Social Workers through the Illinois Department of Financial and Professional Regulation (License Number: 159.001390).

College Memberships
Methodist College and its programs are members of the following organizations:

- American Association of Colleges of Nursing, Inc. (AACN)
- American Association of Collegiate Registrars and Admissions’ Officers (AACRAO)
- American Council on Education (ACE)
- American Health Sciences Education Consortium (AHSEC)
- American Library Association (ALA)
- Association of American Colleges & Universities (AAC&U)
- Association of College and Research Libraries (ACRL)
• Association of Governing Boards (AGB)
• Consortium of Academic and Research Libraries in Illinois (CARLI)
• Council of Independent Colleges (CIC)
• Council for Higher Education Accreditation (CHEA)
• Council on Social Work Education (CSWE)
• Federation of the Independent Illinois Colleges and Universities
• The Illinois Association of Colleges of Nursing (IACN)
• Illinois Library and Information Network (ILLINET)
• National Association of Independent Colleges and Universities (NAICU)
• National Association of Student Financial Aid Administrators (NASFAA)
• National Council for State Authorization Reciprocity Agreements (NC-SARA)
• National League for Nursing (NLN)
• Online Computer Library Center (OCLC)
• Private Illinois Colleges and Universities (PICU)
• Reaching Across Illinois Library Systems (RAILS)
Methodist College Resources
Methodist College Campus

Location
The campus is located at 7600 N. Academic Drive in Peoria, Illinois. The campus encompasses a total of 13 acres which will accommodate future growth of the institution.

Prairie Sky Apartments
The Prairie Sky Apartment complex is located at 7700 N. Academic Drive, adjacent to the main campus building. The housing complex is available to Methodist College students as well as interns, residents, and college-level students from other local institutions.

Simulation Education
The College has a state-of-the art Simulation Center boasting multiple high and medium fidelity manikins, and a Clinical Practice Center that provides a practice area for students as well as other learning resources.

Campus Store and Ollie’s Café
The Campus Store and Ollie’s Café provides popular and healthy food options for students, faculty, and staff.

Fitness Center and Recreation Center
All Methodist College students and employees may access the Fitness Center which is located on the college campus and available for use during campus access hours. The Recreation Center is located across the hall from the Fitness Center and features games and activities for student use.

Tobacco-Free Environment
Methodist College is a tobacco free campus. Students and visitors who smoke on campus are subject to strong disciplinary action.

Campus Life

Residence Life
The Prairie Sky Apartments at Methodist College is a student housing development offering convenient, apartment-style student housing for eligible Methodist College students, as well as students from other colleges in the Peoria area. The College has partnered with Cullinan Properties, Ltd. to offer the finest in student apartment living.

These affordable private bedroom options come fully furnished with Internet access and a cable television package. The complex is located in the Grand Prairie community of Peoria which includes retail, entertainment, lodging, and food.

Each apartment has a full kitchen with microwave, stove/oven, refrigerator, and mounted 37-inch television in the living room. A private bedroom includes a twin-sized bed, study desk and dresser. All floors contain a community lounge for study and social activities. The building has on-campus laundry facilities. The price per unit includes rent, cable/Internet, water, and utilities.

The apartments are staffed two Resident Advisors (RA) who are responsible for facilitating a safe and secure community environment conducive to supporting the Methodist College mission.

Room Assignments for Residential Life
Priority for room assignments will be based on the following factors:
• Assignment is dependent upon space availability.
• First priority is extended to current residents, then based on date of application.
• Continuing senior residents have priority of junior residents; continuing junior residents have priority over continuing sophomore residents; continuing sophomore residents have priority over continuing freshmen residents.

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

Residence at Methodist College is limited to the Prairie Sky Apartment residents with current leases and their guests, within reason. Overnight guests are permitted only with approval of apartment mates and are restricted from remaining for periods of greater than a few days.

Student Health Insurance
Methodist College does not provide any direct student health insurance to its students. We recommend that students maintain healthcare coverage to provide access to care as needs occur. Students are responsible for making the best decision regarding this coverage. Healthcare.gov is a website that provides information on attaining coverage: www.healthcare.gov.

Students who require healthcare are personally responsible for any expenses. Students in clinical programs may be exposed to infectious diseases or may experience a physical injury. In all cases, the cost of care is the responsibility of the student.
**Solicitation**
Organizations may promote or sell merchandise or services in the resident floors and College common areas only if approved through the Dean of Students. The request should be submitted 10 days prior to the event. The Dean of Students and Provost, in collaboration with the Chancellor’s Cabinet as needed, are responsible for the final decision.

**Client Confidentiality**
Methodist College students who engage in clinical, field placement, or practicum experiences must maintain confidentiality of their clients’ private health information. Breaches of confidentiality are subject to the Code of Conduct policy. Federal regulation governs protected health information. More information about this is available in the Health Insurance Portability and Accountability Act of 1966 (HIPAA). Students are responsible for compliance with the policy stated in its entirety later in this Student Handbook. Students are also subject to the codes of ethics and professionalism pertinent to their course of study.

**Student Organizations**

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

**Student Nurses’ Association**
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.

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

**Honor Societies**

**Sigma Theta Tau Honor Society**
Sigma Theta Tau International Honor Society of Nursing

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.
**Phi Kappa Phi Honor Society**

Phi Kappa Phi is a nationwide honor society with over 300 chapters in the United States and the Philippines. This honor society was founded to recognize excellence in all academic disciplines. The Society’s mission is “To recognize and promote academic excellence in all fields of higher education and to engage the community of scholars inservice to others.” Methodist College was installed as the 353rd chapter.

Membership is by invitation and is extended to students who represent academic excellence. For more information about Phi Kappa Phi, visit www.PhiKappaPhi.org.

**Student Support**

**Personal and Career Counseling**
In an effort to promote the holistic development of the student, Methodist College recognizes that students may need counseling services to better manage personal or student-related stress in the OASIS. Methodist College employs a licensed counselor to assist students with their mental health needs. The Student Counselor also provides career counseling services to students including career exploration and preparation.

**Simulation and Clinical Practice Centers**
The Methodist College Simulation Center and Clinical Practice Center (CPC) provide a safe learning environment for students of all programs to grow in skill development, critical thinking/clinical reasoning, professionalism, communication. This is accomplished through the use of patient simulators, instructional technology, and the application of evidence-based scenarios that facilitate the transition from theory to practice, clinical assessment and decision-making in clinical practice. Students are supervised by experienced professional staff and faculty while gaining confidence to perform all functions of their role. Check the schedule for hours of operation and guided practice sessions. The Centers are closed on days that Methodist College is closed.

**Textbooks**
Methodist College provides an online textbook ordering service where students can purchase textbooks, supplies, and other miscellaneous items. Each term’s official textbook list can be found here: https://bookstore.mbsdirect.net/vbm/vb_home.php?FVCUSNO=36174&url=methodistnursing.htm

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

All students are assisted with career placement prior to graduation from Methodist College. In addition, recruitment fairs attended by area hospitals and healthcare institutions provide the students with a variety of job opportunities. Services include mock interviews, resume review, cover letter preparation, dress for success coaching, and a listing of open positions for graduating students and full and part-time positions current students may qualify for. Students may contact the Dean of Students for assistance with career placement. The Student Counselor also provides support to students with resume development.

**Disability Services**

Services are offered for students with documented disabilities, including accommodations and limited auxiliary services. A student with a disability who believes he or she needs an accommodation should contact the ADA coordinator in the Office of Access, Support, and Inclusion Services (W160). It is the responsibility of students with disabilities to disclose the disability, request needed accommodations, and provide appropriate documentation.

**Lactation Room**

The college strives to offer support and flexibility to nursing mothers to express their breast milk during school and work hours.

Methodist College has designated a private and sanitary location on campus so that employees and students may express their milk during business hours. The designated lactation room is located in the room next to the East restrooms. The lactation room provides an electrical outlet, chair, table, refrigerator, and hot running water and soap in the room.

