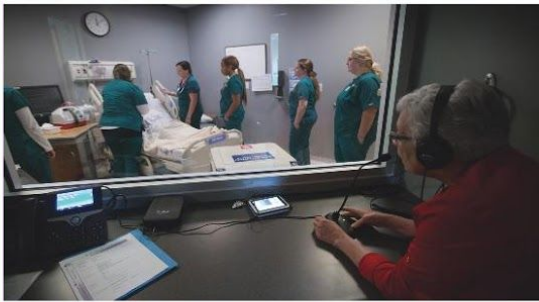
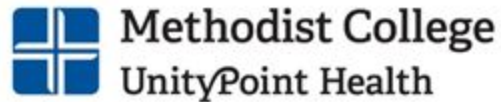




PEORIA

# Methodist College Graduate Catalog *2019-2020 Academic Year*





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

Accredited by:  
Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
Phone: 800.621.7440 / 312.263.0456  
[www.hlcommission.org](http://www.hlcommission.org)

The Master of Science in Nursing Programs (Nurse Educator, Nurse Leader Executive, Nurse Generalist, MSN Prelicensure) at Methodist College is accredited by:

Commission on Collegiate Nursing Education  
655 K Street, NW, Suite 750  
Washington, DC 20001  
Phone: (202) 463-6930  
Fax: (202) 785-8320  
<http://www.aacnursing.org/>

**General Information**

This catalog is presented as informational only and is not a contract between Methodist College and its students. The information, policies, and procedures contained in this catalog are subject to change at any time with or without notice. The electronic version of this catalog on the Methodist College website ([www.methodistcol.edu](http://www.methodistcol.edu)) 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.

**Curricular Changes**

Methodist College strives to ensure that curricular changes will have minimal, if any, impact on progression if they are progressing according to their plan of study.

**Course Prerequisites**

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

## Message from the Chancellor of the College



Dear Methodist College Community,

Pursuing a graduate degree is one of the best professional decisions you will ever make. Earning a master's degree will provide you with greater employment opportunities, higher salaries and more rapid promotions in the workplace. Whether you are continuing full-time into graduate school after completing a bachelor's degree, coming back to school after years in the workforce, or changing professions with a bachelor's degree in another field, Methodist College has multiple avenues to complete a Master of Science degree in Nursing. Our programs are led by exceptional faculty, the class sizes are small, and the personal attention you will receive from faculty and staff is outstanding. Our classrooms, laboratory facilities, and clinical sites are state-of-the-art, creating the best education experience possible.

The decision to enter a graduate degree program may well be one of the most important decisions you will ever make. However, completing a master's degree at Methodist College is one decision you will always be glad you made! I am delighted you are reading this and my hope is you will choose your graduate education here at Methodist College.

Dr. James R. Dire  
Chancellor

## Methodist College Academic Calendar 2019-2020

Please refer to the [Tuition and Refund Schedule](#) for information specific to refund timelines and percentages.

DATE	DAY	MONTH	EVENT NAME
8/12/2019	MON	AUG	Fall Full Semester, NA Term, and 1st 8 Week Classes Begin
8/13/2019	TUE	AUG	Last Day to Add a NA Term Class
8/14/2019	WED	AUG	Last Day to Drop a NA Term Class
8/14/2019	WED	AUG	Last Day to Add a 1st 8 Week Class
8/16/2019	FRI	AUG	Last Day to Add a Fall 2019 Full-Term Class
8/16/2019	FRI	AUG	Last Day to Drop a 1st 8 Week Class
8/23/2019	FRI	AUG	Last Day to Drop a Fall 2019 Full-Term Class
9/1/2019	SUN	SEP	Applications for Readmission to Prelicensure Nursing Programs Due
9/2/2019	MON	SEP	College Closed: Holiday
9/20/2019	FRI	SEP	Last Day to Withdraw from a First 8 Week Class--Grade of 'W'
9/27/2019	FRI	SEP	Last Day to Withdraw from a NA Term Class--Grade of 'W'
10/4/2019	FRI	OCT	Midterm Grades for Full Semester Classes Due by 4pm
10/6/2019	SUN	OCT	End of 1st 8 Week Classes
10/7/2019	MON	OCT	No Classes: Midterm Break
10/8/2019	TUE	OCT	No Classes: Midterm Break
10/9/2019	WED	OCT	No Classes: Midterm Break
10/10/2019	THU	OCT	Classes Resume
10/10/2019	THU	OCT	2nd 8 Week Classes Begin
10/11/2019	FRI	OCT	Grades for 1st 8 Week Classes Due by 4pm
10/14/2019	MON	OCT	Academic Advising for Spring 2020 Begins
10/14/2019	MON	OCT	Last Day to Add a 2nd 8 Week Class
10/15/2019	TUE	OCT	College Readmission Priority Deadline
10/16/2019	WED	OCT	Last Day to Drop a 2nd 8 Week Class
10/18/2019	FRI	OCT	End of NA Term Classes
10/25/2019	FRI	OCT	Grades for NA Term Classes Due by 4pm
10/25/2019	FRI	OCT	Last Day to Withdraw from Full-Term Classes--Grade of 'W'
11/4/2019	MON	NOV	Spring 2020 Registration Begins
11/20/2019	WED	NOV	Last Day to Withdraw from a 2nd 8 Week Class--Grade of 'W'
11/28/2019	THU	NOV	College Closed: Holiday

11/29/2019	FRI	NOV	College Closed: Holiday
11/30/2019	SAT	NOV	College Closed: Holiday
12/1/2019	SUN	DEC	College Closed: Holiday
12/2/2019	MON	DEC	Classes Resume
12/2/2019	MON	DEC	Last Day of Full-Term Classes
12/3/2019	TUE	DEC	Final Exams for Full-Term Classes
12/4/2019	WED	DEC	Final Exams for Full-Term Classes
12/5/2019	THU	DEC	Final Exams for Full-Term Classes
12/6/2019	FRI	DEC	Final Exams for Full-Term Classes
12/7/2019	SAT	DEC	Final Exams for Full-Term Classes
12/8/2019	SUN	DEC	Final Exams for Full-Term Classes
12/8/2019	SUN	DEC	Final Exams for Full-Term Classes
12/9/2019	MON	DEC	Final Exams for Full-Term Classes
12/11/2019	WED	DEC	Final Grades for Anticipated Fall 2019 Graduates Due by Noon
12/13/2019	FRI	DEC	All Grades Due: Full-Term & 2nd 8 Week Classes by 4pm
12/14/2019	SAT	DEC	Graduation
12/16/2019	MON	DEC	Winter Term I Begins
12/17/2019	TUE	DEC	Last Day to Add or Drop a Winter Term I Class
12/18/2019	WED	DEC	Last Day to Withdraw from a Winter Term I Class--Grade of 'W'
12/20/2019	FRI	DEC	Winter Term I Ends
12/25/2019	WED	DEC	College Closed: Holiday
12/26/2019	THU	DEC	College Closed: Holiday
12/27/2019	FRI	DEC	College Closed: Holiday
12/28/2019	SAT	DEC	College Closed: Holiday
12/29/2019	SUN	DEC	College Closed: Holiday
12/30/2019	MON	DEC	College Closed: Holiday
12/31/2019	TUE	DEC	College Closed: Holiday
1/1/2020	WED	JAN	College Closed: Holiday
1/2/2020	THU	JAN	Winter Term II Begins
1/3/2020	FRI	JAN	Last Day to Add a Winter Term II Class
1/3/2020	FRI	JAN	Grades for Winter Term I Classes Due
1/6/2020	MON	JAN	Last Day to Drop a Winter Term II Class
1/8/2020	WED	JAN	Last Day to Withdraw from a Winter Term II Class--Grade of 'W'
1/10/2020	FRI	JAN	Winter Term II Ends

1/13/2020	MON	JAN	Spring Full Semester, NA Term, and 1st 8 Week Classes Begin
1/14/2020	TUE	JAN	Last Day to Add a NA Term Class
1/15/2020	WED	JAN	Last Day to Add a 1st 8 Week Class
1/15/2020	WED	JAN	Last Day to Drop a NA Term Class
1/17/2020	FRI	JAN	Grades for Winter Term II Classes Due
1/17/2020	FRI	JAN	Last Day to Drop a 1st 8 Week Class
1/17/2020	FRI	JAN	Last Day to Add a Spring 2020 Full-Term Class
1/20/2020	MON	JAN	College Closed: Holiday
1/27/2020	MON	JAN	Last Day to Drop a Spring 2020 Full-Term Class
2/21/2020	FRI	FEB	Last Day to Withdraw from a 1st 8 Week Class--Grade of 'W'
2/28/2020	FRI	FEB	Last Day to Withdraw from a NA Term Class--Grade of 'W'
3/1/2020	SUN	MAR	Applications for Readmission to the Nursing Program Due
3/6/2020	FRI	MAR	Midterm Grades for Full Semester Classes Due by 4pm
3/8/2020	SUN	MAR	End of 1st 8 Week Classes
3/9/2020	MON	MAR	Spring Break: No Classes
3/10/2020	TUE	MAR	Spring Break: No Classes
3/11/2020	WED	MAR	Spring Break: No Classes
3/12/2020	THU	MAR	Spring Break: No Classes
3/13/2020	FRI	MAR	Classes Resume
3/13/2020	FRI	MAR	Priority Deadline for Applications for Readmission to the College
3/13/2020	FRI	MAR	2nd 8 Week Classes Begin
3/16/2020	MON	MAR	Academic Advising for Summer and Fall Registration Begins
3/16/2020	MON	MAR	Last Day to Add A 2nd 8 Week Class
3/19/2020	THU	MAR	Last Day to Drop a 2nd 8 Week Class
3/20/2020	FRI	MAR	Grades for 1st 8 Week Classes Due by 4pm
3/20/2020	FRI	MAR	End of NA Term Classes
3/27/2020	FRI	MAR	Grades for NA Term Classes Due by 4pm
3/27/2020	FRI	MAR	Last Day to Withdraw from a Spring Semester Class--Grade of 'W'
4/6/2020	MON	APR	Summer 2020 Registration Begins
4/10/2020	FRI	APR	College Closed: Holiday
4/11/2020	SAT	APR	No Classes
4/12/2020	SUN	APR	No Classes
4/13/2020	MON	APR	Classes Resume
4/13/2020	MON	APR	Fall 2020 Registration Begins

4/27/2020	MON	APR	Last Day to Withdraw from a 2nd 8 Week Class--Grade of 'W'
5/4/2020	MON	MAY	Last Day of Full-Term Classes
5/5/2020	TUE	MAY	Final Exams for Full-Term Classes
5/6/2020	WED	MAY	Final Exams for Full-Term Classes
5/7/2020	THU	MAY	Final Exams for Full-Term Classes
5/8/2020	FRI	MAY	Final Exams for Full-Term Classes
5/9/2020	SAT	MAY	Final Exams for Full-Term Classes
5/10/2020	SUN	MAY	Last Day of 2nd 8 Week Classes
5/10/2020	SUN	MAY	Final Exams for Full-Term Classes
5/11/2020	MON	MAY	Final Exams for Full-Term Classes
5/13/2020	WED	MAY	Final Grades for Anticipated Spring 2020 Graduates Due by Noon
5/15/2020	FRI	MAY	All Grades Due: Full-Term & 2nd 8 Week Classes by 4pm
5/16/2020	SAT	MAY	Graduation
5/18/2020	MON	MAY	May Term Classes Begin
5/18/2020	MON	MAY	Summer NA Term Begins
5/19/2020	TUE	MAY	Last Day to Add May Term Classes
5/19/2020	TUE	MAY	Last Day to Add Summer NA Classes
5/20/2020	WED	MAY	Last Day to Drop May Term Classes
5/20/2020	WED	MAY	Last Day to Drop Summer NA Classes
5/22/2020	FRI	MAY	Summer I Term Begins (MSN & 2nd Degree BSN)
5/25/2020	MON	MAY	College Closed: Holiday
5/26/2020	TUE	MAY	Last Day to Withdraw from May Term Classes--Grade of 'W'
5/29/2020	FRI	MAY	Last Day to Add a Summer I Class
5/29/2020	FRI	MAY	Last Day of May Term Classes
6/5/2020	FRI	JUN	Last Day to Drop a Summer I Class
6/5/2020	FRI	JUN	Summer II Classes Begin
6/5/2020	FRI	JUN	May Term Grades Due
6/9/2020	TUE	JUN	Last Day to Add a Summer II Class
6/12/2020	FRI	JUN	Last Day to Drop a Summer II Class
7/26/2020	FRI	JUL	Last Day to Withdraw from a Summer I Class--Grade of 'W'
6/26/2020	FRI	JUN	Last Day to Withdraw from Summer NA Classes--Grade of 'W'
7/2/2020	THU	JUL	Midterm Grades for Summer I & Summer II Classes Due
7/3/2020	FRI	JUL	College Closed: Holiday
7/4/2020	SAT	JUL	College Closed: Holiday



7/5/2020	SUN	JUL	No Classes
7/17/2020	FRI	JUL	Last Day of Summer NA Classes
7/17/2020	FRI	JUN	Last Day to Withdraw from a Summer II Class--Grade of 'W'
7/24/2020	FRI	JUL	Summer NA Grades Due
8/3/2020	MON	AUG	Last Day of Summer I and Summer II Classes
8/4/2020	TUE	AUG	Final Exams for Summer I Classes
8/5/2020	WED	AUG	Final Exams for Summer I Classes
8/6/2020	THU	AUG	Final Exams for Summer I Classes
8/7/2020	FRI	AUG	Final Exams for Summer I Classes
8/8/2020	SAT	AUG	Final Exams for Summer I Classes
8/9/2020	SUN	AUG	Final Exams for Summer I Classes
8/10/2020	MON	AUG	Final Exams for Summer I Classes
8/14/2020	FRI	AUG	Final Grades for all Summer Classes Due
8/15/2020	SAT	AUG	Graduation Posted for Summer Graduates
8/17/2020	MON	AUG	Fall 2020 Classes Begin

