

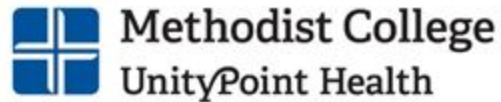
PEORIA

Methodist College

Graduate Handbook and Catalog

2018-2019 Academic Year





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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) 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 complete 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 2018-2019

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

DATE	DAY	MONTH	EVENT NAME
8/13/2018	MON	AUG	Fall Full Semester, NA Term, and 1st 8 Week Classes Begin
8/13/2018	MON	AUG	Fall Online Registration Closes (Students use forms to register)
8/14/2018	TUE	AUG	Last Day to Add a NA Term Class
8/15/2018	WED	AUG	Last Day to Drop a NA Term Class
8/15/2018	WED	AUG	Last Day to Add a 1st 8 Week Class
8/17/2018	FRI	AUG	Last Day to Add a Fall 2018 Full-Term Class
8/17/2018	FRI	AUG	Last Day to Drop a 1st 8 Week Class
8/24/2018	FRI	AUG	Last Day to Drop a Fall 2018 Full-Term Class
9/3/2018	MON	SEP	College Closed: Holiday
9/21/2018	FRI	SEP	Last Day to Withdraw from a First 8 Week Class-Grade of 'W'
9/28/2018	FRI	SEP	Last Day to Withdraw from a NA Term Class-Grade of 'W'
10/5/2018	FRI	OCT	Midterm Grades for Full Semester Classes Due by 4pm
10/5/2018	FRI	OCT	End of 1st 8 Week Classes
10/8/2018	MON	OCT	No Classes: Mid Term Break
10/9/2018	TUE	OCT	No Classes: Mid Term Break
10/10/2018	WED	OCT	No Classes: Mid Term Break
10/11/2018	THU	OCT	Classes Resume
10/11/2018	THU	OCT	2nd 8 Week Classes Begin
10/12/2018	FRI	OCT	Grades for 1st 8 Week Classes Due by 4pm
10/15/2018	MON	OCT	Academic Advising for Spring 2019 Begins
10/15/2018	MON	OCT	College Readmission Priority Deadline
10/15/2018	MON	OCT	Last Day to Add A 2nd 8 Week Class
10/17/2018	WED	OCT	Last Day to Drop a 2nd 8 Week Class
10/19/2018	FRI	OCT	End of NA Term Classes
10/26/2018	FRI	OCT	Grades for NA Term Classes Due by 4pm
10/26/2018	FRI	OCT	Last Day to Withdraw from Full Term Classes--Grade of 'W'
11/1/2018	THU	NOV	Applications for Readmission to the Nursing Program Due
11/5/2018	MON	NOV	Spring 2019 Registration Begins
11/21/2018	WED	NOV	Last Day to Withdraw from a 2nd 8 Week Class-Grade of 'W'
11/22/2018	THU	NOV	College Closed: Holiday

11/23/2018	FRI	NOV	College Closed: Holiday
11/24/2018	SAT	NOV	College Closed: Holiday
11/25/2018	SUN	NOV	College Closed: Holiday
11/26/2018	MON	NOV	Classes Resume
12/3/2018	MON	DEC	Last Day of Full Term Classes
12/4/2018	TUE	DEC	Final Exams for Full Term Classes
12/5/2018	WED	DEC	Final Exams for Full Term Classes
12/6/2018	THU	DEC	Final Exams for Full Term Classes
12/7/2018	FRI	DEC	Last Day for 2nd 8 Week Classes
12/7/2018	FRI	DEC	Final Exams for Full Term Classes
12/8/2018	SAT	DEC	Final Exams for Full Term Classes
12/9/2018	SUN	DEC	Final Exams for Full Term Classes
12/10/2018	MON	DEC	Final Exams for Full Term Classes
12/12/2018	WED	DEC	Final Grades for Anticipated Fall 2018 Graduates Due by Noon
12/14/2018	FRI	DEC	All Grades Due: Full Term & 2nd 8 Week Classes by 4pm
12/15/2018	SAT	DEC	Graduation
12/17/2018	MON	DEC	Winter Term I Begins
12/17/2018	MON	DEC	Last Day to Add or Drop a Winter Term I Class
12/19/2018	WED	DEC	Last Day to Withdraw from a Winter Term I Class-Grade of 'W'
12/21/2018	FRI	DEC	Winter Term I Ends
12/24/2018	MON	DEC	College Closed: Holiday
12/25/2018	TUE	DEC	College Closed: Holiday
12/26/2018	WED	DEC	College Closed: Holiday
12/27/2018	THU	DEC	College Closed: Holiday
12/28/2018	FRI	DEC	College Closed: Holiday
12/29/2018	SAT	DEC	College Closed: Holiday
12/30/2018	SUN	DEC	College Closed: Holiday
12/31/2018	MON	DEC	College Closed: Holiday
1/1/2019	TUE	JAN	College Closed: Holiday
1/2/2019	WED	JAN	Winter Term II Begins
1/2/2019	WED	JAN	Last Day to Add a Winter Term II Class
1/3/2019	THU	JAN	Last Day to Drop a Winter Term II Class
1/4/2019	FRI	JAN	Grades for Winter Term I Classes Due
1/8/2019	TUE	JAN	Last Day to Withdraw from a Winter Term II Class-Grade of 'W'