Breastfeeding employees and students are responsible for keeping the general lactation room clean for the next user. Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact Human Resources.

**Technology on Campus**

**Electronic Communication Expectations**

At the time that new students participate in orientation to the College, they are given an official Methodist College email address. This address is the official means of electronic communication for faculty and staff seeking to share information with students.

Students are responsible for the information shared with them by MC staff, faculty, and administration. The College recommends that students check their email daily to ensure that they are able to receive this information in a timely manner.
System Accounts
User IDs and Passwords are required to access the College and UnityPoint Health information system resources in order to ensure access is limited to authorized users. Users are responsible for maintaining the confidentiality of their passwords.

**Student User ID's are disabled 2 weeks after graduation and immediately when the student status in CAMS is changed to Withdrawn, or Dismissed.** When the student User ID is disabled access to Office 365 through the Methodist College license is also removed.

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

Printing on Campus
Each semester students will receive a 300-page balance to be used for printing and copying. Each student will be assigned a copier code to gain access to the copier. Once you exceed your balance of 300 pages you will no longer be able to print and copy until you add more pages to your account. You can add more pages to your account by going the Welcome Window, W104. The cost for more pages is $0.10 (10 cents) per page. The minimum amount that can be added is $5.00 each time. Please note: Cash is not accepted at the window. Payments must be made with a check.

Frequently Asked Questions

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

Laptop Requirements for Students
Each student entering Methodist College, except for those enrolled exclusively in the Nursing Assistant program, is required to own a laptop. The Methodist College campus is wireless. For financial aid purposes, the price of the new laptop can be added into the total price of educational costs.

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. Surface Pro, Surface Books, and Surface Laptop devices are supported. Non-Surface Pro devices and Chrome Books are not supported.

The minimum laptop requirements are:

- CPU: Minimum processor: Intel Core i5 or better
- RAM: 8 GB or more preferred
- Hard Drive Space: 256GB or greater
- Minimum Display: 11 inches or larger
- Screen Resolution: 1024x768 or higher
- Wireless: 802.11 g/n/ac
- Internet Connection: Off campus internet connection not below 8 mbps upload and download
- Operating System: Windows 10 or Mac OS X 10.13 or 10.14
- Functional webcam and microphone (Built in to most laptops)
- Adobe Reader: Version 9, 11, or DC
- Microsoft Office is required; MS Office 365 can be obtained free of
charge through the college. Please submit a student IT support ticket for directions on how to acquire your free copy.

- Required additional programs: Shockwave plug-in, Flash plug-in, Adobe Acrobat plug-in

**Post-Baccalaureate Options**

**Graduate School Information**
Methodist College offers a Master of Science in Nursing which is designed for students seeking an advanced degree in nursing. Students have four program options to choose from: Master of Science in Nursing: Nurse Educator, Nurse Leader Executive, Generalist, or Pre-licensure. More information can be found in the Graduate Catalog/Handbook.

**Safety and Security**

**Campus Safety**
Methodist College strives to provide a safe and secure campus and to keep the public informed about crime on its campus in accordance with the requirements of Public Law 101-542, Title II, 1990 (Clery Act). Campus crime statistics are reported annually on the Methodist College website.

Methodist College Campus Safety is authorized to help maintain a safe environment by protecting life and property. Security officers have the same arrest powers as private citizens, in accordance with Illinois law.

Any suspicious activity or serious crime should be reported immediately to the Campus Safety Office. The Chief of Campus Safety will notify Methodist College community in the event of the threat of a serious crime or if a serious crime occurs.

The Campus Safety Office is located at the main entrance of the campus. Uniformed officers are available Monday-Sunday 6:30 a.m. - midnight on all days the College is open to respond to employee, student, and visitor needs. The College is locked with access by approved employee and student name badges. Individuals concerned about his/her personal safety may request an escort from the Security Office. An officer will walk with or drive the individual to his/her destination.

In addition, campus security is maintained by using security cameras to monitor entrances and parking lots. This is monitored in the Campus Safety Offices. Campus Safety maintains visibility by patrolling the campus regularly on foot or in marked security vehicles. To help maintain a safe and secure campus, reasonable precaution for one’s safety needs to be exercised by faculty, students, staff, and visitors.

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

<table>
<thead>
<tr>
<th>Parking</th>
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<tr>
<td>(P) Park in visible areas.</td>
<td>(S) Start your car after locking doors.</td>
</tr>
<tr>
<td>(A) Ask for an escort.</td>
<td>(A) Always have your cell phone with you.</td>
</tr>
<tr>
<td>(R) Remove valuables from car.</td>
<td>(F) Find your keys before you walk.</td>
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<tr>
<td>(K) Keep calm and ready.</td>
<td>(E) Examine your surroundings and car.</td>
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Disability Services Policy

I. Policy: Methodist College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

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

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

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

Reasonable accommodations will be made for qualified students with disabilities unless they impose an undue hardship on the College. Accommodation requests can be made by completing the Request for Accommodations form which can be accessed via the Methodist College website at http://www.methodistcol.edu/disability-services.aspx. Paper copies are available in the office of the Assistant Director of Counseling and ADA Coordinator (W160).

IV. Grievance Procedure: If for any reason a student would like to file a complaint, they may follow the grievance procedure which can found via the Methodist College website at http://www.methodistcol.edu/disability-services.aspx.

V. Student Responsibility: It is the student’s responsibility to inform the college of any disability in which the student is requesting reasonable accommodations. Additional information regarding the responsibilities of the student can be found on the Methodist College website at http://www.methodistcol.edu/disability-services.aspx.
I. POLICY:
Methodist College provides equal opportunity to all persons and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other factors that are unlawfully discriminatory. It also complies with all applicable Federal and State laws regarding Fair Employment Practices.

II. GENERAL INFORMATION:

EQUAL OPPORTUNITY
Methodist College welcomes persons from all backgrounds and beliefs to join our staff and College community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all our members, including employees and students and others who participate in our programs and activities.

Methodist College is committed to providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other status protected by law (“protected status”). This is reflected in all policies, programs and procedures. Methodist College complies with federal, state and local equal opportunity laws and strives to keep the workplace, and all programs and activities, free from all forms of illegal discrimination and harassment, as well as free from all forms of disrespectful conduct even where such conduct does not constitute a legal violation. (See separate policy on Prohibition of Sexual and Other Forms of Harassment for more details.)

As part of its commitment to equal opportunity, the College is committed to complying with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act by providing reasonable accommodation to qualified individuals with disabilities. A disability is defined as a physical or mental impairment substantially limiting one or more major life activities and includes a record of having an impairment that was substantially limiting or being regarded as having such an impairment. Students who believe they have a disability and need an accommodation, either to complete the application process or to meet their academic requirements should contact the Director of the Office of Access, Support and Inclusion Services; employees who believe they need an accommodation to perform their work should contact the MC HR Manager. (See separate Section 504 and Americans with Disabilities Act Accommodation Policy for more details.)
Additionally, as part of its commitment to equal opportunity, the College is committed to providing reasonable accommodations to employees and students who sincerely held religious belief, practice, or observance conflicts with a work, education, or other College requirement, unless doing so would create an undue hardship on the College or would alter requirements essential to the instruction being provided or licensing being pursued. Individuals may also contact the HR Manager, 309-671-3538, office #W130, or the Office for Civil Rights of the U.S. Department of Education.

**Discrimination Terms/Definitions:**

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

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

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

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

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

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

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

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

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

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

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

II. GENERAL INFORMATION:
The Security Department at Methodist College and Unity Point Health Methodist are authorized to help maintain a safe Methodist College environment by protecting life and property. Security officers complete a 40-hour training program in security law and procedures and have the same arrest powers as private citizens, in accordance with Illinois law.

Any suspicious activity or serious crime should be reported immediately to the Security Department at 309-672-4500. Employees and students will be notified through School Cast, in the event of a threat of a serious crime or if a serious crime occurs, an internal intercom system and email are also other means of communication.