## Methodist College Academic Calendar 2020-2021

DATE	DAY	MONTH	EVENT NAME
8/17/2020	MON	AUG	Fall Full Semester, NA Term, and 1st 8 Week Classes Begin
8/18/2020	TUE	AUG	Last Day to Add a NA Term Class
8/19/2020	WED	AUG	Last Day to Drop a NA Term Class
8/19/2020	WED	AUG	Last Day to Add a 1st 8 Week Class
8/21/2020	FRI	AUG	Last Day to Add a Fall 2020 Full-Term Class
8/21/2020	FRI	AUG	Last Day to Drop a 1st 8 Week Class
8/28/2020	FRI	AUG	Last Day to Drop a Fall 2020 Full-Term Class
9/1/2020	SUN	SEP	Applications for Readmission to the Nursing Program Due
9/7/2020	MON	SEP	College Closed: Holiday
9/25/2020	FRI	SEP	Last Day to Withdraw from a First 8 Week Class--Grade of 'W'
10/2/2020	FRI	SEP	Last Day to Withdraw from a NA Term Class--Grade of 'W'
10/9/2020	FRI	OCT	Midterm Grades for Full Semester Classes Due by 4pm
10/11/2020	SUN	OCT	End of 1st 8 Week Classes
10/12/2020	MON	OCT	No Classes: Midterm Break
10/13/2020	TUE	OCT	No Classes: Midterm Break
10/14/2020	WED	OCT	No Classes: Midterm Break
10/15/2020	THU	OCT	Classes Resume
10/15/2020	THU	OCT	2nd 8 Week Classes Begin
10/15/2020	THU	OCT	College Readmission Priority Deadline
10/16/2020	FRI	OCT	Grades for 1st 8 Week Classes Due by 4pm
10/19/2020	MON	OCT	Academic Advising for Spring 2021 Begins
10/19/2020	MON	OCT	Last Day to Add a 2nd 8 Week Class
10/21/2020	WED	OCT	Last Day to Drop a 2nd 8 Week Class
10/23/2020	FRI	OCT	End of NA Term Classes
10/30/2020	FRI	OCT	Grades for NA Term Classes Due by 4pm
10/30/2020	FRI	OCT	Last Day to Withdraw from Full-Term Classes--Grade of 'W'
11/9/2020	MON	NOV	Spring 2021 Registration Begins
11/25/2020	WED	NOV	Last Day to Withdraw from a 2nd 8 Week Class--Grade of 'W'
11/26/2020	THU	NOV	College Closed: Holiday
11/27/2020	FRI	NOV	College Closed: Holiday
11/28/2020	SAT	NOV	College Closed: Holiday
11/29/2020	SUN	NOV	College Closed: Holiday

11/30/2020	MON	DEC	Classes Resume
12/7/2020	MON	DEC	Last Day of Full-Term Classes
12/8/2020	TUE	DEC	Final Exams for Full-Term Classes
12/9/2020	WED	DEC	Final Exams for Full-Term Classes
12/10/2020	THU	DEC	Final Exams for Full-Term Classes
12/11/2020	FRI	DEC	Final Exams for Full-Term Classes
12/12/2020	SAT	DEC	Final Exams for Full-Term Classes
12/13/2020	SUN	DEC	Last Day for 2nd 8 Week Classes
12/13/2020	SUN	DEC	Final Exams for Full-Term Classes
12/14/2020	MON	DEC	Final Exams for Full-Term Classes
12/16/2020	WED	DEC	Final Grades for Anticipated Fall 2020 Graduates Due by Noon
12/18/2020	FRI	DEC	All Grades Due: Full-Term & 2nd 8 Week Classes by 4pm
12/19/2020	SAT	DEC	Graduation
12/25/2020	FRI	DEC	College Closed: Holiday
12/26/2020	SAT	DEC	College Closed: Holiday
12/27/2020	SUN	DEC	College Closed: Holiday
12/28/2020	MON	DEC	College Closed: Holiday
12/29/2020	TUE	DEC	College Closed: Holiday
12/30/2020	WED	DEC	College Closed: Holiday
12/31/2020	THU	DEC	College Closed: Holiday
1/1/2021	FRI	JAN	College Closed: Holiday
1/2/2021	SAT	JAN	College Closed: Holiday
1/3/2021	SUN	JAN	College Closed: Holiday
1/4/2021	MON	JAN	Winter Term Begins
1/5/2021	TUE	JAN	Last Day to Add or Drop a Winter Term Class
1/6/2021	WED	JAN	Last Day to Withdraw from a Winter Term Class--Grade of 'W'
1/8/2021	FRI	JAN	Winter Term Ends
1/11/2021	MON	JAN	Spring Full Semester, NA Term, and 1st 8 Week Classes Begin
1/12/2021	TUE	JAN	Last Day to Add a NA Term Class
1/13/2021	WED	JAN	Last Day to Add a 1st 8 Week Class
1/13/2021	WED	JAN	Last Day to Drop a NA Term Class
1/15/2021	FRI	JAN	Grades for Winter Term Classes Due
1/15/2021	FRI	JAN	Last Day to Drop a 1st 8 Week Class
1/15/2021	FRI	JAN	Last Day to Add a Spring 2021 Full-Term Class

1/18/2021	MON	JAN	College Closed: Holiday
1/25/2021	MON	JAN	Last Day to Drop a Spring 2021 Full-Term Class
2/19/2021	FRI	FEB	Last Day to Withdraw from a 1st 8 Week Class--Grade of 'W'
2/26/2021	FRI	FEB	Last Day to Withdraw from a NA Term Class--Grade of 'W'
3/1/2021	MON	MAR	Applications for Readmission to the Nursing Program Due
3/5/2021	FRI	MAR	Midterm Grades for Full Semester Classes Due by 4pm
3/7/2021	SUN	MAR	End of 1st 8 Week Classes
3/8/2021	MON	MAR	Spring Break: No Classes
3/9/2021	TUE	MAR	Spring Break: No Classes
3/10/2021	WED	MAR	Spring Break: No Classes
3/11/2021	THU	MAR	Spring Break: No Classes
3/12/2021	FRI	MAR	Classes Resume
3/12/2021	FRI	MAR	2nd 8 Week Classes Begin
3/15/2021	MON	MAR	Priority Deadline for Applications for Readmission to the College
3/15/2021	MON	MAR	Academic Advising for Summer and Fall Registration Begins
3/15/2021	MON	MAR	Last Day to Add a 2nd 8 Week Class
3/18/2021	THU	MAR	Last Day to Drop a 2nd 8 Week Class
3/19/2021	FRI	MAR	Grades for 1st 8 Week Classes Due by 4pm
3/19/2021	FRI	MAR	End of NA Term Classes
3/26/2021	FRI	MAR	Grades for NA Term Classes Due by 4pm
3/26/2021	FRI	MAR	Last Day to Withdraw from a Spring Semester Class--Grade of 'W'
4/2/2021	FRI	APR	College Closed: Holiday
4/3/2021	SAT	APR	No Classes
4/4/2021	SUN	APR	No Classes
4/5/2021	MON	APR	Classes Resume
4/5/2021	MON	APR	Summer 2021 Registration Begins
4/12/2021	MON	APR	Fall 2021 Registration Begins
4/23/2021	FRI	APR	Last Day to Withdraw from a 2nd 8 Week Class--Grade of 'W'
5/3/2021	MON	MAY	Last Day of Full-Term Classes
5/4/2021	TUE	MAY	Final Exams for Full-Term Classes
5/5/2021	WED	MAY	Final Exams for Full-Term Classes
5/6/2021	THU	MAY	Final Exams for Full-Term Classes
5/7/2021	FRI	MAY	Final Exams for Full-Term Classes
5/8/2021	SAT	MAY	Final Exams for Full-Term Classes

5/9/2021	FRI	MAY	Last Day of 2nd 8 Week Classes
5/9/2021	SUN	MAY	Final Exams for Full-Term Classes
5/10/2021	MON	MAY	Final Exams for Full-Term Classes
5/12/2021	WED	MAY	Final Grades for Anticipated Spring 2021 Graduates Due by Noon
5/14/2021	FRI	MAY	All Grades Due: Full-Term & 2nd 8 Week Classes by 4pm
5/15/2021	SAT	MAY	Graduation
5/17/2021	MON	MAY	May Term Classes Begin
5/17/2021	MON	MAY	Summer NA Term Begins
5/18/2021	TUE	MAY	Last Day to Add May Term Classes
5/18/2021	TUE	MAY	Last Day to Add Summer NA Classes
5/19/2021	WED	MAY	Last Day to Drop May Term Classes
5/19/2021	WED	MAY	Last Day to Drop Summer NA Classes
5/23/2021	SUN	MAY	Summer I Term Begins (MSN & 2nd Degree BSN)
5/24/2021	MON	MAY	Last Day to Withdraw from May Term Classes--Grade of 'W'
5/28/2021	FRI	MAY	Last Day of May Term Classes
5/28/2021	FRI	JUN	Last Day to Add a Summer I Class
5/31/2021	MON	MAY	College Closed: Holiday
6/4/2021	FRI	JUN	Last Day to Drop a Summer I Class
6/4/2021	FRI	JUN	May Term Grades Due
6/7/2021	MON	JUN	Summer II Classes Begin
6/9/2021	WED	JUN	Last Day to Add a Summer II Class
6/11/2021	FRI	JUN	Last Day to Drop a Summer II Class
6/25/2021	FRI	JUN	Last Day to Withdraw from a Summer I Class--Grade of 'W'
6/25/2021	FRI	JUN	Last Day to Withdraw from Summer NA Classes--Grade of 'W'
7/1/2021	THU	JUL	Midterm Grades for Summer I & Summer II Classes Due
7/4/2021	SUN	JUL	College Closed: Holiday
7/5/2021	MON	JUL	College Closed: Holiday
7/16/2021	FRI	JUL	Last Day to Withdraw from a Summer II Class--Grade of 'W'
7/16/2021	FRI	JUL	Last Day of Summer NA Classes
7/23/2021	FRI	JUL	Summer NA Grades Due
8/1/2021	SUN	AUG	Last Day of Summer I Classes
8/2/2021	MON	AUG	Last Day of Summer II Classes
8/2/2021	MON	AUG	Final Exams for Summer I Classes
8/3/2021	TUE	AUG	Final Exams for Summer I Classes

8/4/2021	WED	AUG	Final Exams for Summer I Classes
8/5/2021	THU	AUG	Final Exams for Summer I Classes
8/6/2021	FRI	AUG	Final Exams for Summer I Classes
8/7/2021	SAT	AUG	Final Exams for Summer I Classes
8/8/2021	SUN	AUG	Final Exams for Summer I Classes
8/13/2021	FRI	AUG	Final Grades for all Summer Classes Due
8/14/2021	SAT	AUG	Graduation Posted for Summer Graduates

# Table of Contents

<b>Message from the Chancellor of the College</b>	<b>4</b>
<b>Methodist College Academic Calendar 2019-2020</b>	<b>5</b>
<b>Methodist College Academic Calendar 2020-2021</b>	<b>10</b>
<b>Table of Contents</b>	<b>15</b>
<b>General Information</b>	<b>19</b>
Mission Statement	21
Vision Statement	21
Values	21
Institutional Goals	21
UnityPoint Health FOCUS Values	21
Federal Regulations and Compliance	22
Equal Opportunity/Non-Discrimination	22
Students with Disabilities	22
Student Rights Under the Family Educational Rights and Privacy Act (FERPA)	23
Client Confidentiality Policy	25
<b>Introduction to Methodist College</b>	<b>26</b>
Overview	26
History	27
Accreditation	28
Accreditation and Approval	28
Membership	28
Methodist College Campus	29
The Campus	29
Prairie Sky Apartments	29
Simulation Education	29
Campus Store and Ollie's Café	29
Fitness Center and Recreation Center	29
Tobacco-Free Environment	30
<b>Graduate Programs</b>	<b>30</b>
Graduate Programs	31
Mission and Purpose of Methodist College Graduate Master's Degree Programs	31
Institutional Student Learning Outcomes	31

Master of Science in Nursing: Nurse Educator Program	32
Master of Science in Nursing: Nurse Leader Executive Program	34
Master of Science in Nursing: Generalist Program	36
Master of Science in Nursing: Prelicensure Program	37
Post-Master’s Certificate: Nurse Executive Leader	40
Post-Master's Certificate: Nurse Educator	40
<b>Admissions</b>	<b>42</b>
Admissions	43
Master of Science in Nursing (Post Licensure)	43
Admission Requirements	43
Conditional Admission	43
Admissions Decision Process	43
Order of Admissions	44
Master of Science in Nursing Prelicensure	44
Application Process	44
Admission Requirements	44
Admissions Decision Process	45
Order of Admissions	45
Bridge Programs	45
Prelicensure Second Degree to MSN Bridge Program	45
RN to MSN Bridge Program	46
Post-Masters Certificates: Nurse Leader Executive and Nurse Educator	47
Admission Requirements	48
Admissions Decision Process	48
Health Record Requirements	48
General Health Requirements	48
Health Records Required by the State of Illinois	48
Health Records Required for Each Program	49
Master of Science in Nursing Prelicensure	49
Master of Science in Nursing (Generalist, Nurse Educator, and Nurse Leader Executive programs) and Post-Master’s Certificates (Nurse Educator and Nurse Leader Executive)	49
Health Records Compliance	49
Health Record Exemptions	49
Information about Health Records and Other Requirements	50
Measles, Mumps, Rubella	50
Varicella	50



Hepatitis B	50
Tuberculosis	51
Tetanus, Diphtheria, and Pertussis (Tdap)	51
Meningococcal	51
Urine Drug Screen	51
Seasonal Influenza Vaccine	51
Cardiopulmonary Resuscitation (CPR)	51
Malpractice Insurance	52
Department of Child and Family Services (DCFS) Background Check	52
Fingerprint Background Check	52
Out-of-State Students	52
<b>Tuition and Financial Aid</b>	<b>54</b>
Tuition and Fees	55
MSN Degree Tuition and Fee Schedule*	55
Payment Extension Policy	56
Collection Policy	56
Refund Processing Policy	56
2019-2020 Tuition Refund Schedule	56
Graduate Tuition and Fee Schedule*	59
MSN: Nurse Educator, Nurse Executive Leader, Nurse Generalist & Post-Master’s Certificates Tuition	59
Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)	59
MSN: Prelicensure Tuition	60
Miscellaneous Additional Fees – Paid to sources other than the College (Prices will vary depending on supplier.)	60
Prairie Sky Apartments (Methodist College Student Housing)	61
Refund Schedule	61
Tuition and Fee Definitions	62
Financial Aid	63
Overview	63
Financial Aid Programs	63
Satisfactory Academic Progress	64
Return of Title IV Funds Policy	68
<b>Enrollment and Records</b>	<b>70</b>
Enrollment and Records	71
Student Records	71

Transcripts	71
Requesting a Degree Verification	72
Other Enrollment Verification Requests	72
Inspection and Review of Educational Records	73
International Transcript Policy	73
Progression/Non-Progression	73
Readmission Policy	74
Degree Completion Requirements	74
Registration	75
Enrollment Status	75
Adding/Dropping a Course	75
Administrative Drop/Add	75
Administrative Drop for Non-Attendance	75
Leave of Absence/College Withdrawal	76
Leave of Absence Policy	76
Military Leave of Absence Policy	76
Institutional Withdrawal	77
Administrative Withdrawal	78
Course Auditing	78
Registration for Auditing Class Policy	78
Post-Withdrawal Course Auditing Policy	79
Additional Information	79
Semester Length	79
Credit Hour Definition	79
Faculty Absence	79
Grading Standards	79
Incomplete Grades	79
Repeated Courses	80
Grade Point Average (GPA) Calculation and Scale	80
Grading Scale	81
<b>Course Descriptions</b>	<b>82</b>
<b>Methodist College Personnel</b>	<b>86</b>

## **General Information**

## **Governance**

Methodist College Board of Directors is the governing body of Methodist College. The Chancellor of the College, who is the Chief Executive Officer of Methodist College, reports directly to the Methodist College Board of Directors and administers the College through the power vested in them by the Board of Directors.