Uniformed officers are available from 6:30-midnight, 7 days a week to respond to concerns and dispatch requests. The dispatcher uses a two-way radio to communicate with security. Individuals concerned about his/her personal safety may request an escort from the Security Department at any time. An officer will walk with or drive the individual to his/her destination.

In addition, campus security is maintained by using security cameras to monitor entrances and parking lots. This is monitored by the security office located in the main lobby of Methodist College Campus Safety maintains visibility by patrolling the campus regularly. To help maintain a safe and secure campus, reasonable precaution for one’s safety needs to be exercised by faculty, students, staff, and visitors. The College keeps the public informed about crime on its campus in accordance with the requirements of the Clery Act. Campus crime stats are reported annually through the Annual Safety Report (ASR) on the website.

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

For an emergency, call:
Peoria Police Department 911
Internal Security 3333
For a non-emergency, call:
Peoria Police Department - 673-4521 or
Methodist College Security - 672-4500
Missing Residential Student Notification

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

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

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

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

Missing Residential Student Procedure
  a. Any individual at Methodist College who has information that a residential student may be a missing person must notify Methodist Campus Safety immediately at 309-672-4500.
  b. Campus Safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, the student’s acquaintances and from the college and official college employee’s information sources. Such information will include, but not limited to, the following:
• A physical description of the missing person, including the clothes that were last worn
• Student’s cell phone number (if known)
• Where the student might be, who the student might be with, vehicle description
• Information about the physical and emotional well-being of the student
• A class schedule, when last attended class
• Appropriate employees including the Chancellor’s Office, Provost and Vice Chancellor for Academic Affairs, the Dean of Students, the Director of the Office of Access, Support and Inclusion Services, the Vice Chancellor for Finance and Administration/CFO, the Chief of Campus Safety, the Vice Chancellor for Strategic Marketing and External Affairs, the Executive Assistant to the Chancellor/Board Communications Coordinator and others deemed appropriate, will be notified to aid in the search and location of the student.

c. The Chief of Campus Safety, or designee, will attempt to contact the student. Contact with the student will be attempted using the following means:
• Calling the student’s cell phone
• E-mailing the student
• Entering into the student’s residence hall room
• Contacting the student’s emergency contact
• Talking to roommates, friends, faculty and staff

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

e. No later than 24 hours after determining that a student is missing, the Chief of Campus Safety or his/her designee will notify the confidential contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the
I. POLICY:
Methodist College will remain open during inclement weather unless conditions are such that the majority of students, faculty, and staff are likely to be unable to traverse city streets and other thoroughfares leading to the campus, or unless a power/fuel curtailment to the College causes a critical shortage of energy. Methodist College encourages all faculty, staff, and students to use good judgment and exercise caution when deciding whether to travel on hazardous roadways in inclement weather.

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

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

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

c. Category III: Campus Closure
If roads in the area surrounding the College are not passable, the college will be closed. In this event, all on-campus classes will be cancelled and all offices will be closed.
GENERAL INFORMATION:
Decision to Close
1. The official decision to close will be made by the Chancellor in consultation with the Vice Chancellors and the Methodist College Chief of Campus Safety.
2. The Chancellor will immediately notify the Vice Chancellor for Strategic Marketing and External Affairs when a decision is made to close the campus or delay opening.
3. The Vice Chancellor for Marketing and External Affairs will notify the news media, including WEEK (NBC) WMBD (CBS), WHOI (ABC) and 1470 WMBD radio, as well as post the announcement on Methodist College social media.
4. The Chief of Campus Safety will send out the announcement through School Cast and through the pia_mc_everyone@methodistcol.edu email address.

Public Notification
1. If the College plans to close offices and suspend classes, all area television and radio stations will be notified the previous evening or no later than 6:00 a.m. of the day in question. The exact period of closing or delay in opening will be specified.
2. The College will be open for business as usual if Methodist College is not on the news media's list of schools and businesses to be closed.
3. The College will post decisions regarding the closing or delayed opening on the website at www.methodistcol.edu.

Internal Notification
1. The Chief of Campus Safety will activate School Cast to notify all students, faculty, and staff of the campus closure or delayed opening.
2. The Vice Chancellors will notify their Senior Leadership Team members when a decision is made to close the College.
3. Senior Leadership Team members will communicate with their direct reports via email.
Methodist College provides both informal and formal processes for filing a complaint. Methodist College values investigation and inquiry to ascertain the perspective of the complainant and the facts surrounding the situation. It is the policy of the college to promptly investigate and seek resolution of these complaints. Students are encouraged to begin either process as soon as a concern exists.

II. GENERAL INFORMATION:

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

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

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

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

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

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

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

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

5. The affected leader is responsible for determining a course of action. The investigation and course of action may lead to the following:
   a. The complaint has no merit and is subsequently dropped.
   b. The complaint has merit and is such that it is administratively handled by the program director, dean or other appropriate administrator.
   c. The complaint has merit and is such that it is referred to an Ad Hoc Committee for a formal review and recommendation.

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

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

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

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

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

State Agency Contact Information for Student Complaints

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

Illinois Board of Higher Education
431 E. Adams, 2nd Floor
Springfield, IL 62701-1404
inf@ibhe.org
Institutional Complaint Hotline (217) 557-7359
Illinois State Board of Education
100 N. 1st Street
Springfield, IL 62777
http://webprod1.isbe.net/contactisbe/(email)

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

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
inquiry@hlcomission.org
800.621.7440
### Policy on Student Counseling Services (SCS)

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

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

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

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

**Treatment Guidelines**
Generally, students who are unlikely to benefit from time-limited therapy, or who require more intensive monitoring than can reasonably be offered by the Student Counseling Service, may be referred to community agencies. A list of those agencies will be provided to the student.

Listed below are the types of criteria to be considered when a student intake occurs. These guidelines assist the counselor in making decisions regarding whether or not the Student Counseling Service can offer appropriate services to the student.

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

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

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

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

**Limitations to Treatment**

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

1. Ongoing treatment for a student who chronically presents an imminent danger to self or others (e.g., a student who is determined to kill themselves, and has a feasible plan to do so; or a student who is experiencing hallucinations and is unable to care for themselves).
2. Court-ordered or forensically oriented treatment (e.g., substance abuse treatment, treatment for criminal behavior such as rape or pedophilia, etc.).
3. Treatment for disorders of such severity that the MC Student Counseling Service cannot provide adequate care (e.g., treatment for a full-fledged eating disorder that requires closely coordinated medical, nutritional, psychiatric, and psychological care).
4. Treatment that falls beyond the areas of expertise or outside the scope of services provided by the MC Student Counseling Service.
5. Treatment for a student who seeks counseling but nevertheless is fundamentally unwilling to address the disorder in question (e.g., a student who is addicted to cocaine, but adamantly refuses to consider curbing or receive treatment for their drug use).
6. Treatment for a student, whose behavior creates a hostile working environment at the Student Counseling Service office, affecting staff and/or other students (e.g., a student who is grossly verbally abusive towards and/or threatens staff).
7. Treatment for a student who needs more intensive or extensive treatment than can be provided at the Student Counseling Service (e.g., multiple weekly appointments, uninterrupted long-term care, and/or frequent between session supports).
8. Other situations that are determined to be outside the scope of services provided by this facility or in which case the clinical staff member determines that treatment would be detrimental to the Student or to the proper functioning of this facility.

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

1. Mandated counseling places the Student Counseling Service in an unproductive, punitive role (and potentially injures the reputation of the service in the college)
2. Mandated counseling is inconsistent with professional standards and ethics of emotional health professionals
3. Making counseling a condition of something has the potential to undermine any benefit that could have come from counseling otherwise
4. Mandated counseling has shown little efficacy (and therefore isn’t an effective use of time/resources for any involved parties).

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

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

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

4. Students whose psychological or substance abuse treatment needs exceed the services available through the Student Counseling Service will be informed of the procedures for medical/psychological leave and the limitations of services available on campus for the student. Students may be required by their dean to take an involuntary leave of absence if their disorder causes a significant risk to their safety, the safety of other campus community members, or incurs a significant disruption to the academic goals of others.
Student Alcohol and Drug-Free Policy

I. POLICY
Methodist College is committed to zero tolerance towards substance abuse. Substance abuse includes illegal or controlled substances, alcohol, prescription drugs and over-the-counter medications.

II. PURPOSE
The purpose of this policy is to promulgate the Methodist College position on maintaining a drug-free environment, the consequences for students in violation of the policy, and the procedures that will be followed if there is suspicion that the policy has been violated.

III. GENERAL INFORMATION
Methodist College is committed to assist in the prevention, identification and resolution of drug and alcohol related problems. As part of our commitment to a drug-free environment, students will be tested in the following circumstances.

   1. After admission to Methodist College
   2. When substance use is suspected

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

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

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

   1. Sudden changes in work performance
   2. Violation of safety policies
   3. Repeatedly not following work direction
   4. Disorientation
   5. Personality Changes
   6. Behavior Problems
7. Drowsiness
8. Slurred Speech
9. Staggered gait
10. Glassy eyes
11. Unsafe practices
12. Smell of alcohol
13. Smell of marijuana
14. Frequent absences

D. Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with their suspicions. If there is a suspected violation of the drug-free policy, the faculty or staff member will notify the Dean of Students, if it occurs in the residence halls or in relation to student activities, or the appropriate academic Dean, if it occurs in a classroom, clinical or lab.

E. When notified of suspicion of a drug-free policy violation, the notified Dean shall investigate and determine if further evaluation is warranted. If warranted, the dean will coordinate with Campus Safety to arrange to transport the student to a Methodist Medical Center of Illinois (MMCI) Emergency Department (Methodist, Proctor or Pekin) if the student is on one of the MMCI or college campuses. If the student is at another clinical site, the Dean will coordinate with the appropriate clinical supervisor to arrange transportation to one of the MMCI Emergency departments.

F. The Emergency Department will conduct an assessment for substance abuse and may refer the student to his/her primary health care provider for further evaluation. The student is responsible for payment of any cost incurred.

G. Failure to participate in an assessment at the request of Methodist College faculty or staff may result in dismissal from the college.

H. If the substance abuse assessment returns a positive result, the student shall be process for suspension under the Student Code of Conduct.

I. Students who are dismissed are not eligible for readmission to the program for a minimum of one year. For readmission, students must comply with all provisions of the readmission policy in force at the time readmission is requested.

J. The Drug-Free Policy applies to students anytime they are attending classes or utilizing facilities at Methodist College (i.e. Computer Lab use, Library, Simulation Center, Clinical Practice Center), MMCI or other clinical sites; or when participating in Methodist College sponsored activities.

K. Students attending College classes, clinical activities or other activities as described in paragraph H above shall not report under the influence of alcohol as alcohol is medically considered a drug.

L. Students who are using prescription medications, as prescribed by a licensed health care provider or over-the-counter medication, as directed on the packaging, for the medical conditions for which they are intended will not be in violation of this policy.
However, students who are using such substances in an abusive manner will be subject to this policy. Regardless, each student is requested to advise his/her instructor or clinical supervisors if and when he or she recognizes that the use of a non-prescription drug or a prescription drug may affect his or her ability to fulfil student responsibilities. The instructor or clinical supervisor shall make a determination whether the student can participate in the activity.

To be in compliance with the Drug Free Schools and Communities Act (DFCSA), this policy will be sent to all students annually.

V. REFERENCES
The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The college, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to seek help:

* Employees: Employee Assistance Program (EAP) (1-800-433-7916)
* Students: Counseling Services at 309 671-5177
* Community agency:
  Illinois Institute for Addiction and Recovery
  Proctor Hospital
  (309) 691-1055 or (800) 522-3784

Biennial Review
http://www.methodistcol.edu/filesimages/About%20Us/biennialreport.pdf

Student Handbook

VI. DISTRIBUTION
This policy will be updated and distributed to the students each year via NetLearning. All new students will sign the student responsibility statement stating that they are responsible for the information in the student handbook which is link on the form before they attend their scheduled orientation session.
I. General Information:

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

A. The right to inspect and review the student’s education records within 45 days of the day the Methodist College (the "College") receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed. This right, however, may not be used to inspect and review the financial records of a student’s parents or confidential letters and statements of recommendation as to which the student has waived his or her right to inspection and review and the letters and statements related to admission to the College, application for employment or receipt of an honor.

B. The right to request an amendment of the student’s education record that the student believes is inaccurate, misleading, or in violation of the student’s right to privacy. Students desiring an amendment to their education record should write the College official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student’s privacy. The student’s right to request amendment may not be used to challenge grades.

C. The right to a hearing regarding the request for an amendment of the student’s education records. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, as a result of the hearing the College decides the information in the record is inaccurate, misleading or otherwise in violation of the student’s privacy rights, the record will be amended accordingly. If the request for amendment is denied, the student will have the right to place a statement in the record commenting on the contested information in it or stating why the student disagrees with the decision of the College, or both. Any such statement will be maintained with the contested part of the record for as long as the record is maintained and will be disclosed whenever the College discloses the portion of the record to which the statement relates.
D. The right to prevent the College’s disclosure of the student’s personally identifiable information from the student’s education records in most circumstances. Except to the extent that FERPA authorizes disclosure without consent, the College must obtain the written consent of a student before disclosing that student’s personally identifiable information contained in the student’s education records. Where required, a student’s consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA, however, permits the disclosure of the student’s information without his or her consent in certain specified circumstances. Those circumstances include, but are not limited to, the following:

1. The College may make disclosures to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent) institutional services or functions that the College would otherwise use employees to perform; a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.

2. The College also may make disclosures to parents in three situations. First, disclosure of a student’s personally identifiable information to parents, as well as to others with a need to know, is permitted without a student’s written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student’s personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student’s personally identifiable information to parents is permitted without the student’s written consent if the student is under age 21 at the time of the disclosure and has violated a law or College rule or policy governing the consumption or possession of alcohol or a controlled substance.

3. The College also will disclose educational records to officials of another postsecondary institution where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

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

1. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information, which may be released without the student’s consent. The College defines directory information as the student’s name, local and home addresses, telephone number, e-mail address, place and
date of birth, dates of attendance, enrollment status, degrees and awards received, participation in organizations or activities, and previous educational institution attended. The release of this information may be in written or electronic form, including images of the student.

2. FERPA permits the College to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release all directory information to members of the College family, defined as administrators, faculty, employees and directors. Other releases will be limited to those situations in which the College, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student’s career interests or when the College believes the release would serve to advance the interests and image of the College. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or registry, licensure or certification services. Another example would be the release of directory information in connection with College sanctioned alumni affairs.

3. Students who wish to restrict the release of certain directory information must submit the appropriate form to the Registrar during the first ten days of each academic term. This form can be found at the Office of the Registrar. Upon receipt of such request, the Office of the Registrar will designate that the student’s directory information is confidential and not to be released outside the College except to individuals, institutions, agencies and organizations as otherwise authorized by FERPA. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the student subsequently authorizes its release. A student may not, however, opt-out of disclosure of the student’s name, institutional e-mail address, or electronic identifier in the student’s classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

F. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-5920
Health Insurance Portability and Accountability Act (HIPAA)

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

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

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

1. To the individual.
2. For the treatment of the individual.
3. To conduct the Health Care Operations of the Covered Entity.
5. Certain PHI in the following examples after giving the individual the opportunity to agree or object to the disclosure, as applicable.
6. To family members, relatives, or personal friends involved in the individual care.
7. To aid in disaster relief efforts.
8. When required by law.
9. When needed for certain public health activities.
10. About victims of abuse, neglect, or domestic violence.
11. For judicial and administrative proceedings.
12. For law enforcement purposes.
13. To advert a serious threat to health or safety.
14. A Limited Data Set for Research, public health or Health Care Operations if the covered Entity enters into a data use agreement with the recipient of the PHI.
Authorization Required. If the contemplated use or disclosure is not expressly authorized by HIPAA, the Covered Entity must obtain a written authorization from the individual, which meets the requirements of HIPAA or other applicable state or federal law, in order to use or disclose the PHI. The following is a non-exclusive list of uses or disclosures that require an express authorization from the individual:

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

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

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

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

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

Training.