## **Board of Directors**

Mr. Brian Mooty	Chair
Dr. Jerry Bell	Vice Chair
Ms. Leanne Skuse	Secretary
Dr. James Dire	Chancellor
Mr. Ronald Ball	
Ms. Melissa Bloom	
Dr. Ryan Finkenbine	
Dr. Mary Harvey	
Ms. Pam Howe	
Mr. Jim Lynch	
Mr. Robert Quin	
Ms. Jeanine Spain	

## **Administration**

Dr. James R. Dire	Chancellor
Dr. Deborah R. Garrison	Provost and Vice Chancellor for Academic Affairs
Ms. Anna Buehrer	Vice Chancellor for Strategic Marketing and External Affairs
Mr. Barry Soffiatti	Vice Chancellor for Finance and Administration/Chief Financial Officer

## **Nursing Department Administration**

Dr. Pam Ferguson	Dean of Nursing
Dr. Debra Stark	Chair of Graduate and Second Degree Nursing Programs
Dr. Blanca Miller	Chair of Undergraduate Nursing Programs

## **Methodist College Profile**

Methodist College is a private, not-for-profit, four-year college affiliated with UnityPoint Health. The College has an enrollment of more than 600 students, with graduate, undergraduate, and professional programs, educating the health professionals of the future. Faculty are dedicated to creating optimal learning experiences in diverse settings, including the traditional classroom, online learning, simulated patient experiences, and real-world experiences in clinical and community settings.

## **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 Methodist College Student Handbook)

### **Students with Disabilities**

Methodist College is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) which prohibit discrimination against individuals with disabilities. These laws require the College to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities.

Those with questions about disability accommodations or who wish to request an accommodation, including prospective students who may need a disability accommodation during the admissions process, should contact the ADA Coordinator in the Office of Access, Support, and Inclusion Services (OASIS) in W160.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

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

1. 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.
2. 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.
3. 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.
4. 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:

- a. 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.
  - b. 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.
  - c. 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.
5. The right to opt out of the disclosure of directory information.
    - a. 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.
    - b. 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.

- c. 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.
6. 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

### **Client Confidentiality Policy**

Through the various educational experiences, students are privileged to confidential information. As pre-professionals, students must adhere to the professional behaviors as directed by, for example, the American Nurses Association Code of Ethics for Nurses with Interpretive Statements which includes maintenance of confidentiality and requirements documented in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Methodist College students may not disclose any information regarding clients, their families or information pertaining to clinical agencies outside of that specific caregiving experience. Every Methodist College student will be required to sign the "Student Confidentiality Form" at the beginning of the first clinical course. The confidentiality policy will be re-emphasized in each subsequent clinical course.

The signed "Student Confidentiality Form" will be kept on file in the Office of Admissions.

# Introduction to Methodist College

## Overview

Methodist College is an affiliate of UnityPoint Health and is a private, non-profit, independent college located in Peoria, Illinois. Undergraduate transfer credits are evaluated according to the guidelines for articulation by each academic department. Graduate transfer credits are evaluated by the Dean of Nursing in collaboration with the faculty.

Methodist College offers a Master of Science in Nursing, as well as a Bachelor of Science in Nursing, Bachelor of Science in Health Science, Bachelor of Social Work. Methodist College also offers Medical Assistant, Nursing Assistant, and Gerontology certificates. The general education curriculum includes arts and sciences courses supportive of the student's major and the student's individual interests.

The Master of Science in Nursing 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 [Prelicensure](#).

The Bachelor of Science in Nursing (BSN) degree includes the four-year prelicensure and the second degree accelerated program for those individuals who desire to earn a BSN degree. Both options prepare the graduate for licensure through successful completion of the National Council Licensure Exam RN<sup>®</sup>. The BSN degree is also awarded to those completing the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) option for those registered nurses prepared at the diploma or associate degree level.

The Master of Science in Nursing Prelicensure program prepares the graduate for licensure through completion of the National Council Licensure Exam RN.

The Bachelor of Science in Healthcare Management degree offers the student an in-depth preparation in all aspects of healthcare that will enable the student to pursue a broad array of leadership and management positions in healthcare organizations.

The Bachelor of Social Work program prepares students as social work generalists to be change-agents; facilitating human well-being and responding to diverse human needs within the context of their practice environment.

The Certificate of Gerontology program prepares students for work with the older adult population.

The Nursing Assistant and Medical Assistant programs prepare students for certification in these areas and for employment in high-demand roles in inpatient and outpatient settings.

Methodist College recruits and educates qualified students from culturally, racially, and ethnically diverse backgrounds who are interested in an educational environment that promotes academic excellence. Students will be provided an outstanding education with innovative and

exceptionally qualified faculty in a state-of-the-art building, with rich experiential learning opportunities.

### **History**

Methodist College can trace its history to 1900 when the deaconesses of the Methodist Episcopal Church opened the Deaconess Home and Hospital and its Training School for Nurses. In 2000, Methodist School of Nursing closed and Methodist College was established in response to the growing need for baccalaureate prepared registered nurses. This response to national trends affecting changes in the healthcare delivery system, the nursing profession, and nursing education, served to support the expansion from a single-purpose nursing program to a multi-departmental academic institution.

The RN-BSN online program was started in 2008 to create an educational pathway for nurses with associate degree and diploma preparation.

In January 2010, Methodist College began offering a second degree Bachelor of Science in Nursing program for those students who have previously completed a non-nursing bachelor's degree. This option provides a unique opportunity for those individuals committed to a professional career in nursing to earn a second bachelor's degree. This program is designed for those students who have demonstrated academic ability and success by previously earning a bachelor's degree. The second degree program is an accelerated program that can be completed in five consecutive semesters of full-time study. Graduates of the program are eligible to take the NCLEX-RN® licensure examination.

In the fall 2012 semester, enrollment started in the Bachelor of Science in Health Science degree and Certificate in Gerontology programs. In 2012, Methodist College initiated the Arts and Sciences curriculum to provide general education courses for students in all academic programs, thus offering students the opportunity to enter Methodist College as traditional first-year students immediately upon graduation from high school.

In fall 2015, the College initiated the Master of Science in Nursing degree to provide graduate education for BSN prepared nurses to pursue careers in Clinical and Academic Nurse Educator roles. In fall 2018, the college added the Nurse Leader Executive and Generalists options in the Master of Science in Nursing program.

In spring 2017, the college added Nursing Assistant and Medical Assistant certificate programs in response to employment demands in healthcare.

The Bachelor of Social Work degree started with its inaugural cohort in fall 2017. The social work degree program has attained candidacy status through CSWE accreditation process.

One of the biggest moves for the college was the move in July 2016 to a new campus in north Peoria. The new campus provides 88,000 square feet of educational classrooms and labs, faculty and staff offices, fitness and recreational space, and a cafe and campus store. In addition, a new

112-bed student housing complex was built behind the campus to provide a living and learning community for students.

In 2019, Methodist College added the Master of Science in Nursing Prelicensure degree for those who hold a baccalaureate degree in another field with completion of science pre-requisites.

## **Accreditation**

### **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.

### **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 Social Work Education Accreditation**

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

### **Membership**

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)
- Commission of Colleges of Nursing Education (CCNE)
- 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 Campus**

### **The Campus**

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.

## **Graduate Programs**

## **Graduate Programs**

### **Mission and Purpose of Methodist College Graduate Master's Degree Programs**

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

### **Institutional Student Learning Outcomes**

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

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

### **Master of Science in Nursing: Nurse Educator Program**

#### **Purpose:**

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

### Program Overview:

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

### Program Outcomes:

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

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



Courses and Credit Hours:

**Nurse Educator: CIP code 51.3817**

<b>Graduate Nursing Core Courses</b>		<b>Credit Hours</b>
N500	Theoretical Foundations of Nursing and Nursing Education	3
N600	Roles, Issues, and Public Health Policy	3
N610	Leading Change in Healthcare and Healthcare Education	3
N620	Technology in Nursing Practice and Nursing Education	2
N630	Scientific Inquiry I	3
N635	Scientific Inquiry II	3
<b>Direct Care Courses</b>		<b>Credit Hours</b>
N510	Advanced Health Assessment*	3 (2 theory/1 clinical)
N520	Advanced Pathophysiology*	3
N530	Advanced Pharmacotherapeutics*	3
Total Credit Hours for Graduate Nursing Core Courses		26 Credit Hours
<b>Functional Area Courses for Nurse Educators</b>		<b>Credit Hours</b>
N637	Curriculum Development, Instructional Design, and Assessment of Student Learning for the Nurse Educator	3
N650	Professional Dimensions of the Advanced Generalist Professional	1
N636	Assessment and Evaluation of Student Learning for the Nurse Educator	2
N646	Internship for the Nurse Professional	3 (0 theory/ 3 practicum)
Total Credit Hours for Nurse Educator Functional Area Content		9 Credit Hours
<b>Total Credit Hours for MSN, Nurse Educator Program</b>		<b>35 Credit Hours</b>

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

## **Master of Science in Nursing: Nurse Leader Executive Program**

### **Purpose:**

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

### **Program Overview:**

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

### **Program Objectives:**

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

## Courses and Credit Hours

### **Nurse Leader Executive: CIP code 51.3802**

<b>Graduate Nursing Core Courses</b>		<b>Credit Hours</b>
N500	Theoretical Foundations of Nursing and Nursing Education	3
N600	Roles, Issues, and Public Health Policy	3
N610	Leading Change in Healthcare and Healthcare Education	3
N620	Technology in Nursing Practice and Nursing Education	2
N630	Scientific Inquiry I	3
N635	Scientific Inquiry II	3
Total		17 Credits
<b>Functional Area Courses for Nurse Leader Executive</b>		<b>Credit Hours</b>
N541	Performance Improvement	4
N542	Human Resources	3
N641	Strategic Planning	3
N642	Financial Management for the Nurse Executive	3
N643	Professional Dimensions of the Advanced Generalist Professional	1
N646	Internship for the Graduate Nurse Professional	3 (0 theory/ 3 practicum)
Total		17 Credit Hours
<b>Total Credit Hours for MSN, Nurse Leader Executive</b>		<b>34 Credit Hours</b>

### **Master of Science in Nursing: Generalist Program**

#### Purpose:

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

#### Program Overview:

The Master of Science in Nursing: Generalist program is a 34-credit hour program of study (credit hours may change due to course selections). The curriculum is designed to accommodate the working nurse who desires an advanced degree in nursing. Students gain admittance in the

fall semester and can complete the program in six consecutive semesters, including summer terms, by taking six to seven credit hours per semester. Six credit hours per semester is considered full-time status. The program of study must be completed in five years as measured by the first semester of enrollment through degree completion. The degree program also prepares the graduate to pursue a terminal degree.

Program Objectives:

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

Courses and Credit Hours:

**MSN Generalist: CIP Code: 51.3801**

<b>Graduate Nursing Core Courses</b>		<b>Credit Hours</b>
N500	Theoretical Foundations of Nursing and Nursing Education	3
N600	Roles, Issues, and Public Health Policy	3
N610	Leading Change in Healthcare and Healthcare Education	3
N620	Technology in Nursing Practice and Nursing Education	2
N630	Scientific Inquiry I	3
N635	Scientific Inquiry II	3
N646	Internship for the Nurse Professional	3
Total		20 Credit Hours
Functional Courses chosen from offered programs		14 Credit Hours (minimum)
<b>Total Credit Hours for MSN Generalist</b>		<b>34 Credit Hours (minimum)</b>

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

**Master of Science in Nursing: Prelicensure Program**

Purpose:

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

Program Overview:

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

Program Outcomes:

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

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

**Courses and Credit Hours:**

MSN Prelicensure: CIP Code: 51.3801

<b>Course Number</b>	<b>Semester 1</b>	<b>Credit Hours</b>
N500	Theoretical Foundations of Nursing and Nursing Education	3
N511	Socialization into Advanced Generalist Nursing Practice	3
N531	Health Assessment in Advanced Generalist Nursing Practice (30 lab/clinical hours)	6
N620	Technology in Nursing Practice and Nursing Education	2
	<b>Subtotal</b>	<b>14</b>
	<b>Semester 2</b>	
N512	Common Health Alterations in Advanced Generalist Nursing Practice (135 clinical hours)	7
N520	Advanced Pathophysiology	3
N530	Advanced Pharmacotherapeutics	3
N600	Roles, Issues, and Public Health Policy	3
	<b>Subtotal</b>	<b>16</b>
	<b>Semester 3</b>	
N513	Women's and Children's Health in Advanced Generalist Nursing Practice (90 clinical hours)	6
N611	Complex Health Alterations in Advanced Generalist Nursing Practice (135 clinical hours)	7
N613	Advanced Communication Skills and Group Dynamics in Advanced Generalist Nursing Practice	3
	<b>Subtotal</b>	<b>16</b>
	<b>Semester 4</b>	
N610	Leading Change in Healthcare and Nursing Education	3
N612	Health Promotion for Patient Populations in Advanced Generalist Nursing Practice (90 clinical hours)	6
N630	Scientific Inquiry I (first 8 weeks)	3
N635	Scientific Inquiry II (second 8 weeks)	3
	<b>Subtotal</b>	<b>15</b>
	<b>Semester 5</b>	

N614	Transition into Advanced Generalist Practice (NCLEX prep)	2
N650	Professional Dimensions of the Advanced Generalist Nursing Practice	1
N647	Internship in Advanced Generalist Nursing Practice (180 clinical hours)	6
	<b>Subtotal</b>	<b>9</b>
	<b>Total Hours</b>	<b>70</b>

### **Post-Master's Certificate: Nurse Executive Leader**

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

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

### **Completion Requirements: 14 Credit Hours**

#### **Nurse Executive Leader Plan of Study**

N541 Performance Improvement	4 credit hours
N542 Human Resources	3 credit hours
N641 Strategic Planning	3 credit hours
N642 Financial Management for the Nurse Executive	3 credit hours
N646 Professional Dimensions of the Advanced Generalist Professional	1 credit hour

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

### **Post-Master's Certificate: Nurse Educator**

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

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

### **Completion requirements: 23 credits\* \*\* \*\*\***

#### **Nurse Educator Plan of Study**

N 510 Advanced Health Assessment*	3 credits
N520 Advanced Pathophysiology*	3 credits
N530 Advanced Pharmacotherapeutics*	3 credits
N600 Roles, Issues, and Public Health Policy	3 credits
N620 Informatics in Nursing Practice	2 credits
N637 Curriculum Development and Instructional Design for the Nurse Educator	3 credits
N636 Assessment and Evaluation for the Nurse Educator	2 credits
N650 Professional Dimensions of the Advanced Generalist Professional	1 credit



N646 Internship for the Graduate Nurse Professional

3 credits

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

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

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

## **Admissions**

## **Admissions**

### **Master of Science in Nursing (Post Licensure)**

The process for applying for admission to the Master of Science in Nursing Nurse Educator, Nurse Leader Executive, or Generalist programs at Methodist College is as follows:

1. Submit a completed graduate program application ([www.methodistcol.edu/apply](http://www.methodistcol.edu/apply)).
2. Pay the non-refundable application fee.
3. Submit official transcripts from all previously attended post-secondary institutions of education.
4. Submit a copy of a current, unrestricted licensure to practice as a Registered Nurse in Illinois.
5. Submit two favorable reference forms from professional and/or academic contacts. Forms can be found at [www.methodistcol.edu/MSNrec](http://www.methodistcol.edu/MSNrec).