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

No Intimidation or Retaliation. A Covered Entity may not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against an individual for:
1. Filing a complaint with the Secretary of Health and Human Services, its designee, or with the Covered Entity.
2. Exercising any of his/her rights under HIPAA.
3. Testifying, assisting or participating in any investigation or compliance review relating to the Covered Entity’s HIPAA compliance.
4. Opposing any act or practice which is prohibited by HIPAA, if the individual has a good faith belief that the practice is unlawful and the manner of the opposition is reasonable and does not involve a disclosure of PHI in violation of HIPAA.
I. POLICY:
In order to preserve the fundamental dignity and rights of all Methodist College employees or students or those seeking such status with the College, harassment of any form, whether on the basis of sex or any other protected class under the College’s Equal Opportunity and Non-Discrimination Policy, is prohibited. This policy provides guidelines for the reporting, investigation and disposition of instances of such harassment.

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

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

**Sexual Harassment**

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

**Some Forms of Prohibited Sexual Harassment**

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

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

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

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

- **Stalking**. Under 720 Ill. Comp. Stat. 5/12-7.3, a person commits stalking when he or she:
  - Knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
  - Fear for his or her safety or the safety of a third person; or
  - Suffer other emotional distress.
  - Knowingly and without lawful justification, on at least 2 separate occasions, follows another person or place the person under surveillance or any combination thereof and:
At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.
Previously has been convicted of stalking another person and knowingly and without lawful justification on one occasion:
Follows that same person or places that same person under surveillance; and
Transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.
Domestic violence, dating violence, and stalking are violations of this policy even when such conduct is not motivated by sex.

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

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

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

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

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

**Title IX Coordinator**
Danielle McCoy, Director, Office of Access, Support, and Inclusion Services
(309) 282-8451 #W160
ReportTitleIX@methodistcol.edu

**Anonymous and Third-Party Reporting**
The College encourages victims of sexual misconduct to talk to someone to ensure their health and wellbeing. The College provides anonymous reporting for victims who do not wish to be identified. Methodist College has anonymous reporting option through EthicPoint, third party vendor, by calling 844-890-3627.

Though anonymous reports will be accepted by the College, it is often difficult to gather facts and conduct a thorough investigation. Additionally, employees cannot fulfill their mandatory reporting obligations under this policy using the anonymous reporting option.

Visitors, bystanders, and third-parties may make a report by contacting the Title IX Coordinator or a Deputy Title IX Coordinator.

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

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

Content of a Report & Timing
So that the College has sufficient information, a complaint being made for purposes of an investigation should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

The College encourages persons to make reports as soon as possible because late reporting may limit the College’s ability to investigate and respond to the conduct complained of.

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

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

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

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

Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking
If you are the victim of sexual violence/assault, domestic violence, or dating violence:
Do not blame yourself. These crimes are never the victim’s fault.
Recommend you immediately go to the emergency room of a local hospital and contact local
law enforcement, in addition to making a prompt complaint under this policy.
Do everything possible to preserve evidence by making certain that the crime scene is not
disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a
protection order.
Should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined
and, if necessary, a rape examination is completed.
Clothes should not be changed.
Write down as much as you can remember about the circumstances, including description of
assailant. Save any electronic communications with the assailant.
It is also important to take steps to preserve evidence in cases of stalking, to the extent such
evidence exists. In cases of stalking, evidence is more likely to be in the form of letters,
emails, text messages, social media posts, etc. rather than evidence of physical contact and
violence.
When necessary, seek immediate medical attention at an area hospital and take a full change of
clothing, including shoes, for use after a medical examination. Medical forensic examinations
are completed at no cost to the survivor.
**The nearest emergency department is:**
UnityPoint Methodist: 221 NE Glen Oak, Peoria, IL (309) 672-4848
UnityPoint Proctor: 5409 N. Knoxville, Peoria, IL (309) 691-1000
UnityPoint Pekin: 600 S. 13th Street, Pekin, IL (309) 347-1151
OSF St. Francis: 530 NE Glen Oak, Peoria, IL (309) 655-2000

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

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

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

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

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

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary.

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

GRIEVANCE PROCEDURE:
These procedures apply to concerns raised by any member of the College community as well as others that participate in the College’s programs and activities, including third-party visitors on campus.
Identifying the Investigator(s)
Once a Concern has been reported to the Title IX Coordinator, an investigation will be commenced. The Title IX Coordinator, or designee(s) appointed by the Title IX Coordinator, will lead the investigation and may consult with appropriate College officials and/or legal counsel as appropriate. If the Concern is with respect to conduct of the Chancellor of MC, the investigation shall be coordinated and resolved by the Chair of the Board of Directors.

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

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

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

At any time during the investigation, the investigator may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These measures may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the policy. Some conduct covered by this policy may also constitute criminal conduct, and the complainant is encouraged, but not required, to file a report with the appropriate law enforcement authorities. If requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under the law. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of complaint.

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

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

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

**Appeals from Decisions on Concerns:**

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

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

Appeals must be in writing and contain the following information:
Name, college address and e-mail address of complainant.
Name, college address and e-mail address of respondent.
A statement of all decisions, including corrective action if any, at all levels in the process.
A detailed statement of the basis for the appeal including the specific facts and circumstances in support of the appeal.
Requested action, if any.
When a party files an appeal, the non-appealing party will be notified in writing that an appeal has been filed.

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

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

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

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

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

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

Equal Employment Opportunity Commission
500 West Madison Street, Suite 2800,
Chicago, IL 60661
312/353-2713 * 800/669-4000 * 800-669-6820 TDD

Illinois Department of Human Rights
222 South College - Room 101 A
Springfield, IL 62704
217/785-5100 * 217/785-5125 TDD

Illinois Human Rights Commission
217/785-4350 Springfield* 312/814-6269
217/557-1500 TDD Springfield * 312/263-1579 TDD Chicago

Office of Civil Rights
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-1100
800-421-3481 * 877-521-2172 TDD

This policy will be distributed widely within Methodist College. This policy can be found on
the intranet for the benefit of its employees, students, clients and vendors. Methodist College will include this policy in its employee and student handbooks. This policy does not create any contract rights.

**Reporting Options:**
Title IX Coordinator
Danielle McCoy
Methodist College, Office #W160
Director, Office of Access, Support, and Inclusion Services
(309) 282-8451

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

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

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

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

Prairie State Legal Services
(309) 674-9831

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

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

<table>
<thead>
<tr>
<th>Campus Security:</th>
<th>Law Enforcement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methodist College</td>
<td>Peoria Police</td>
</tr>
<tr>
<td>7600 N. Academic Drive</td>
<td>600 SW Adams</td>
</tr>
<tr>
<td>Peoria, IL 61615</td>
<td>Peoria, IL 61602</td>
</tr>
<tr>
<td>(309) 672-4500</td>
<td>(309) 673-4521</td>
</tr>
</tbody>
</table>

**Hospital Resources List:**

<table>
<thead>
<tr>
<th>UnityPoint Methodist</th>
<th>UnityPoint Proctor</th>
<th>OSF St. Francis</th>
</tr>
</thead>
<tbody>
<tr>
<td>221 NE Glen Oak</td>
<td>5409 N. Knoxville</td>
<td>530 NE Glen Oak</td>
</tr>
<tr>
<td>Peoria, IL 61636</td>
<td>Peoria, IL 61614</td>
<td>Peoria, IL</td>
</tr>
<tr>
<td>(309) 672-4848</td>
<td>(309) 691-1000</td>
<td>(309) 655-2000</td>
</tr>
</tbody>
</table>
I.  POLICY:
Methodist College will not tolerate cyber-bullying in any form toward any student, staff member, or faculty employee.

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

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

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

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

Methodist College will not tolerate any act of bullying, including cyber bullying.
The use against any person of any mental, physical, written, or verbal abuse that threatens, or is perceived as threatening or endangers health, safety, and wellness, or promotes hatred or prejudice towards others is prohibited.

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

I. POLICY:

Methodist College is committed to the promotion of health through the treatment and prevention of disease, and for providing a safe and healthy environment for all constituents. Consistent with this commitment, MC recognizes the adverse health effects of tobacco products and second-hand tobacco smoke. For these reasons, the use of tobacco products in any form (i.e. cigarettes, chewing tobacco, snuff, pipes, electronic cigarettes or other related electronic devices, etc.) is prohibited by MC property. This includes land, buildings, parking lots, leased spaces; MC-owned vehicles, and privately owned vehicles on Methodist College property.

II. GENERAL INFORMATION:

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

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

This policy applies to all students as well as staff, faculty and visitors. Employees who violate this policy will be subject to corrective action up to and including termination. Students who violate this policy will go through the Student Code of Conduct.
I. **POLICY:**
In an effort to provide a safe environment that facilitates appropriate access to Methodist College and affiliated organizational facilities as well as enhance accountability among students, Methodist College requires that all students wear their official Methodist College student name badge when attending and Methodist College-related experience. This includes, but is not limited to, lectures, labs, practica, field placements, and clinicals.

II. **GENERAL INFORMATION:**
   a. Issuance of Name Badge:
   b. All Methodist College students will be issued a name badge during new student orientation.
   c. Name badges are to be used by the individual to whom the badge is issued.
   d. Appropriate Appearance of Name Badge:
   e. All name badges must include the student’s first and last name. At no time are students authorized to cover or alter his/her name or any other information on the name badge.
   f. Nursing students in N342 (Mental Health) and social work practicum students are issued a first-name only badge to be used during their time on the clinical floor only. This badge does not grant students access to the Methodist College building. Students are required to wear their badge with both first and last names at all times other than when in these designated experiences. This badge must be returned to Campus Safety upon completion of the experience.
   g. Name badges must be worn so that they are easily seen by others. Name badges may be attached to approved clips and/or necklace name badge holders but must be worn above the waist.

**Name Badge as Access Card:**
   h. Student name badges are electronically coded to enable students’ access to Methodist College building when the campus is open.

**Required Use:**
   i. Students are required to wear their student name badge when they attend lectures, labs, and clinicals.
   j. Students are required to wear his/her student name badge when they are using Methodist College facilities.
k. Unauthorized use or alteration of the student name badge can result in disciplinary action.

**Returning Name Badges:**
- Name badges are the property of Methodist College and must be returned when any student leaves Methodist College following graduation, academic dismissal, or institutional withdrawal.
- Name badges must be returned to the Security desk.

**Replacement Name Badges:**
- Students who lose or damage his/her name badge must pay $10 per name badge for a replacement.
I. POLICY:
Methodist College has a planned procedure to follow in the event of a tornado watch/warning to aid in the protection of employees, students, guests and property.

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

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

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

Tornado Warning Announcement Determination
A tornado warning will be announced to designated Methodist College employees and residents of the college when:
  a. The City of Peoria Emergency Civil Defense Sirens are activated
  OR
  b. Tornado warning is issued for county of Peoria and the tornado is within a ten (10) mile radius of the City of Peoria and moving in the direction of Methodist College.

IV. PROCEDURE:
TORNOADO WATCH
If a tornado watch is issued the following procedures will be followed:
METHODIST COLLEGE BUILDING
1. Listen to local radio and TV stations for further updates if available.
2. Be alert to changing weather conditions.
3. Stay alert for additional announcements.

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

CALL CENTER
- Upon receiving a tornado warning from Security, a message will be sent out via School Cast: “Attention all personnel: A tornado warning is in effect.”
- Methodist College Chancellor, Executive Leadership Team or the Dean of Students may also announce a tornado warning over the P.A. system.

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

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

ALL CLEAR
MC employees and students should continue to monitor the weather conditions in the tornado refuge until the all clear is given.
I. POLICY
Methodist College is committed to providing a safe, accessible environment. To ensure that this remains possible all students will be charged for parking in the MC parking lot. The acceptance of this permit relieves the issuer or its agent of any responsibility for damages to or loss of vehicle, its contents or accessories from any cause whatsoever.

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

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

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

4) Finding Space: It is the responsibility of the driver to find an authorized space. Lack of parking space, mechanical problems, inclement weather are not considered valid excuses for violation of regulations.

5) Parking Location on Campus: The front of the building is designated for non-resident students and visitors. Employees will park on the West and East side of the building.

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

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

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

8) **Parking Fines:**
   a. A written warning will be issued for the first offense.
   b. All future violations will be issued a $50 fine. The parking fine will be added to the student’s ledger.
Introduction
The safety and security of the Methodist College campus and community are very important. Our students, employees, and visitors must be able to pursue their education, work, and other activities in a safe, non-threatening environment. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Safety and prevention of violence is everyone’s responsibility.

I. College Violence Policy

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

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

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

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

E. Definitions:

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

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

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

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

II. **Reporting**

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

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

III. **Notification and Preparedness**

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

IV. **Confidentiality**

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

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

VI. **Resources**
College Campus Safety: 672-4500

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

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

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

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

B. The College is committed to:
   a. Providing educational programs which promote awareness of sexual assault/abuse and target prevention of such acts.
   b. Informing students of available services both within the College and surrounding community and facilitating their decision-making in regards to recovery needs.
   c. Encouraging and assisting in the reporting of sexual assault/abuse to the appropriate law enforcement authority.
   d. Upon request, reviewing available options for modifying academic environments and implementing modifications if such modifications are reasonably available.
   e. Ensuring the confidentiality of an individual’s status as a survivor of sexual assault/abuse.

C. Critical Incident Response Team: Methodist College has a values based commitment to creating an optimal learning environment for all Methodist College students as well as a safe working environment for all employees. These values include providing a supportive environment of a small- college experience.
   a. Purpose:
      i. To serve as a coordinating entity in responding to critical incidents affecting students, employees, and guests.
      ii. To assist local emergency agencies with their response to critical incidents affecting students, employees and guests.
      iii. To assist in the restoration of operations of the college following a critical incident.
   b. Definition of a Critical Incident:
      A critical incident is an adverse event that causes or has the potential to cause harm to an individual student, group of students, or the College and requires immediate response from Campus Safety. The following are incidents to which they will respond:
      • Death of a student (on campus)
      • Fire/explosion or significant damage to property affecting students
      • Communicable disease
      • Life threatening injury or illness of a student (on campus)
      • Missing person (student)
      • Sexual assault (student)
      • Natural disaster affecting students
Methodist College recognizes that the above list may not cover all situations that warrant intervention.

d. Mental Health:

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

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

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

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

G. Procedures for Supporting a Violence Free Campus
   As part of the College’s Violence Prevention Policy, the College has adopted the following procedures and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.
Stop Immediate Threat or Harm – Report It

You should call 911 for emergencies. Please do not ignore or disregard violence or threats against you or others – the College needs your assistance to make our campus safe. If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

Other Complaints
As a member of the College community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, call Methodist College Safety at 672-4500.
If you have concerns over the conduct of a student, employee or visitor on campus, contact one:
- Campus Safety for immediate and general concerns
- The HR Manager for concerns related to employees
- The Dean of Students for concerns related to students
In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the College Violence Policy. Safety concerns should be reported verbally in emergent cases where time is of the essence. Less urgent concerns should be communicated via email or a formal written letter.