Complete and send all documents to the Office of Admissions ([admissions@methodistcol.edu](mailto:admissions@methodistcol.edu)). All required materials must be received before students will be considered for admission.

Graduate students are only admitted to start in fall semesters.

There are limited spots available in the Master of Science in Nursing programs, therefore applicants are encouraged to apply and submit all official documents by our priority admission deadline: April 15. If the number of qualified applicants exceeds the number of available spots in the program, applicants will be offered admission based on the criteria listed in the Order of Admissions section below.

### **Admission Requirements**

To be accepted into an MSN (Post Licensure) program, applicants must meet the following admissions criteria:

- Hold a Baccalaureate Degree in Nursing from a regionally-accredited institution with a nationally-accredited program.
- Have earned a cumulative GPA of at least 3.0 on a baccalaureate degree or a cumulative GPA of at least 3.0 for the last 60 hours of baccalaureate studies

### **Conditional Admission**

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

### **Admissions Decision Process**

1. The Director of Admissions will collect all application materials and ensure all required documents have been received.

2. The Director of Admissions will submit completed applicant files to the Dean of Nursing for review.
3. The Dean of Nursing will communicate an admissions decision to the Director of Admissions within 7-14 business days.
4. The Director of Admissions will communicate the admissions decision along with next steps to the applicant.
5. Due to the limited number of seats in the MSN programs, applicants who are offered admission must pay their new student deposit within 10 business days, otherwise their spot will be forfeited. For more information about paying the new student deposit visit [www.methodistcol.edu/deposit](http://www.methodistcol.edu/deposit)

### **Order of Admissions**

Admission will be offered to qualified applicants in chronological order based on the final date all admissions documents are received. If multiple applicants have the same submission date and there are not enough spots available in the program, the applicant with the highest GPA will be offered admission.

### **Master of Science in Nursing Prelicensure**

#### **Application Process**

The process for applying for admission to the Master of Science in Nursing Prelicensure program at Methodist College is as follows:

1. Submit a completed graduate program application ([www.methodistcol.edu/apply](http://www.methodistcol.edu/apply)).
2. Pay the non-refundable application fee.
3. Submit official transcripts from all previously attended post-secondary institutions of education.
4. Submit two favorable reference forms from professional and/or academic contacts. Forms can be found at [www.methodistcol.edu/MSNrec](http://www.methodistcol.edu/MSNrec).

Complete and send all documents to the Office of Admissions ([admissions@methodistcol.edu](mailto:admissions@methodistcol.edu)). All required materials must be received before students will be considered for admission.

Graduate students are only admitted to start in fall semesters.

There are limited spots available in the MSN Prelicensure program, therefore applicants are encouraged to apply and submit all official documents by our priority admission deadline: April 15. If the number of qualified applicants exceeds the number of available spots in the program, applicants will be offered admission based on the criteria listed in the Order of Admissions section below.

### **Admission Requirements**

To be accepted into the MSN Prelicensure program, applicants must meet the following admissions criteria:

- Hold a bachelor's degree from an accredited college or university
- Obtain a cumulative GPA at least 3.0/4.0 for all post-secondary coursework
- Complete the required science prerequisite courses with a grade of B or better:

- Human Anatomy & Physiology (8 semester hours)
- Microbiology (4 semester hours)

*To ensure the transferability of science prerequisites, please visit <https://www.transferology.com/school/mcon>*

Applicants will not be reviewed for admission until all admissions criteria are met. This also applies to applicants with science courses in progress.

### **Admissions Decision Process**

1. The Director of Admissions will collect all application materials and ensure all required documents have been received.
2. The Director of Admissions will submit completed applicant files to the Dean of Nursing for review.
3. The Dean of Nursing will communicate an admissions decision to the Director of Admissions within 7-14 business days.
4. The Director of Admissions will communicate the admissions decision along with next steps to the applicant.
5. Due to the limited number of seats in the MSN programs, applicants who are offered admission must pay their new student deposit within 10 business days, otherwise their spot will be forfeited. For more information about paying the new student deposit visit [www.methodistcol.edu/deposit](http://www.methodistcol.edu/deposit)

### **Order of Admissions**

Admission will be offered to qualified applicants in chronological order based on the final date all admissions documents are received. If multiple applicants have the same submission date and there are not enough spots available in the program, the applicant with the highest GPA will be offered admission.

### **Bridge Programs**

#### **Prelicensure Second Degree to MSN Bridge Program**

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

### **Admission Requirements**

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

### **Prelicensure Second Degree BSN to MSN Progression Requirements**

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

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

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

### **RN to MSN Bridge Program**

This program allows a student who is a licensed Registered Nurse and who holds an associate degree or diploma in nursing to take courses at the graduate level.

### **Admission Requirements**

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

be met before students will be considered for admission to the Master of Science in Nursing Degree program.

### **RN to MSN Progression Requirements**

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

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

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

### **Post-Masters Certificates: Nurse Leader Executive and Nurse Educator**

The process for applying for admission to the Post-Master's certificate programs at Methodist College is as follows:

1. Submit a completed graduate program application ([www.methodistcol.edu/apply](http://www.methodistcol.edu/apply)).
2. Pay the non-refundable application fee.
3. Submit official transcripts from all previously attended post-secondary institutions of education.
4. Submit a copy of a current, unrestricted licensure to practice as a Registered Nurse in Illinois.
5. Submit two favorable reference forms from professional and/or academic contacts. Forms can be found at [www.methodistcol.edu/MSNrec](http://www.methodistcol.edu/MSNrec).

Complete and send all documents to the Office of Admissions ([admissions@methodistcol.edu](mailto:admissions@methodistcol.edu)). All required materials must be received before students will be considered for admission.

Graduate students are only admitted to start in fall semesters.

There are limited spots available in graduate nursing programs, therefore applicants are encouraged to apply and submit all official documents by our priority admission deadline, April 15. If the number of qualified applicants exceeds the number of available spots in the program, applicants will be offered admission based on the criteria listed in the Order of Admissions section below.

## **Admission Requirements**

To be accepted into a Post Master's certificate program, applicants must meet the following admissions criteria:

- Hold a Master's Degree in Nursing from a regionally-accredited institution with a nationally-accredited program.
- Have earned a cumulative GPA of at least 3.0 on a baccalaureate degree or a cumulative GPA of at least 3.0 for the last 60 hours of baccalaureate studies

## **Admissions Decision Process**

1. The Director of Admissions will collect all application materials and ensure all required documents have been received.
2. The Director of Admissions will submit completed applicant files to the Dean of Nursing for review.
3. The Dean of Nursing will communicate an admissions decision to the Director of Admissions within 7-14 business days.
4. The Director of Admissions will communicate the admissions decision along with next steps to the applicant.
5. Due to the limited number of seats in the graduate nursing programs, applicants who are offered admission must pay their new student deposit within 10 business days, otherwise their spot will be forfeited. For more information about paying the new student deposit visit [www.methodistcol.edu/deposit](http://www.methodistcol.edu/deposit)

## **Health Record Requirements**

### **General Health Requirements**

Upon admission into Methodist College, all students are required to provide documentation of required health records for each program of study. It is the responsibility of the student to maintain updated records and/or renewals of immunizations, as well as CPR certification.

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

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

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

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

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



## **Health Records Required for Each Program**

In addition to the immunizations required by the State of Illinois, there are health records required for each program.

### **Master of Science in Nursing Prelicensure**

Required upon admission:

- State of Illinois requirements
- Department of Child and Family Services Background Check
- Fingerprint Background Check (conducted at New Student Orientation)
- Hepatitis B (three doses)
- 2-step tuberculin skin test (TB)
- Varicella (two doses, titer, or had disease)
- Urine Drug Screen (at least 5-panel)

Required for clinical and/or internship:

- Seasonal Influenza Vaccine (to be completed annually)
- CPR Certification (Basic Life Support for Healthcare Providers via the American Red Cross, the American Heart Association, or Methodist College)

### **Master of Science in Nursing (Generalist, Nurse Educator, and Nurse Leader Executive programs) and Post-Master's Certificates (Nurse Educator and Nurse Leader Executive)**

None required

## **Health Records Compliance**

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

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

- Fall semesters: students who have health requirements expiring *any time* throughout the fall semester must submit updated records by **August 1**.
- Spring semesters: students who have health requirements expiring *any time* throughout the spring semester must submit updated records by **December 23**.
- Summer semesters: students who have health requirements expiring *any time* throughout the summer semester must submit updated records by **May 1**.

Failure to remain compliant with the health records policy will result in the following: registration hold, immediate removal from classes, and/or inability to attend clinical/internship. Students who are dropped from their courses will only be able to add classes up to the add/drop dates as stated in the [Academic Calendar](#) and only once they become compliant with all health records requirements.

## **Health Record Exemptions**

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

- Exemption due to a medical condition

- Exemption due to religious beliefs

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

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

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

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

### **Information about Health Records and Other Requirements**

\*All health records must be verified by a healthcare provider\*

#### **Measles, Mumps, Rubella**

Immunity can be documented with the following records:

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

#### **Varicella**

Immunity can be documented with the following records:

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

#### **Hepatitis B**

Immunity can be documented with the following records:

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

### **Tuberculosis**

- For certain programs, a two-step TB test is required- initial tuberculin injection in forearm, read 48-72 hours later, a week later another tuberculin injection in the opposite forearm, test is read 48-72 hours later. Two-step TB tests completed within the past year are acceptable for submission.
- If a student is unable to tolerate a TB test, a Quantiferon Gold Blood draw can be done. Quantiferon Gold Blood draws completed within the past year are acceptable for submission.
- Any students with positive TB test results must have a chest x-ray. Chest x-rays completed within the past five years are acceptable for submission.

### **Tetanus, Diphtheria, and Pertussis (Tdap)**

Immunity can be documented with the following records:

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

### **Meningococcal**

Required if student was born after 1995:

- Record of Meningococcal vaccination

### **Urine Drug Screen**

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

### **Seasonal Influenza Vaccine**

- Seasonal influenza vaccines are required for all students in clinical/internship programs. The vaccine will be administered, free of charge, to students at Methodist College in the fall of each year. If a student has received an influenza vaccine elsewhere, the student must provide Student Services with documentation of the immunization to be in compliance with this requirement. If a student refuses an influenza vaccine, they must complete a declination form (available via the CastleBranch portal). Students who decline may be required to wear a mask during clinical/internship experiences.

### **Cardiopulmonary Resuscitation (CPR)**

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

### **Malpractice Insurance**

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

### **Department of Child and Family Services (DCFS) Background Check**

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

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

### **Fingerprint Background Check**

A fingerprint background check is required for certain programs. If your program requires a fingerprint background check, this will be conducted at New Student Orientation (at the student's expense). If a student is unable to attend orientation, they must obtain a fingerprint background check on their own time from one of our authorized vendors. If a student's background check reveals an offense, they may be removed from their program of study or the College altogether.

Students who already have a record existing in the IDPH Health Care Worker Registry do not have to undergo fingerprinting again, but must complete a record change (at the student's expense). Students are able to complete the record change at New Student Orientation.

### **Out-of-State Students**

A student enrolling in a program that requires a fingerprint background check who does not reside in Illinois must complete the CastleBranch Background Check before enrolling in classes. Clinical courses require attendance on campus and at a clinical site in the Peoria region. The student must complete a fingerprint background check prior to starting courses on campus.

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

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

## **Tuition and Financial Aid**

## **Tuition and Fees**

### **MSN Degree Tuition and Fee Schedule\***

All correspondence regarding billing will be transmitted electronically to the student's college-assigned email address. It is the responsibility of the students to check their Methodist College email for messages regarding their balance and/or messages regarding College Billing Policies, which are subject to change without notice.

Students are also responsible to review the details of their current tuition and fee charges and their pending and posted Financial Aid (if any) in their Ledger in CAMS, the student data system. Tuition and fees are due and payable per the following schedule unless alternative arrangements have been agreed upon with the College Bursar.

A student is responsible for their "net balance" (meaning, balance after pending Financial Aid is subtracted) as follows:

***Fall, Spring, and Summer*** tuition is always due on or before the first day of class.

NOTE: A \$30 Payment Plan Deferment fee will be applied per semester to any account not paid in full by the first day of classes, regardless of what specific day of the week a student's first class of the term begins. Students who do not elect a payment plan and whose tuition is not paid on or before the tuition due date will be automatically placed in the Payment Plan and charged the Payment Plan Deferment fee.

Please also be aware that if any of these payments are not made on or before the payment dates set forth below, students will be charged a \$50 late fee per payment.

#### ***Fall tuition payment plan due dates:***

One-third of the net tuition is due on or before the first day of class.

One-third of the net tuition is due on or before September 15.

The remaining third of net tuition is due on or before October 15.

#### ***Spring tuition payment plan due dates:***

One-third of the net tuition is due on or before the first day of class.

One-third of the net tuition is due on or before February 15.

The remaining third of net tuition is due on or before March 15.

#### ***Summer tuition payment plans:***

One-half of the net tuition is due on or before the first day of class.

The remaining half of net tuition is due 30 days after the start of the summer semester the student is attending (dates vary depending on summer session start date).

\*Subject to change without notice

### **Payment Extension Policy**

Payments are due as outlined in the Tuition and Fees section. Payment extensions beyond the final tuition due date are rare exceptions. However, in order to avoid referring the account to a collection agency, Methodist College will, as a last resort, accept monthly payments. If a student requires an Extended Payment Agreement, he/she must apply for an extension using the Extended Payment Agreement form. This form must be submitted to the Bursar's office prior to the last payment due date of the given semester (failure to do so will result in a \$50 late fee). The minimum monthly payment allowed will be 20% of the total balance, (but not less than \$50) and the balance must be paid in full within six months. The written agreement must include the written signature of both the student and a representative of the Bursar's Office.

All extensions will be evaluated by the Business Office on a case-by-case basis. One factor which will be weighed heavily is the degree to which the student has evidence of demonstrating personal responsibility for their financial account leading up to their request. The student will be notified via email of the approval or denial of the payment extension. Failure to comply with the modified due dates in the approved Extended Payment Agreement will result in additional late fees, a block of the registration for subsequent semesters, a dropping of classes that for which the student registered prior to the default, and/or student's account being turned over to collections.

### **Collection Policy**

If no payments have been received in accordance with the Tuition and Billing Policies and Procedures, the student will receive an email informing them of their 30 day delinquency on their tuition. Additional fees will be assessed and a hold will be placed on their ledger. If no response is received, a second email will be sent within 30 days of the first letter, at which time, additional late fees will be assessed to the student's ledger. If no response is received from the second email, the student will be informed of their account being turned over to collections, at which point the student will have to settle their account with the collection agency directly. Any student turned over to collections by Methodist College will not be allowed to apply or be considered for readmission until delinquency is rectified.

### **Refund Processing Policy**

Refund requests will be submitted for processing within 10 business days of loan disbursement. Please allow for additional time for check printing, processing, and mailing. It is the responsibility of the student to make sure the "billing" address listed in CAMS is correct, as all checks are mailed to this address. There will be no in-person check pickups allowed.

### **2019-2020 Tuition Refund Schedule**

Please refer to the [Academic Calendar](#) for dates specific to adding, dropping, and withdrawing from courses.



<b>Fall 2019 Terms</b>	
Drop Period (16-week or 1st 8-week class sessions)	Refund %
On or before 8/19/2019	100
8/20/2019-8/26/2019	75
8/27/2019-9/3/2019	50
9/4/2019	0
Drop Period (2nd 8-week class session)	Refund %
On or before 10/17/2019	100
10/18/2019-10/24/2019	75
10/25/2019-10/31/2019	50
11/1/2019	0

<b>Winter 19/20 Terms</b>	
Drop Period (December 2019 Term I)	Refund %
On or before 12/16/2019	100
12/17/2019	75
12/18/2019	0
Drop Period (January 2020 Term II)	Refund %
On or before 1/2/2020	100
1/3/2020-1/6/2020	75
1/7/2020	50
1/8/2020	0

<b>Spring 2020 Terms</b>	
Drop Period (16-week or 1st 8-week class sessions)	Refund %
On or before 1/21/2020	100
1/22/2020-1/28/2020	75
1/29/2020-2/4/2020	50
2/5/2020	0
Drop Period (2nd 8-week class session)	Refund %
On or before 3/23/2020	100
3/24/2020-3/30/2020	75
3/31/2020-04/6/2020	50
4/7/2020	0

<b>Summer 2020 Terms</b>	
Drop Period (May 2-Week Session running 5/18/2020-5/29/2020)	Refund %
On or before 5/20/2020	100
5/21/2020	75
5/22/2020	50
5/23/2020	0
Drop Period (Summer Term I 10-Week Session running-5/22/2020-8/10/2020 )	Refund %
On or before 6/1/2020	100
6/2/2020-6/8/2020	75
6/9/2020- 6/15/2020	50
6/16/2020	0
Drop Period (Summer Term II 8-Week Session running 6/5/2020-8/10/2020)	Refund %
On or before 6/12/2020	100
6/13/2020-6/19/2020	75
6/20/2020-6/26/2020	50
6/27/2020	0

**Graduate Tuition and Fee Schedule\*****MSN: Nurse Educator, Nurse Executive Leader, Nurse Generalist & Post-Master's Certificates Tuition**

\$760 per credit

**Fees**

Application Fee	\$25
Intent Deposit	\$100
Technology Fee	\$225/semester
Malpractice/Liability Insurance	\$10/semester
Graduation Fee	\$200 (final semester only)
Parking Fee	\$30/semester

**Other Fees (if applicable)**

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

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

Books/Supplies	\$2,000 - \$2,500
Examsoft™	\$22.50/semester
Laptop	\$500 to \$2,500
Castle Branch Account (Health Records)	\$35 (One time fee)
Course Proficiency Fee	Cost varies by exam
Shadow Health	\$99 (est. Faculty members will provide information in appropriate courses)
Academic Regalia	\$50 (final semester only)*

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

**MSN: Prelicensure Tuition**

\$825 per credit

**Fees**

Application Fee	\$25
Intent Deposit	\$100
Laboratory Fee	\$110/semester
Technology Fee	\$225/semester
Testing (ATI) Fee	\$420/semester
Activity Fee	\$75/semester
Malpractice/Liability Insurance	\$10/semester
Internship Course Fee	\$100
Graduation Fee	\$200 (final semester only)
Parking Fee	\$30/Semester

**Other Fees (if applicable)**

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

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

Uniforms and Accessories	\$300
Books/Supplies	\$2,000 - \$2,500
Examsoft™	\$22.50/semester
CastleBranch (Health Records)	\$35 (One time fee)
Laptop	\$500 to \$2,500
Course Proficiency Fee	Cost varies by exam

Shadow Health	\$99 (est. Faculty members will provide information in appropriate courses)
Academic Regalia	\$50 (final semester only)*

(Actual amounts depend on prices at the time of purchase)

\*Subject to change without notice.

### **Prairie Sky Apartments (Methodist College Student Housing)**

1BR/1BA 1 Student (Single BR and BA)	\$950 per person, per month/12-month term
2BR/1BA 2 Students (Single BR)	\$720 per person, per month/12-month term
Two-occupant Suite Option (Occupants have a private bedroom, bathroom and study/leisure room – kitchen and living space are shared between the 2 apartment mates)	\$820 per person, per month/12-month term
4BR/2BA 4 Students (Single BR)	\$620 per person, per month/12-month term (available only to scholarship recipients and 2018-19 legacy students)

*Monthly rental rates are based on 12 equal payments and include utilities, trash, cable, and Wi-Fi. Rates are guaranteed from January 1 through December 31. Monthly rental rates per semester are available. A monthly surcharge of \$75 per month will apply for semester leased. Semester lease dates run from the Saturday before classes begin through the Monday following graduation for Fall and Spring semesters.*

### **Refund Schedule**

Refund	Semester Schedule
Full refund of tuition paid	On or before the 7th Day of Semester
75% refund of tuition paid	Day 8 to Day 14 of Semester
50% refund of tuition paid	Day 15 to Day 21 of Semester
Zero refund	Day 22 and after of Semester

## **Tuition and Fee Definitions**

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

**Graduation Fee:** Covers graduation administrative costs (expenses for academic regalia are not included).

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

**Laboratory Fee:** Covers the cost of disposable equipment and supplies used in laboratory classes, the Clinical Practice Center, and the Simulation Center.

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

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

- *Books and Supplies:* Cost varies each semester.
- *Laptop:* See [Minimum Laptop Computer Specifications](#) in this Handbook.
- *Malpractice/Liability Insurance:* Required for nursing students and renewed annually.
- *Academic Regalia:* The cost of cap, gown, and hood for graduation ceremony; paid in last semester only.
- *Examsoft™:* The testing services used to deliver examinations; paid by semester. Inquire about the use of Examsoft™ with instructor.
- *Shadow Health:* Shadow Health is an estimated cost of \$99. Inquire about the use of Shadow Health with instructor.

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

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

**Student Development Fee:** Covers the costs associated with providing student activities such as co-curricular events, career fairs, and social events.

**Technology Fee:** Covers the use and support of educational technology such as WiFi, student computer laboratory, learning management system, classroom technology, and limited printing services.

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

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

## **Financial Aid**

### **Overview**

The mission of Methodist College Financial Aid Office is to provide all students (new, continuing, or re-entering) with the information and guidance needed to successfully navigate the financial aid process. College success is measured by persistence to and achievement of degree completion. Understanding financial aid options is critical to success.

The financial aid office is the first point of contact for discussing any aspect of financing a college education at Methodist College. Our primary responsibilities include:

- Discussing and facilitating externally funded tuition payment options (federal and state student loans, grants, scholarships and work study)
- Conducting loan entrance and exit interviews
- Completing certifications for federal Pell Grants and federal Direct Loans credit to a student's tuition and fee account
- Administering federal work study programs
- Monitoring a student's academic progress and enrollment/withdrawal status
- Administering Veterans' education programs
- Notifying students about outside scholarship options

Students at Methodist College interested in applying for federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) before any determination of aid is available. Eligibility for aid is determined by an analysis of the information provided on the FAFSA and is made by federal and state agencies who disburse financial aid. In the school release section of the FAFSA, students must indicate Federal school code **006228** for Methodist College.

### **Financial Aid Programs**

Methodist College participates in several federal and state financial aid programs to assist degree-seeking students in meeting their educational costs. Medical Assistant students may be eligible for financial aid. Nursing Assistant students are not eligible for financial aid. The following is a brief overview of the most common available financial aid programs.

#### **Federal Pell Grants**

Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. The Federal Pell Grant is not a loan, and does not need to be repaid. To be considered for this grant program, a student must complete the Free Application for Federal Student Aid.

#### **Federal Supplemental Educational Opportunity Grants**

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid. To be considered for this grant program, a student must complete the Free Application for Federal Student Aid.

### Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. To be considered for this aid program, a student must complete the Free Application for Federal Student Aid.

### Federal Direct Stafford Loans

Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program, are low-interest loans for eligible students to help cover the cost of higher education. Direct Stafford Loans include both Direct Subsidized Loans and Direct Unsubsidized Loans. To be considered for this loan program, a student must complete the Free Application for Federal Student Aid.

### Federal Direct PLUS Loans for Parents

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. Please contact our office for information on how to apply for this program.

### Illinois Monetary Award Program

The Monetary Award Program (MAP) provides grants to Illinois residents who attend approved Illinois colleges and demonstrate financial need. To be considered for this grant program, the student must complete the Free Application for Federal Student Aid (FAFSA).

### Workforce Investment Act

Methodist College's Bachelor of Science in Nursing program is an approved program for Illinois Workforce Investment Act funding. Students should consult with the Methodist College Financial Aid office about their specific situation, and make application to the local Workforce Investment office for your county, which can be located via this website: [www.servicelocator.org](http://www.servicelocator.org) (use your zip code).

### **Satisfactory Academic Progress**

#### General Information

Eligibility for financial aid requires that a student meets the Satisfactory Academic Progress "SAP" policy.

The purpose of Methodist College's policy on "Satisfactory Academic Progress" is to ensure that all students meet the federal, state, and local financial assistance/veterans benefits programs requirements for eligibility. (Title 34, Section 668.32f and 688.34).

Methodist College evaluates all students for compliance with this policy at the end of each academic semester, and at the time of disbursement of any benefits. Evaluation will also occur when a student changes their major. The policy consists of a completion requirement, a grade point average requirement, and a maximum time frame requirement. This policy supersedes all previous policies.



Students in all programs except nursing may progress with a cumulative GPA of 2.0 or greater. Nursing majors should review their more rigorous GPA requirements listed in this policy. Nursing majors have an additional requirement of earning grades of “C” or better in the coursework listed specifically in this policy.

Students placed on Financial Aid SAP Warning may continue to receive financial aid assistance for one semester. Failure to achieve Financial Aid SAP requirements in that semester will result in SAP Denial, which may be appealed, as provided below; if an appeal is granted, it will result in a semester of SAP Probation.

### Notification to Students

Students will be notified in writing if they are placed on Satisfactory Academic Progress Warning or Denial. Students will be sent email notification to their College email account or mailed a letter. This includes notification to any student that may be eligible for financial aid, regardless of whether the student currently receives aid.

### Definitions

*Attempted courses:* All courses, including remedial coursework, transfer credits accepted for transfer towards the student’s Methodist College degree program, grades of incomplete (I). Any withdrawal from a nursing course is considered an attempt for nursing only. Withdrawals from coursework in health science, social work or gerontology are not considered as attempts in those majors, regardless of when the withdrawal occurred; for all other courses, those dropped prior to expiration of the add/drop period that do not receive a grade are not included in the SAP calculations. All hours attempted regardless of whether Federal Student Aid was applied for or received for those hours, count in SAP calculations.

*Successful completion:* Grades of A, B, and C are considered successful grades in all majors. Grades of F, W, and I are not considered successful completion grades in all majors. Grades of D are considered successful completion grades in all majors except Nursing. For Nursing majors, a grade of D in BIO101, BIO102, BIO201, ENG101, ENG201, MAT101, MAT201 and for coursework specific to a student’s major (“Nursing” Courses) are not considered successful.

### Special Treatment of Repeated Courses

Students are only allowed to repeat grades of D or lower in nursing courses one time. Whereas student fails to successfully complete a course on a second attempt, the student will be placed on Financial Aid SAP Denial for all courses.

### Completion (Pace) Requirement

Methodist College students must complete all coursework, including transfer credits at a pace of 67%. This measure is calculated by taking all attempted courses and dividing by those courses which are successfully completed.

Failure to meet the 67% pace requirement for one semester will result in a Financial Aid SAP Warning. Failure to meet pace in the next semester will result in SAP Denial.

### Grade Point Average Requirement

Methodist College students must maintain the GPA as prescribed by the Methodist College Academic Progression Policy for graduate students. Students will be considered as on Financial Aid Satisfactory Academic Progress Warning if they earn a C or lower or withdraw from a course.

Students will be placed on Financial Aid Satisfactory Academic progress denial if they fail to earn passing grades (A or B) in all courses in the next semester.

### Maximum Timeframe Requirement

The maximum time frame a student has to complete their degree is equal to 150% of the hours required for the completion of the degree. For example, if a student must earn at least 122 hours to complete a degree, the maximum hours allowed are 183. Students lose eligibility for Title IV funds (1) if they fail to complete their degree in this timeframe, or (2) when it becomes mathematically impossible for them to do so. A maximum timeframe SAP warning will be given to students at least two semesters before they would reach the maximum timeframe. This rule does not apply to veterans benefits.

### SAP Warning

Students failing to meet SAP requirements will be placed on Financial Aid SAP Warning for one semester. If the student fails to meet the requirements in the subsequent semester, he/she is automatically placed in SAP Denial Status. A student is eligible for all types of education benefits while on SAP Warning. Situations exist where a student may not receive a warning and be placed immediately on SAP Denial. Any time a student is dismissed from a program they are automatically placed on SAP denial for that program.

### SAP Denial

A student is ineligible for any type of educational benefits while on SAP Denial. The student may appeal the SAP Denial status, (see student appeals).

### Reestablishing Eligibility

If a student changes majors, the student's SAP Denial status will be reviewed automatically. Only courses that apply to the new degree program will be included in the reevaluation of SAP. If the student is found to be in good standing based on the courses that apply to the new degree program and or different SAP standards that apply to the new degree program as noted earlier in this policy, the student will automatically be put into good standing and would not need to appeal.