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

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

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

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

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

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

II. GENERAL INFORMATION:

Student Rights

Students have a right to a sound education:

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

Students have a right to due process:

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

- A right to and a responsibility for facilitating change in health care delivery through various channels;
- A right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- A right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns; and
- A right to and a responsibility for fostering better collaboration between nursing education and practice.
I. POLICY
Methodist College (MC) requires students to act in accordance with a defined Student Code of Conduct, the tenets of which are described in this policy. When there is a report of an alleged violation of the Student Code of Conduct, students are afforded due process as described herein.

II. PURPOSE
The values of MC: human dignity, integrity, inquiry and social justice are expected to guide the behavior of the MC students and become an integrated part of their value system as they begin their professional careers. As such, human dignity, integrity and social justice are directly related to the Code of Conduct for all students. Integrity defined as, “Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics” clearly identifies the expectation of honesty, truthfulness and exemplary behavior. Social justice defined as “Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation,” Human dignity defined as “Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals,” speak to the responsibility for fair and equal treatment that the student has for his fellow students, as well as the College to the student. These College values form the foundation for the Student Code of Conduct.

III. GENERAL INFORMATION
a. Definitions
When used in this code:

i. The term “MC” means Methodist College.

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

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

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

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

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

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

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

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

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

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

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

xiii. The term “MC sponsored activity” means any activity on or off MC premises that is initiated, aided, authorized, or supervised by MC/MMCI.

xiv. The term “conference” refers to a communication between two or more individuals by telephone, in writing (including but not limited to electronic communications), through videoconferencing, or in person.

xv. The term “reasonable time” for the purposes of reporting an initial allegation of code of conduct violation is defined as within five (5) business days of the conduct violation.

b. Prohibited Conduct

The following misconduct is subject to disciplinary action:

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

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

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

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

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

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

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

viii. Intentional or reckless destruction of, or damage to, property of other on MC premises, or at MC/MMCI sponsored activities.

ix. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on MC/MMCI premises or at MC/MMCI sponsored activities.

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

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

xii. Violation of the College’s alcohol and drug-free policy, Student Policy S-043.

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

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

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

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

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

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

xix. Violation of published MC regulations or policies.

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

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

IV. PROCEDURES
a. Reporting Alleged Violations
   i. Any person may report an alleged violation to the Office of the Chancellor of the College or, for academic matters, the Office of the Provost and Vice Chancellor of Academic Affairs. The report must be filed within a reasonable period of time (five business days) of the occurrence of the alleged violation. All allegations will be treated as confidential. The Chancellor may refer the case to another official of MC or administrator according to the standards of due process described in Section VI. Persons making such allegations are required to provide information pertinent to the case and will normally be expected to provide information as requested and appear before an Investigation Committee (referenced in Section VI.B.). In select cases, the Chancellor may allow the complainant to remain anonymous.
   
   ii. Any alleged violation, other than a traffic violation, that also may violate a United States, Illinois, or local law, should be immediately reported to the proper authorities.

b. Interim Suspension
   i. The Chancellor may suspend a student for an interim period pending a preliminary inquiry and an investigation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on MC premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal MC/MMCI sponsored activity.
   
   ii. A student suspended on an interim basis shall be given an opportunity to appear personally before or communicate in writing to the Chancellor within five (5) business/school days from the effective date of the interim suspension to discuss the following issues only:
      1. The reliability of the information concerning the student’s conduct.
      2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student at MC premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal MC sponsored activity.

c. Standard of Due Process
   i. Initial Inquiry
      1. The Chancellor or Provost and Vice Chancellor for Academic Affairs may refer the case to one of the following administrators to handle the initial inquiry:
         a. student conduct issues in the residence hall or on campus may be referred to the Dean of Students, or
         b. allegations of academic misconduct may be referred to one of the following administrators: Associate Provosts, Dean, or Academic Department Chair (known hereafter as the “administrator”).
      
      2. If alleged conduct potentially violates Title IX of the Education Amendments of 1972, the case will be referred to the Title IX Coordinator. Such cases involve sexual misconduct, including sexual
harassment or sexual violence. All investigations will be under the direction of the Title IX Coordinator.

3. The allegation of conduct violation will be filed in the office of the Chancellor at which time the Executive Assistant to the Chancellor will initiate a file and log the allegation. The file will maintained in a locked file and the log of allegations will be in an encrypted Excel spreadsheet. The disposition of the case will be recorded and provided to the Executive Assistant.

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

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

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

7. The person accused will be notified of the decision in writing.

ii. Investigation Committee

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

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

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

4. After the review is complete, the Investigation Committee will deliberate and render a decision to the administrator. The final decision of the Investigation Committee will be accompanied by a brief written opinion prepared by the chair. If the Investigation Committee finds the allegation to be supported, the Investigation Committee will determine an appropriate sanction and notify the administrator of the findings as described in Sanctions section below. Any previous record of violations of this Code may increase the sanction.

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

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

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

iii. Appeals
1. Within fifteen (15) business/school days of receipt of the written notification of the Investigation Committee’s action, an appeal may be sent to the Chancellor in writing. The Chancellor shall review the information collected for the original preliminary administrative inquiry, the Investigation Committee investigation, and the final decision briefing. The Chancellor will render a decision and sanction, as appropriate, based on this evidence. The Chancellor may render one of the following decisions:
   a. Affirm the finding and the sanction imposed by the administrator.
   b. Affirm the finding and reduce, but not eliminate, the sanction, if found to be grossly disproportionate to the offense.
   c. Remand the case to the Investigations Committee, if procedural errors or errors in interpretation of College regulations were substantial, or if new and significant evidence became available which could not have been discovered by a properly diligent person accused before or during the original investigation.
   d. Dismiss the case.

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

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

d. Sanctions
Sanctions for violations of disciplinary regulations include, but are not limited to:
   i. Dismissal: The student is permanently separated from MC.
      Permanent notification will appear on the student’s transcript. The student will also be barred from MC premises. (Dismissal requires approval by the Chancellor.)
   ii. Suspension: The student is separated from MC for a specified period of time.
      Permanent notification will appear on the student’s transcript. The student shall not participate in any MC sponsored activity and may be barred from MC premises. Suspended time will not count against any time limits of the college for completion of a degree. Credit earned elsewhere during the period of suspension may not subsequently be transferred to MC. (Suspension requires approval by the Chancellor.)
   iii. Disciplinary probation: The student shall not represent MC in any extracurricular activity or run for or hold office in any student group or organization for a specified period of time. Additional restrictions or conditions may also be imposed.
   iv. Disciplinary reprimand: The student is warned that further misconduct may result in more severe disciplinary action.
v. Restitution: The student is required to make payment to MC or to other persons, groups, or organizations for damages incurred as a result of a violation of this Code.

vi. Other sanctions: Other sanctions may be imposed instead of, or in addition to, those specified in paragraphs a-f above.

e. Disciplinary Files and Records

i. The reporting of any violation of this Code will result in the development of a student’s disciplinary file, which shall be nullified if the student is found innocent of the charges. The records of students found guilty of any of the charges against them will be retained as permanent disciplinary records.

ii. Disciplinary records may be expunged from the student’s disciplinary file by the Chancellor or designee for good cause, upon written petition of the accused student, three years from the date of final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:

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

iii. The Chancellor will respond, in writing, within 10 business/school days of the receipt of the petition. If the Chancellor denies the petition, copies of this letter will be kept in the central records file in the Office of the Chancellor.
I. POLICY STATEMENT:
A student who is, or becomes, pregnant is strongly encouraged to notify her course instructors or
the Title IX Coordinator as soon as possible. By doing so, the student, instructors and the Title IX
Coordinator can collaborate and develop an appropriate plan for the continuation of the student’s
education in light of the unique nature of the College’s nursing and health sciences programs and
their clinical requirements, as well as particular challenges the student may face while pregnant or
when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice
to declare a pregnancy is voluntary, and a student is not required to disclose this information to the
College.