The student can choose to take courses and “cash pay” or find alternative assistance until sufficient coursework has been successfully completed to put the student in “good standing” in accordance with the SAP policy. If a student has reestablished themselves by this method, no appeal is needed.

### Student Appeals for SAP

A student may write to appeal his/her SAP Denial. The letter should be written to the Director of Student Financial Assistance and include the following; a narrative explaining why the student failed to meet the SAP Policy requirements, a description of what the student will do to ensure he/she will regain good standing, and any other relevant supporting documentation.

Acceptable reasons for appeal can include but are not limited to death of a close relative, an injury or illness to the student, divorce, natural disasters or other extreme circumstances generally outside the control of the student.

Appeals may be granted or denied. Students will be notified in writing of the decision to grant or deny an appeal. If the appeal is granted, the student will be placed on Satisfactory Academic Progress Probation. An academic plan may also be implemented. The student's status will continue to be reviewed after each semester. The goal is that the student will regain good standing within the following semester or per the terms of the academic plan. If the student does not meet SAP requirements or meet the requirements of the student's academic plan, the Director of Student Financial Assistance will place the student on SAP Denial again. Student's academic plans will continue to be evaluated per the terms of the plan. A student wishing to appeal their SAP Denial Appeal by the Director of Financial Aid must request an appeal from the Dean of Students.

NOTE: A student may be allowed to enroll in classes at Methodist College, even though he/she is on Satisfactory Academic Progress Denial. Satisfactory Academic Progress is a Financial Aid, Scholarships & Veteran's Benefits Policy, not a registration or admissions policy. If a student is on Satisfactory Academic Progress Denial status, he/she will not be automatically dropped from his/her classes. Neither paying for your own classes nor sitting out for an enrollment period is sufficient for a student to re-establish eligibility for Financial Aid. Denial upon the courses completion.

## **Return of Title IV Funds Policy**

(Return to Title IV)

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence before completing a semester or period of enrollment. The federal Title IV financial aid programs (excluding work-study) must be recalculated in these situations. Return calculations are only performed for students who begin attendance. If a student fails to attend, aid will be cancelled and, if funds were disbursed, those funds will be returned to the appropriate program.

The College's refund policy is separate from considerations relation to the return of financial aid funding, and either policy may result in a student owing a debt to the College.

If a student leaves the institution prior to completing all of a semester or period of enrollment, the financial aid office recalculates eligibility for Title IV funds. Students are reminded that courses taught in eight week terms will have a different calculation than typical term of 16 weeks. Approved leave of absences are excluded from refund calculations. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

A student is considered to have withdrawn from a semester or payment period if the student does not complete all the days in the semester or payment period that the student was scheduled to complete. A student will also be considered as withdrawn if they cease attendance in all Title IV eligible coursework.

If a student withdraws and/or earns non-passing grades in all coursework at the end of the term and it is determined the student failed to attend the courses, they will also be considered as withdrawn on the last date of academic activity in each course.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student *may* be required to return a portion of the funds. If a student is required to return funds to the Dept. of Education, the financial aid will notify the Dept. of Education and they will contact the student to provide information on how to return the funds. The student returns these funds to Federal Loan Programs based on the terms and conditions of

the promissory note of the loan. Pell Grant funds may also have to be paid back by the student. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution. Information regarding the return of funds will be sent to the student's current email within two weeks of their official withdrawal date.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

**Example of a Return:**

Bernard, a Title IV aid recipient, enrolls for 18 credit hours spring semester. The dates of the spring semester are January 6, 2017, through May 2, 2017. The semester includes a spring break that begins March 1 and ends March 9; classes resume March 10. In January, Bernard failed three quizzes. Feeling overwhelmed by his academic performance, he officially withdraws on January 30, 2017.

What percentage of Bernard's Title IV aid for the semester did he earn?

Number of calendar days in the semester = 108 (excluding the 9-day break)

Number of calendar days attended = 25 days attended\_

108 days in semester =  $.2314 = 23.1\%$

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 45 days of the student's withdrawal. Any post-withdrawal disbursement due to the student will be applied to the student's account with appropriate written authorization from the student, and a notice of the disbursement will be sent to the current email address for the student.

The institution must return the amount of Title IV funds for which is is responsible no later than 45 days after the date of determination of the date of the student's withdrawal.

## **Enrollment and Records**

## **Enrollment and Records**

### **Student Records**

The Office of the Registrar maintains all permanent, official, and final records of students.

Only the Registrar can release student records. Student records are maintained in a fire-protected filing cabinet and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Transcripts and other student information will not be released if a student has an outstanding financial or other obligation to Methodist College.

### **Transcripts**

- A transcript of a student's academic record is kept in electronic files, filed in a permanent record folder, or housed on an archival record medium in the Office of the Registrar.
- Official Transcripts: Official transcripts are documents that are produced by the registrar's office and must be ordered according to the instructions in this policy. Whether issued as secure .pdf documents or printed on blue tamper proof security paper, official transcripts are important to third parties so that they can be assured of authenticity (originating directly from Methodist College) and content accuracy. Official transcripts are issued in portrait format and contain the seal of the university and the signature of the College Registrar.
- Unofficial Transcripts: Unofficial transcripts, also known as grade reports, are available to current students and previously enrolled students who matriculated at the College beginning in 2006 from CAMS. They are a means by which students may review their academic record and are generated in portrait format.
- Transcripts that are being sent directly to another educational institution may be requested by submitting an official request to the Office of the Registrar.
- Transfer Transcripts: For students and applicants who attended previous institutions of higher learning, official transcript must be submitted. Official transcripts are those sent through mail or in person, received in signed, sealed envelopes. They are also those sent via Parchment, eScrip-Safe, or the National Student Clearinghouse directly to Methodist College from the college/university where coursework was attempted. If your school requires an email address to send a transcript electronically, please use registrar@methodistcol.edu.
- Educational records received by Methodist College from other institutions will not be duplicated and distributed. Methodist College is only able to provide official records for coursework completed at this institution.
- Each graduate will receive one official transcript, free of charge, when they receive their diploma.

### **Requesting a Transcript:**

An official transcript should be requested through Parchment:

- Online Requests through Parchment can be completed by accessing this link:  
<http://www.parchment.com/features/send-transcripts/>

- Methodist College offers official transcripts in electronic and postal mail formats through its partnership with Parchment. Students may select a transcript in either format upon each request.
- Once the College is notified by Parchment of a student's request for an official transcript, Methodist College will review the student's record for accuracy and submit the record to Parchment. Parchment will then deliver the transcript on behalf of the College electronically or through postal mail, as per the student's request.
- Parchment charges a fee of:
  - \$7.50 for each electronic transcript request plus processing fees charged by Parchment.
  - \$10.00 for each postal-mailed transcript request plus processing fees charged by Parchment.
  - Not all institutions accept electronic transcripts. Please be sure to check with the institution before requesting an electronic transcripts.
  - Overnight service is an option to most students at an additional cost, but may not be available to individuals who have not been enrolled for 10 or more years or for requests received during college closures (e.g., weekends, official college closures/breaks, unanticipated closures due to inclement weather, or the like). See Parchment's website for overnight service details.
- Parchment should be contacted for questions concerning the registration or ordering process or for user interface issues. Inquiries concerning a transcript that cannot be released because of a hold should contact the college office that placed the hold.

Unofficial Transcripts can be obtained through the student's online portal. Unofficial transcripts are not available to students who matriculated prior to 2006.

### **Requesting a Degree Verification**

All degree verifications should be requested through the National Student Clearinghouse:

- Online degree verification requests can be made by accessing this link:  
<http://nscverifications.org/welcome-to-verification-services/>
- Degree verifications are typically used by prospective employers wanting to verify a degree has been completed.
- The requestor follows the procedure on the Clearinghouse website.
- The Clearinghouse will facilitate the verification of data and communicate the results with the requestor.

### **Other Enrollment Verification Requests**

There are a number of other requests that students, current and former, need to make in the course of their daily business. Those requests are submitted to the Welcome Window, room W104, through the completion of a Permission to Release Educational Information form (sometimes referred to as the FERPA form).



### **Inspection and Review of Educational Records**

- A student wishing to review his/her educational records should make arrangements with the Registrar.
- Students may consent to disclosures of personally identifiable information except to the extent that the law authorizes disclosure without consent.
- If a student feels his/her record is not correct, he/she may request review by the Registrar.

### **International Transcript Policy**

1. Students planning to attend Methodist College who have previously attended post-secondary institutions outside of the United States will need to have their transcripts evaluated for equivalency to US curricular standards.
2. These transcripts need to be evaluated by a professional evaluation agency holding Membership with the National Association of Credential Evaluation Services (NACES).
3. From the NACES website:
  - a. NACES® is an association of independent, nongovernmental organizations providing credential evaluation services to individuals who have completed part or all of their education outside the United States. NACES® is committed to formulating and maintaining the highest ethical and professional standards in the field of educational credential evaluation.
  - b. NACES® member organizations demonstrate a high level of expertise in the evaluation of credentials earned outside the United States. They maintain significant professional involvement in organizations such as NAFSA – Association of International Educators, and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Member organizations also have extensive and current libraries and databases housing pertinent resources regarding educational systems, institutions and credentials from countries across the world.
4. As with all other official academic record, the official transcript evaluation, as provided by the evaluator, must be received and processed by the Registrar's Office.
5. Upon receipt of the official evaluation, coursework will be evaluated for equivalence to Methodist College curriculum.
6. To find the list of current NACES members, visit this website:  
<http://www.naces.org/members.html>.
7. Institutions must be members at the time of receipt of the official record.

### **Progression/Non-Progression**

#### **Progression Status:**

##### *In Good Standing*

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

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

#### **Non-Progression Status:**

### *Academic Dismissal*

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

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

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

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

### **Readmission Policy**

A student who has institutionally withdrawn from the College, has not been continuously enrolled at the College for one or more semesters, or has been academically dismissed and desires to re-enter the College must apply for readmission. The student must submit an Application for Admission through the online application portal, send updated copies of transcripts if appropriate, and submit the application fee. In addition to these items, the student will provide a written request to the Office of Registrar explaining why he or she should be considered for readmission.

To be considered for readmission to Methodist College, applicants must be in good financial standing with the College. Any outstanding balances must be resolved before any decision on the application will be rendered.

Readmission is not guaranteed. Readmission will be made by recommendation of Academic Affairs. Students will be admitted in accordance with the admission policies in effect at the time they are seeking readmission.

The student may apply for readmission to resume enrollment one regular semester (fall or spring) following academic dismissal.

Once accepted for readmission to the College, students will be required to meet the curriculum requirements for the degree as stated in the current catalog and which are in effect at the time of re-entry.

### **Degree Completion Requirements**

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

1. Satisfactory completion of all courses required for the program of study; this could range from 34-70 credits.
2. Achievement of a cumulative grade point average of 3.0 or higher on all College work leading to the Master of Science degree in nursing.

3. A maximum of nine required degree credit hours may be accepted as transfer credits upon approval by the Provost/ Vice Chancellor of Academic Affairs. Students must complete at least 26 credit hours of the required courses (a minimum of 35 credit hours) at Methodist College to earn the MSN degree.
4. Clearance of all indebtedness to Methodist College, including all fines, parking tickets, and the return of all materials borrowed from the College library.

### **Registration**

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

To register, students should:

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

### **Enrollment Status**

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

### **Adding/Dropping a Course**

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

Registration and Drop/Withdrawal forms are complete and will be processed when signed by the student and the student's Advising Educator, the Director of Advising, a Program Chair, a Dean, or the Provost.

### **Administrative Drop/Add**

Each Methodist College student is responsible for ensuring that they are enrolled for the appropriate courses for each term of enrollment. Methodist College, however, reserves the right to modify student enrollments when determined necessary and appropriate by the College.

### **Administrative Drop for Non-Attendance**

Students who do not attend classes during the add/drop period in a given semester will have courses dropped if their instructors inform the Registrar's Office that they have not attended.

## **Leave of Absence/College Withdrawal**

### **Leave of Absence Policy**

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

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

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

### **Procedure**

1. Students requesting a leave of absence will need to download the Leave of Absence form from the Student Center in D2L.
2. Students will then meet with financial aid and obtain their signature.
3. Following the meeting with financial aid, the student will obtain an advisor's signature on their form.
  - a. If the leave is being requested before the last day to withdraw and the student is wishing to withdraw from all courses, a Course Withdrawal form will need to be completed and submitted with the leave of absence form.
  - b. If the leave is being requested after the last day to withdraw, the leave of absence form will be processed following submission of all final grades. The effective date will be the last day of academic activity for the term.
4. Once financial aid and advisor signatures have been obtained, the student will meet with the Registrar's Office.
  - a. The RO will confirm that the student is eligible for a Leave of Absence.
  - b. The RO will verify the start date of the LOA and the last day to return from the LOA.
5. After that meeting, the LOA paperwork will be processed by the Registrar's Office. When a student is ready to return, the student must contact the Registrar's Office via the registrar@methodistcol.edu email address.
6. All steps in the leave of absence process must be completed by either:
  - a. The last day to drop classes for a given term as noted in the academic calendar or
  - b. At the same time that the student withdraws from the entirety of the term's course load.
  - c. Students who do not complete their Leave paperwork within these guidelines will be administratively withdrawn from the College.

### **Military Leave of Absence Policy**

Methodist College supports students who are members of the United States Armed Forces and reserve units. A student who is a member of the U.S. military, National Guard, or other armed

forces reserve unit who is called or ordered to active duty may be granted a Military Leave of Absence (MLOA) from Methodist College for the period of active duty and up to one year after returning from active duty. Length of absence from the college cannot exceed five years. Absences that extend beyond five years will result in the student being administratively withdrawn from the College.

#### Procedure

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

#### **Institutional Withdrawal**

Institutional Withdrawal is the withdrawal from or discontinuation of all courses in which the student is enrolled. There are two pathways for students who wish to withdraw from the College. The first is for people who choose to withdraw prior to the last day to withdraw from classes for a given term. The second is for individuals who decide to withdraw from the College following the last day to withdraw from courses and prior to the beginning of the subsequent term.

1. Prior to the last day to withdraw from courses.
  - a. Students wishing to withdraw from all courses in the middle of the semester may do so and will need to complete both course withdrawal and college withdrawal forms. Both of these forms are found in the Student Center of D2L.
  - b. Students must meet with financial aid and obtain the needed signature on the College Withdrawal form.
  - c. After meeting with financial aid, students must meet with their advisor and obtain the advisor's signature.

- d. As a last step, the student will meet with the Registrar's Office. During that meeting, the Registrar's Office representative will verify the return of the student badge and complete the process of withdrawing the student.
  - e. Institutional Withdrawal and the date of the withdrawal will be posted to the student's transcript.
2. Following the last day to withdraw from courses and prior to the first day of classes for a subsequent term.
  - a. Students who wish to withdraw from the College after the last day to withdraw from classes will earn an assigned grade of A, B, C, D, or F in that term's courses.
  - b. The student will complete the College Withdrawal form, meet with financial aid and their advisor to obtain all needed signatures.
  - c. They will meet with the Registrar's Office to finalize the paperwork.
  - d. If grades have not been submitted, the withdrawal will not be processed until the term's grades have been posted. Once grades are submitted, the Registrar's Office will finalize the student's withdrawal in the system.
  - e. Institutional Withdrawal and the date of the withdrawal will be posted to the student's transcript.
3. Students who withdraw from the College and decide to return will need to complete an Application for Readmission to the College. Readmission to the College is not guaranteed.

### **Administrative Withdrawal**

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

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

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

Mandatory terms are, for most programs, fall and spring. The Second Degree program includes mandatory terms as stated in the plan of study.

### **Course Auditing**

#### **Registration for Auditing Class Policy**

Audit registrations are accepted only after the first day of classes for each semester and are contingent upon space availability. The audit form is available in the Office of the Registrar.

Students may not change class registration from 'audit' to 'credit' or from 'credit' to audit.'

Students will be assessed the per hour semester rate for auditing the course.

### **Post-Withdrawal Course Auditing Policy**

Students may choose to participate in theory sections of nursing courses after withdrawing from the course. Students may not participate in clinical sections of nursing courses after withdrawing from the course.

### **Additional Information**

#### **Semester Length**

The standard fall and spring semesters are scheduled to include 15 weeks of instruction and 1 week of final examinations. Summer term length vary by program.

#### **Credit Hour Definition**

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

1. Theory classes are calculated at a ratio of one clock hour (defined as a 50 minute hour) to one credit hour and a minimum of two hours of out-of-class student work each week;
2. Laboratory experiences are calculated at a ratio of two clock hours per credit hour;
3. Clinical experiences are calculated at a ratio of three clock hours per credit hour; and
4. Practicum, internship, and field placement experiences are calculated at a ratio of four clock hours per credit hour.

#### **Faculty Absence**

If the faculty member does not appear for class within 15 minutes, one student on behalf of his/her classmates, should contact the Office of the Provost and Vice Chancellor for Academic Affairs to determine what course of action to follow.

### **Grading Standards**

**I Incomplete** - The grade of I is reported by the instructor. The student must complete the work by the date established by the instructor, but no later than the date grades are due for midterm of the next semester, as indicated by the appropriate Academic Calendar or the final grade of F will be issued.

**S Satisfactory** - S correlates to letter grade of C or higher.

**U Unsatisfactory** - U correlates to letter grade of D or lower.

**W Withdrawal** – W Withdrawal from a course. A student is permitted to withdraw from a course to the date specified on the academic calendar. Students complete a Drop/Withdrawal form that is signed by their academic advisor of record and submits it to the Welcome Window, room W104. The form is processed by the Registrar's Office and a grade of W is assigned for the course at that time. After the last day to withdraw from a class with a grade of W, the instructor reports the grade earned by the student, indicating a letter grade of A, B, C, D, or F.

### **Incomplete Grades**

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

2. Incomplete grade requests must be received by the Registrar’s Office by no later than the term’s grade submission deadline as noted in the Academic Calendar.
3. Incomplete grades must be completed and final grades issued by the instructor but the date that midterm grades are due for the subsequent term. Any incomplete grades not completed by that time will result in the Registrar’s Office issuing a grade of F for the course.
  - a. As part of the process of issuing incomplete grades, the student and instructor determine a mutually agreeable deadline for coursework to be completed.
  - b. While midterm of the subsequent term is the deadline for incomplete grades to be finalized, if the incomplete grade form indicates an earlier timeline, that date is then the date the final grade must be received. In this case, if the final grade is not.
4. Incomplete grades cannot be issued if a final grade has been issued by the instructor.

### Repeated Courses

A student who fails a course at Methodist College must repeat the course. Students may not receive credit in an academic program for the same course twice. Repeated courses must be taken at Methodist College. Students may not use a proficiency exam (such as CLEP, AP, and Excelsior) to replace a repeated course. When a student repeats a course at Methodist College, all grades earned in the course will be posted to the student’s transcript and will be computed in the cumulative grade point average.

### Grade Point Average (GPA) Calculation and Scale

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

The GPA is calculated on all hours attempted and all hours earned, and is based on the 4-point scale illustrated below:

Letter Grade	Quality Points Per Unit
A	4.00
B	3.00
C	2.00
D	1.00
F	0.00 (Computed in GPA)
I	No quality points issued until the final grade is submitted by the instructor. When the final grade is issued, the GPA will update based on final grade.



S	0.00 (Not computed in GPA)
U	0.00 (Not computed in GPA)
W	0.00 (Not computed in GPA)

**Definition of Terms to Calculate GPA:**

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

**Grading Scale**

The following grading scale is used for all MSN courses:

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

## **Course Descriptions**

N500 Theoretical Foundations in Nursing

3 Credit Hours (3 Theory Credit Hours)

Theoretical constructs in nursing and related theories of education from behavioral and natural sciences are examined in relation to theory development, historical perspectives, nursing research, and theory-based practice. The scholarship of discovery is emphasized as students identify philosophical bases for nursing's knowledge, review and critique appropriate literature, and consider nursing's nature of scientific explanation and inquiry. This course also includes an in-depth study of learning theories and their philosophical underpinnings. The application and analysis of these theories are examined. Teaching strategies as an extension of learning theory are compared and contrasted as a means to engage students within face-to-face, online, and clinical settings.

N510 Advanced Health Assessment

3 Credit Hours (2 Theory Credit Hours; 1 Lab Credit Hour – Lab is achieved through virtual assignments – 30 clock hours)

Emphasis is placed on the triad of skills needed to perform a comprehensive health assessment: interviewing skills, clinical skills, and clinical reasoning. Didactic instruction is supported with diagnostic and clinical experiences. Content includes assessment throughout the lifespan and addresses elements of clinical prevention and health promotion. Written narratives, standardized terminology, and the use of technology as a means to collect and organize patient care data are incorporated.

N511 Socialization into Advanced Generalist Nursing Practice

3 Credit Hours (3 Theory Credit Hours)

This course will provide understanding to the student about the concepts of health as it applies to individuals, families and communities. The determinants of health and the influence of culture and ethnicity are introduced and discussed. The basic tenets concerning promotion of health are examined across the lifespan. The learner is introduced to the concept of health literacy and the nurse's role as an educator in the promotion of health. In addition, the course will the learner with the opportunity to investigate ethical and legal issues that influence the standards of nursing practice. Ethical issues that will be discussed, are frequently encountered by nursing personnel, but also involve the entire multidisciplinary team. Health promotion will be addressed across the lifespan with integration of the ethical and legal responsibilities of the nurse.

N512 Common Health Alterations in Advanced Generalist Nursing Practice

7 Credit Hours (4 Theory Credit Hours; 3 Clinical Credit Hours – 135 clock hours)

This clinical course focuses on the care of adult clients who are experiencing alterations in patterns of health. Learners will utilize the nursing process to plan and evaluate therapeutic nursing interventions to optimize the individual client's health. This course provides the learner a variety of experiences in providing holistic care, provision of safe, effective, and culturally-appropriate care, and health promotion and disease prevention. Synthesis of evidence-based practice, quality and safety improvement initiatives, and informatics form the foundation for implementing best practices in patient-centered care.

Clinical and laboratory experiences allow the learner to apply nursing interventions and skills learned throughout the course. The learner is expected and provided an opportunity to achieve competency in nursing skills related to care of these clients.

N513 Women and Children's Health in Advanced Generalist Nursing Practice

6 Credit Hours (4 Theory Credit Hours; 2 Clinical Credit Hours – 90 clock hours)

This course will emphasize care to women and children. Emphasis will be placed on high quality family centered care, interdisciplinary collaboration, leadership skills, quality improvement, and outcomes management. Principles of genetics, decision-making, and social justice will be explored as they relate to care of women and children. Child development and the effects of childhood disease and compromise of the family system will also be examined. The clinical component will provide for a correlation of theory to practice in the community and acute care settings

N520 Advanced Pathophysiology

3 Credit Hours (3 Theory Credit Hours)

Provides an in-depth study of the physiological changes and responses to altered health states and their impact on the functional status of patients throughout the lifespan. Content also addresses vulnerable populations and genetics/genomics in the context of disease prevention and health promotion.

N530 Advanced Pharmacotherapeutics

3 Credit Hours (3 Theory Credit Hours)

The course focuses on the development of core knowledge concerning pharmacotherapeutics used in the management of health-related problems. Drug properties including those of pharmacokinetics, pharmacodynamics, and pharmacogenomics are emphasized. Attention is given to lifespan considerations and cultural variations.

N531 Health Assessment in Advanced Generalist Nursing Practice

6 Credit Hours (4 Theory Credit Hours; 2 Lab Credit Hours – 60 clock hours)

Emphasis is placed on the triad of skills needed to perform a comprehensive health assessment: interviewing skills, clinical skills, and clinical reasoning. Didactic instruction is supported with diagnostic and clinical experiences. Content includes assessment throughout the lifespan and addresses elements of clinical prevention and health promotion. Written narratives, standardized terminology, and the use of technology as a means to collect and organize patient care data are incorporated.

N541 Performance Improvement

4 Credit Hours (4 Theory Credit Hours)

This course prepares the nurse leader to develop, implement, and evaluate various performance improvement strategies. This course is organized around preparing the nurse leader to assess the needs surrounding performance improvement, provide the nurse leader with a workable knowledge base of multiple performance improvement programs, develop a performance improvement plan using detailed outcomes that guide all activities applicable to the organization of choice, and discuss implementation and evaluation strategies.

#### N542 Human Resources

3 Credit Hours (3 Theory Credit Hours)

This course explores human resources management in health care organizations. The goal of the course is to help students develop an understanding of the concept of strategic human resources management and the need for alignment between human resource practices and an organization's strategy and mission as well as standards and policies. The course includes human resource functions, job analysis, recruiting, training and development, performance management, compensation, and benefits and retention. Also, a review of legal and ethical principles that influence the work environment will be discussed in class.

#### N600 Roles, Issues, and Public Health Policy

3 Credit Hours (3 Theory Credit Hours)

This course emphasizes health policy and advocacy and the current and evolving roles of advanced practice nurses and nurse educators. Learners explore the roles of teacher (with clients, staff or students), change agent, and patient advocate at the micro- level (patient interaction), meso- level (organization and community) and the macro- level (policy) in the context of current and emerging trends in healthcare. Concepts related to epidemiology, clinical prevention, and population health are examined. The variables of culture, marginalized and vulnerable populations and the role of genetics are incorporated.

#### N610 Leading Change in Healthcare and Nursing Education

3 Credit Hours (3 Theory Credit Hours)

This course emphasizes the role of the nurse as a leader and change agent in the context of a healthcare or higher education organization. Theories of leadership and followership are examined, and methods for continuous quality improvement are included.

#### N611 Complex Health Alterations in Advanced Generalist Nursing Practice

7 Credit Hours (4 Theory Credit Hours; 3 Credit Hours of Clinical (135 clock hours of clinical))

This clinical course focuses on the care of adult clients who are experiencing complex alterations in patterns of health. Learners will utilize the nursing process to plan and evaluate therapeutic nursing interventions to optimize the individual client's health. The students will develop skills to care for progressively complex problems of diverse adult patients within the healthcare system. Students will demonstrate leadership skills in providing care through interdisciplinary collaboration and coordination. Students will demonstrate leadership to analyze, design, implement and evaluate ethical care.

Clinical and laboratory experiences allow the learner to apply nursing interventions and skills learned throughout the course. The learner is expected and provided an opportunity to achieve competency in nursing skills related to care of these clients.

#### N612 Health Promotion and Communication with Patient Populations in Advanced Generalist Nursing Practice

6 Credit Hours (4 Theory Credit Hours; 2 Clinical Credit Hours (90 clock hours of clinical))

This course examines the etiology, manifestations, and clinical management of selected mental illnesses across the lifespan and special populations. It assesses the nursing care needs of individuals, families and groups in the community and in the healthcare system. The impact of public health laws and regulations on public safety and access to care will be examined. Emphasis will be placed on promoting health in these special populations. Therapeutic communication skills will be examined and utilized in caring for these special populations. Students will analyze evidence based practice for the care of specific populations and apply this knowledge in promoting overall health and optimal functioning.

#### N613 Advanced Communication Skills and Group Dynamics in Advanced Generalist Nursing Practice

3 Credit Hours (3 Theory Credit Hours)

This course is focused on communication skills with an emphasis on establishing therapeutic relationships and use of assessment techniques and tools. The learner will be able to utilize therapeutic communication in a one on one situation as well as a group situation. Emphasis will be placed on demonstrating use of nursing process. This course will introduce the basic theories and procedures of group counseling. Lecture, class discussion, demonstration and videotaped material will be utilized. Upon course completion, class participants should be able to demonstrate an understanding of theories and procedures used in group settings.

#### N614 Preparation for Professional Nursing Practice

2 Credit Hours (2 Theory Credit Hours)

This course is structured to introduce the novice into the profession of nursing. Students will explore nursing leadership in a variety of environments. Will explore clinical outcomes and healthcare quality improvement. This course will also prepare the student for the National Council Licensure Examination (NCLEX-RN). It is not intended to be a comprehensive review of nursing content but rather designed to assist students to develop critical thinking and test taking skills through the destruction and analysis of NCLEX-RN type questions.

#### N620 Technologies in Nursing Practice and Nursing Education

2 Credit Hours (2 Theory Credit Hours)

This course focuses on human-computer interaction and the dynamic contribution of technology in healthcare and healthcare education. Learners are introduced to various methods to use computer-based interaction systems to locate, organize, and appraise information to guide decision making, client and student learning, and the adoption of research into practice. Legal, ethical, and social factors are included.

#### N630 Scientific Inquiry I (I of II)

3 Credit Hours (3 Theory Credit Hours)

Nursing and middle-range theories are explored as a foundation for quantitative and qualitative methods. Design and methods for clinical research in nursing, related health disciplines, and health sciences education are examined. The fundamental skills needed to construct a research project as well as the analysis of research to determine the integration of scholarship into practice are emphasized.

N635 Scientific Inquiry II (II of II)

3 Credit Hours (3 Credit Hours)

This course allows the learner to apply the knowledge and skills of Scientific Inquiry I to the development of a scholarly project commensurate of a student nearing completion of master's level graduate education. Learners may choose to further develop skills of scientific inquiry in one of three ways: collaborating with a mentor on an approved research project, conducting independent research; or developing an integrative review of the literature. A faculty member is assigned as project advisor to provide guidance and offer feedback.