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

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

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

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

Questions or Concerns
A student who has questions about this policy or who is concerned about its implementation, should contact Title IX Coordinator who is identified on the Methodist College website (www.methodistcol.edu) in the Quick Links section.
Addendum A
Continuation in Program after Disclosing Pregnancy

I. Acknowledgements
By signing this form, ___________________________ (“Student”) acknowledges the following:

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

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

A.

B.

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

The College and Student do hereby agree to the above.

__________________________________________  ______________
Student                                      Date

__________________________________________  ______________
College Representative and Title             Date
Addendum B
Education Plan for Pregnancy Leave

Methodist College (the “College”) and__________________ (“Student”) have agreed to the following conditions related to the Student’s leave of absence related to their pregnancy. The student’s leave of absence is scheduled to begin on_______ and they are anticipating a return to school____________. The Student and the College acknowledge that the Student may take a longer leave if it is deemed medically necessary by their doctor, and the parties agree to meet and discuss this Education Plan if that occurs.

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

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

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

   A. Student agrees to contact ____________________________ ____ [days/weeks/months] in advance of their return in order to ensure a smooth transition back to school.
   B. Student will not be required to pay any application or readmission fees related to their readmission to the institution.
   C.

The College and Student do hereby agree to the above.

________________________________________________________________________  _______________________________________________________________________
Student  Date

________________________________________________________________________  _______________________________________________________________________
Methodist College  Date

Methodist College Student Handbook 2019-2020
Copyright Policy

I. Policy
This policy is intended to guide the use of copyrighted materials at Methodist College in accordance with the Copyright Law of the United States (title 17, U.S. Code).

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

The copyright owner has exclusive rights to:
1. Make copies
2. Distribute copies
3. Publicly perform the work
4. Publicly display the work
5. Publicly perform by transmission (for audio works)

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

The person using reproduction equipment is responsible for any infringement.

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

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

The more transformative the purpose in using a copyrighted work the more likely the use will be covered under Fair Use. For example, parody is well protected.
Three questions to consider in transformative fair use”
1. Will the incorporation of copyrighted material into my new work help me make my point?
2. Will the incorporation of copyrighted material help my readers/viewers get that point?
3. Have I used no more than necessary to make the point?

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

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

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

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

Public Domain
Copyright is not intended to last forever. Works in the public domain are not subject to copyright. Public domain works have expired copyrights or the copyrights have been forfeited.
Policies for Students Enrolled in Nursing Programs
I. POLICY:

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

II. GENERAL INFORMATION:

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

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

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

The student and faculty member will complete the Methodist College Student Incident/Medication Error form in duplicate (forms available on the “I” drive and in the Faculty copy room). One copy of the form should be given to the Dean of Nursing (or V.P. of Academic Affairs) within 24 hours and one copy to the Dean of Enrollment Management and Student Services.
ALL medical expenses related to treatment of any injury are the financial obligation of the student. The student seeking treatment should submit related medical bills to their own insurance company.
<table>
<thead>
<tr>
<th><strong>Executive Leadership Team</strong></th>
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<tbody>
<tr>
<td><strong>Dr. James R. Dire</strong></td>
</tr>
<tr>
<td><em>Chancellor of the College</em></td>
</tr>
<tr>
<td>BS University of Missouri - Kansas City</td>
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<tr>
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<tr>
<th><strong>Anna Buehrer, BA</strong></th>
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<tr>
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<thead>
<tr>
<th><strong>Dr. Deborah Garrison, PhD, MS, BS, RN</strong></th>
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<tr>
<td><em>Provost and Vice Chancellor for Academic Affairs</em></td>
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<tr>
<td><strong>Jennifer Ballard, BS</strong></td>
</tr>
<tr>
<td><em>Executive Assistant to the Chancellor and Board Communications Coordinator</em></td>
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<tr>
<td>BS Franklin University</td>
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<tr>
<td><em>Executive Director of Institutional Research and Effectiveness</em></td>
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<tr>
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<tr>
<td><strong>Danielle McCoy, MA, BS, LPC</strong></td>
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<tr>
<td><em>Director of the OASIS</em></td>
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<tr>
<th><strong>Lauri Stoller, MA, BA, LPC</strong></th>
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<tr>
<td><em>Student Counselor</em></td>
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<td>BA Kansas State University</td>
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<th><strong>Human Resources</strong></th>
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<tr>
<td><strong>Michelle Peterson, BA</strong></td>
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<tr>
<td><em>HR Coordinator</em></td>
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<tr>
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<tr>
<th><strong>Meghan Smith, BS</strong></th>
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<tr>
<td><em>Coordinator of Communications &amp; Alumni Relations</em></td>
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<tbody>
<tr>
<td><strong>Kyle Bright, MA, BA</strong></td>
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<tr>
<td><em>Director of Student Recruitment</em></td>
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<tr>
<td>BA Northern Illinois University</td>
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<tr>
<th><strong>LaMar Anderson, BSW</strong></th>
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<tbody>
<tr>
<td><em>Recruitment Coordinator</em></td>
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<td>BSW Western Illinois University</td>
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<tr>
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<tr>
<th><strong>Justina Kirchgessner, BS</strong></th>
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<tr>
<td><em>Financial Analyst and Internal Auditor</em></td>
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<tr>
<th><strong>Amy Irwin, BS</strong></th>
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<tr>
<td><em>Bursar</em></td>
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<td>BS Ashford University</td>
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</table>
Nancy Rebholz  
Supply Chain Coordinator and Administrative  
Assistant to the Vice Chancellor for Finance and  
Administration and Chief Financial Officer  

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Mike Atteberry  
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Bambi Marion  
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MPH Saint Xavier University

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MPHIL Yale University School of Medicine

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Alaina Hamilton, MSN, BSN
BSN Methodist College
MSN Walden University

Rikki Hannig, MSN, BSN, AAS
AAS Illinois Central College
BSN Methodist College
MSN Saint Francis Medical Center College of Nursing
<table>
<thead>
<tr>
<th>Name</th>
<th>BSN/BSN</th>
<th>MSN/MS</th>
<th>Institution/College</th>
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<tbody>
<tr>
<td>Gwen Huls, MSN, BSN, CNE</td>
<td>BSN</td>
<td>MSN</td>
<td>Valparaiso University, Walden University</td>
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<tr>
<td>Cathy Jackson-Bruce, MSN, MA, BSN</td>
<td>BSN</td>
<td>MA</td>
<td>University of St. Francis, University of Phoenix</td>
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<tr>
<td>Colleen Karn, MS, BS</td>
<td>BS</td>
<td>MS</td>
<td>Illinois State University, Illinois State University</td>
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<tr>
<td>Jacque Kauffman, MSN, BSN</td>
<td>BSN</td>
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<td>Colorado Technical University, Saint Francis Medical Center College of Nursing</td>
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<tr>
<td>Sara Kimble, MSN, BSN, FACHE</td>
<td>BSN</td>
<td>MSN</td>
<td>University of Phoenix, University of Phoenix</td>
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<tr>
<td>Shalonda Knox, MSN, BSN</td>
<td>BSN</td>
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<td>Grand Canyon University</td>
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<tr>
<td>Phoebe Maholovich, MSN, BSN</td>
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<tr>
<td>Sara Martin, DNP, MSN, BSN</td>
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<td>Joy Moss, MSN, BSN</td>
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<td>Debra Murphy, MSN, BSN</td>
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<td>Governors State University, Governors State University</td>
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<td>Brenda Mutchler, MSN, BSN</td>
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<td>Jenifer Owen, MSN</td>
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<td>Sara Phillips, MSN, BSN</td>
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<tr>
<td>Elke Scholz-Morris, PhD, MS</td>
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<td>Eberhard-Karls University, Eberhard-Karls University</td>
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Liana Veja, MS, BA
BA University of Cluj-Napoca School of Business
MS University of Cluj-Napoca School of Business
MS Illinois State University

Lori Wagner, PhD, MSN, BSN, CNE
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