N636 Assessment and Evaluation of Student Learning for the Nurse Educator

2 Credit Hours (2 Theory Credit Hours)

This course emphasizes formative and summative assessment in academia as measures to determine achievement of student learning. The course discusses program and course evaluation for nurse educators. The process of planning, constructing, administering, scoring and analyzing assessments in nursing education.

N637 Curriculum Development, Instructional Design

3 Credit Hours (3 Theory Credit Hours)

This course emphasizes the fundamental steps of program development in academia and formative and summative measures to determine efficacy and effective achievement of student learning. Instructional design and methodologies are explored and examined. The student incorporates concepts related to organizational structure, leadership, collaboration, finance, and scope of practice to design a comprehensive program that will promote quality outcomes in nursing education.

N641 Strategic Planning

3 Credit Hours (3 Theory Credit Hours)

Successful leaders in healthcare organizations require high level strategic planning and management capabilities. To address this need, this course provides an overview and application of strategic planning and management theories, methods, and group processes in healthcare organizations. The course provides real life application with the use of case analysis and application of principles and techniques in simulated situations.

N642 Financial Management for the Nurse Executive

3 Credit Hours (3 Theory Credit Hours)

This dynamic course will prepare the student in the essentials of financial management within a healthcare system, specifically in the role of nurse leader. The course will emphasize: budgeting at the departmental and organizational levels; financial analysis of reading and interpreting the core financial measures; productivity measures including nursing hours per patient day; revenue and expenses; pay for performance and development of a business plan.

N646 Internship for the Graduate Nurse Professional

3 Credit Hours (1 Theory Credit Hours; 2 Credit Hours Practicum – 120)

This course enables the learner to practice theory in the educational environment of a nurse professional. Learners are paired with an approved preceptor in appropriate professional environments. Aspects of both autonomous and collaborative practice are emphasized as learners prepare to transition to the role of an advanced nurse professional. The student chronicles and archives supervised learning activities in the electronic professional portfolio.

N647 Internship in Advanced Generalist Nursing Practice

6 Credit Hours (3 Theory Credit Hours; 3 Credit Hours of Practicum – 180 clock hours)

This course enables the learner to practice theory in the clinical environment of a graduate nurse professional. Learners are paired with a preceptor in appropriate professional environments. Aspects of both autonomous and collaborative practice are emphasized as learners prepare to transition to the role of a generalist nurse professional.

N650 Professional Dimensions of the Advanced Generalist Professional

1 Credit Hour (1 Theory Credit Hour)

This course allows each student to summarize the graduate program experience by examining the outcomes of professional involvement, engagement, and commitment for the newly prepared Advanced Generalist Professional. As an advanced generalist nurse, professionals will consider aspects of contemporary practice concerns related to communication, leadership and collaboration in professional practice. Students will be guided to focus on their program specialty in this professional dimension's course.

[Credit Hour Definitions are found on page 79 of this Graduate Catalog.](#)

## **Methodist College Personnel**

### **Executive Leadership Team**

#### **Dr. James R. Dire**

*Chancellor of the College*

BS University of Missouri - Kansas City  
BS University of Missouri - Kansas City  
MS University of Central Florida  
MA The Johns Hopkins University  
PhD The Johns Hopkins University

#### **Anna Buehrer, BA**

*Vice Chancellor for Strategic Marketing and External Affairs*

BA Baylor University

#### **Dr. Deborah Garrison, PhD, MS, BS, RN**

*Provost and Vice Chancellor for Academic Affairs*

BS Texas Woman's University  
MS Texas Woman's University  
PhD Texas Woman's University

#### **Barry Soffiatti, MBA, BA**

*Vice Chancellor for Finance and Administration and Chief Financial Officer*

BA Bradley University  
MBA University of West Florida

### **Chancellor/President's Office**

#### **Dr. James R. Dire**

*Chancellor of the College*

BS University of Missouri - Kansas City  
BS University of Missouri - Kansas City  
MS University of Central Florida  
MA The Johns Hopkins University  
PhD The Johns Hopkins University

### ***Executive Leadership Support***

#### **Jennifer Ballard, BS**

*Executive Assistant to the Chancellor and Board Communications Coordinator*

BS Franklin University

### ***Institutional Research***

*Executive Director of Institutional Research and Effectiveness*

### ***Counseling and Wellness***

#### **Danielle McCoy, MA, BS, LPC**

*Director of the OASIS*

BS Eureka College  
MA Bradley University

#### **Lauri Stoller, MA, BA, LPC**

*Student Counselor*

BA Kansas State University  
MA Bradley University

### ***Human Resources***

*HR Manager*

#### **Michelle Peterson, BA**

*HR Coordinator*

BA Loras College

### **Strategic Marketing and External Affairs**

#### **Anna Buehrer, BA**

*Vice Chancellor for Strategic Marketing and External Affairs*

BA Baylor University

#### **Meghan Smith, BS**

*Coordinator of Communications & Alumni Relations*

BS Bradley University

### ***Student Recruitment***

#### **Kyle Bright, MA, BA**

*Director of Student Recruitment*

BA Northern Illinois University  
MA Indiana Wesleyan University

#### **LaMar Anderson, BSW**

*Recruitment Coordinator*

BSW Western Illinois University

#### **Ginny Fletcher, BA**

*Recruitment Coordinator*

BA Eureka College

### **Administration and Finance**

#### **Barry Soffiatti, MBA, BA**

*Vice Chancellor for Administration and Finance and Chief Financial Officer*

BA Bradley University  
MBA University of West Florida

#### **Justina Kirchgessner, BS**

*Financial Analyst and Internal Auditor*

BS Bradley University

#### **Amy Irwin, BS**

*Bursar*

BS Ashford University

**Nancy Rebolz**

*Supply Chain Coordinator and Administrative Assistant to the Vice Chancellor for Finance and Administration and Chief Financial Officer*

**Financial Aid****Angela Robinson, MBA, BS**

*Director of Financial Aid*

BS Mississippi State University

MBA Mississippi State University

**Nathan Eaton, BS**

*Assistant Director of Financial Aid*

BS Illinois State University

**Janet Ozuna**

*Financial Aid Advisor*

**Information Technology****Derek Scott, BS**

*Coordinator of Information Services*

BS Robert Morris University

**Brett Dooley**

*IT Support Analyst*

**Security****Mike Atteberry**

*Chief, Campus Security (Lead - 1st Shift)*

**Bambi Marion**

*Campus Security Officer (Lead- 2nd Shift)*

**Academic Affairs****Deborah R. Garrison, PhD, MS, BS, RN**

*Provost and Vice Chancellor for Academic Affairs*

BS Texas Woman's University

MS Texas Woman's University

PhD Texas Woman's University

**Pam Ferguson, PhD, MSN, BSN, RN-BC, CNE**

*Dean of Nursing*

BSN Iowa Wesleyan University

MSN Bradley University

PhD Illinois State University

RN-BC Certification - Medical-Surgical Nursing

CNE Certified Nurse Educator

**Eileen Setti, PhD, MA, BA**

*Dean of Arts & Sciences*

BA Eureka College

MA Loyola University-Chicago

PhD Northern Illinois University

**Debbie Stark, PhD, MSN, BSN**

*Chair, Graduate & Second Degree Nursing Programs*

BSN University of Chicago

MSN Walden University

PhD Capella University

**Blanca Miller, PhD, MSN, BSN**

*Chair of Undergraduate Nursing*

BSN Iowa Wesleyan University

MSN Southern Illinois University

PhD Nova Southeastern University

**Candace Florence, EdD, MS, BS**

*Health Science Program Director*

BS Indiana State University

MS Indiana State University

EdD Nebraska Methodist College

**Staci Wolfe, PhD, MSW, BSW, LCSW**

*Social Work Program Director*

BSW University of Wisconsin - Oshkosh

MSW University of Kansas

PhD North Dakota State University

**Laura Fuehrmeyer, BS**

*Coordinator, Community Engagement & Continuing Education*

BS Illinois State University

**Academic Affairs Support****Angela McCollum, AAS**

*Administrative Assistant to the Associate Provosts, Chairs, and Faculty*

AAS Spoon River College

*Administrative Assistant to the Provost and Vice Chancellor for Academic Affairs*

**Academic Advising****Karla Heussner, MEd, MBA, BS**

*Director of Academic Advising*

BS Bradley University

MBA Bradley University

MEd University of Minnesota

**Admissions****Alissa Selburg, MS, BS**

*Director of Admissions*

BS Bradley University

MS Illinois State University

**Christine Cash, BS**

*Receptionist and Records Clerk*



BS Western Illinois University

**Center for Student Success**

**Tricia Fox, MA, BA**

*Director of the Center for Student Success*

BA Ball State University

MA Bradley University

**Melissa Williams, BSN**

*Nursing Coordinator of the CSS*

BSN Methodist College

**Center for Teaching and Learning Excellence**

**Michelle Zath, MA, BA**

*Coordinator of Testing Services*

BA Eastern Illinois University

MA Purdue University

**Poonam Patel, BA**

*Testing Associate*

BA University of Illinois

**Alicia Wolfe**

*Office Assistant*

**Dean of Students**

**Andre Allen, MS, BA**

*Dean of Students*

BA Eastern Illinois University

MS Eastern Illinois University

**Library**

**Michelle Nielsen Ott, MS, MTS, BA**

*Director of Library Services*

BA University of Northern Iowa

MTS Vanderbilt University Divinity School

MS University of Wisconsin -Milwaukee

**Registrar's Office**

**Melissa Earnest, MA, MS, BS, NCC, LPC**

*Registrar*

BS University of Wisconsin - Madison

MS University of Wisconsin -Whitewater

MA Northwestern State University

**Hannah Schulte, MS, BA**

*Associate Registrar*

BA Eastern Illinois University

MS Illinois State University

**Becky Collins**

*Registrar Assistant*

**Simulation Learning Centers**

**Matthew Rice, BSN, BFA**

*Director of Simulation and Clinical Learning*

BFA Western Illinois University

BSN Methodist College

**Sabrina Marlin, BSN, BA**

*Clinical Skills Coordinator*

BA Millikin University

BSN Saint Francis Medical Center College of Nursing

**Anaid Sanchez, BSBS**

*Simulation Assistant*

BSBS Methodist College

**Hailey Owen**

*Simulation Coordinator*

**Kia Carpenter**

*MOLLIE Coordinator*

**Faculty**

**Corey Campbell, MA, BA, LCSW**

BA University of Illinois, Champaign, IL

MA Bradley University, Peoria IL

**Kari Endres, MSN, BSN**

BSN Saint Francis Medical Center

College of Nursing

MSN Benedictine University

**Octavian Gabor, PhD, MA**

MA University of Bucharest, Bucharest, Romania

MA Virginia Polytechnic Institute and State University

PhD Purdue University

**Courtney Gehrig, MPH, MBA, BA, AAS, CMA**

AAS Robert Morris University

BA Western Illinois University

MBA Saint Xavier University

MPH Saint Xavier University

**Marjorie Getz, MA, BS, MPHIL, LCPC**

BS University of Maryland

MA Wesleyan University

MPHIL Yale University School of

Medicine

**Lisa Gillespie, MSN, BSN**

BSN Mennonite College of Nursing

MSN Walden University

**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

**Gwen Huls-Fritz, MSN, BSN, CNE**

BSN Valparaiso University

MSN Walden University

**Cathy Jackson-Bruce, MSN, MA, BSN**

BSN Bradley University

MA University of St. Francis

MSN University of Phoenix

**Colleen Karn, MS, BS**

BS Illinois State University

MS Illinois State University

**Jacquie Kauffman, MSN, BSN**

BSN Colorado Technical University

MSN Saint Francis Medical Center College of  
Nursing

**Sara Kimble, MSN, BSN, FACHE**

BSN University of Phoenix

MSN University of Phoenix

FACHE Fellow of the American College of Healthcare  
Executives

**Shalonda Knox, MSN, BSN**

Diploma Methodist School of Nursing

BSN Saint Francis Medical Center College of  
Nursing

MSN Grand Canyon University

**Phoebe Maholovich, MSN, BSN**

BSN Methodist College

MSN Olivet Nazarene University

**Sara Martin, DNP, MSN, BSN**

BSN Bradley University

MSN Olivet Nazarene University

DNP Chamberlain University

**Joy Moss, MSN, BSN**

BSN University of St. Francis

MSN Saint Francis Medical Center College of  
Nursing

**Melissa Mullins, MSN, BSN**

BSN Methodist College of Nursing

MSN Methodist College

**Debra Murphy, MSN, BSN**

BSN Governors State University

MSN Governors State University

**Brenda Mutchler, MSN, BSN**

BSN Methodist College of Nursing

MSN Walden University

**Jenifer Owen, MSN**

MSN Walden University

**Sara Phillips, MSN, BSN**

BSN Methodist College

MSN Chamberlain College of Nursing

**Lisa Pitzer, MSN, BSN**

BSN Methodist College

MSN University of Phoenix

**Claudia Plumer, MSN, BSN**

BSN Methodist College

MSN Saint Francis Medical Center College of  
Nursing

**Lisa Preston, MSN/ED, BSN, CNE**

BSN University of Saint Francis

MSN/Ed University of Phoenix

**Lisa Pumfrey, MS, BA**

BA Bradley University

MS Western Illinois University

**Brandi Prosser, MSN, BSN**

BSN Methodist College

MSN Walden University

**Shelley Riney, MSN, BSN**

BSN Bradley University

MSN Walden University

**Jodie Robinson, DNP, MSN, BSN, ADN**

ADN Blackhawk College

BSN Chamberlain College of Nursing

MSN Western Governors University

DNP Chamberlain College of Nursing

**Felecia Serna, MSN, BSN**

BSN Methodist College

MSN Chamberlain College

**Amber Schappaugh, DM, MA, BS**

BS Midstate College  
MA University of Illinois Springfield  
DM Colorado Technical University

**Amber Schmidt, MSN, BSN**

BSN Mennonite College of Nursing  
MSN University of Phoenix

**Elke Scholz-Morris, PhD, MS**

MS Eberhard-Karls University  
PhD Eberhard-Karls University

**Theresa Schwindenhammer, PhD, MSN, BSN**

BSN Illinois Wesleyan University  
MSN Saint Francis Medical Center College of  
Nursing  
PhD Illinois State University

**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**

BSN Illinois Wesleyan University  
MSN Saint Francis Medical Center College of  
Nursing  
PhD Capella University

**June West, MSN, BSN**

BSN Saint Francis Medical Center College of  
Nursing  
MSN Saint Francis Medical Center College of  
Nursing

**Mary Willis, MSN, BSN**

BSN Methodist College  
MSN Western Governors University

**Courtney Winslow, MSN, BSN**

BSN Pensacola Christian College  
MSN Walden University