1/11/2019	FRI	JAN	Winter Term II Ends
1/14/2019	MON	JAN	Spring Full Semester, NA Term, and 1st 8 Week Classes Start
1/14/2019	MON	JAN	Online Registration Closes (Students use forms to register)
1/15/2019	TUE	JAN	Last Day to Add A NA Term Class
1/16/2019	WED	JAN	Last Day to Add a 1st 8 Week Class
1/16/2019	WED	JAN	Last Day to Drop a NA Term Class
1/18/2019	FRI	JAN	Grades for Winter Term II Classes Due
1/18/2019	FRI	JAN	Last Day to Drop a 1st 8 Week Class
1/18/2019	FRI	JAN	Last Day to Add a Spring 2019 Full-Term Class
1/21/2019	MON	JAN	College Closed: Holiday
1/28/2019	MON	JAN	Last Day to Drop a Spring 2019 Full-Term Class
2/22/2019	FRI	FEB	Last Day to Withdraw from a 1st 8 Week Class-Grade of 'W'
3/1/2019	FRI	MAR	Last Day to Withdraw from a NA Term Class-Grade of 'W'
3/8/2019	FRI	MAR	End of 1st 8 Week Classes
3/8/2019	FRI	MAR	Midterm Grades for Full Semester Classes Due by 4pm
3/9/2019	SAT	MAR	Spring Break: No Classes
3/10/2019	SUN	MAR	Spring Break: No Classes
3/11/2019	MON	MAR	Spring Break: No Classes
3/12/2019	TUE	MAR	Spring Break: No Classes
3/13/2019	WED	MAR	Spring Break: No Classes
3/14/2019	THU	MAR	Spring Break: No Classes
3/15/2019	FRI	MAR	Classes Resume
3/15/2019	FRI	MAR	Priority Deadline for Applications for Readmission to the College
3/15/2019	FRI	MAR	2nd 8 Week Classes Begin
3/18/2019	MON	MAR	Academic Advising for Summer and Fall Registration Begins
3/18/2019	MON	MAR	Last Day to Add A 2nd 8 Week Class
3/21/2019	THU	MAR	Last Day to Drop a 2nd 8 Week Class
3/22/2019	FRI	MAR	Grades for 1st 8 Week Classes Due by 4pm
3/22/2019	FRI	MAR	End of NA Term Classes
3/29/2019	FRI	MAR	Grades for NA Term Classes Due by 4pm
3/29/2019	FRI	MAR	Last Day to Withdraw from a Spring Semester Class--Grade of 'W'
4/1/2019	MON	APR	Applications for Readmission to the Nursing Program Due
4/8/2019	MON	APR	Summer Registration Begins
4/15/2019	MON	APR	Fall registration Begins

4/19/2019	FRI	APR	College Closed: Holiday
4/20/2019	SAT	APR	Classes Resume
4/26/2019	FRI	APR	Last Day to Withdraw from a 2nd 8 Week Class-Grade of 'W'
5/6/2019	MON	MAY	Last Day of Full Term Classes
5/7/2019	TUE	MAY	Final Exams for Full Term Classes
5/8/2019	WED	MAY	Final Exams for Full Term Classes
5/9/2019	THU	MAY	Final Exams for Full Term Classes
5/10/2019	FRI	MAY	Last Day of 2nd 8 Week Classes
5/10/2019	FRI	MAY	Final Exams for Full Term Classes
5/11/2019	SAT	MAY	Final Exams for Full Term Classes
5/12/2019	SUN	MAY	Final Exams for Full Term Classes
5/13/2019	MON	MAY	Final Exams for Full Term Classes
5/15/2019	WED	MAY	Final Grades for Anticipated Spring 2019 Graduates Due by Noon
5/17/2019	FRI	MAY	All Grades Due: Full Term & 2nd 8 Week Classes by 4pm
5/18/2019	SAT	MAY	Graduation
5/20/2019	MON	MAY	Summer I Term Begins
5/20/2019	MON	MAY	May Term Classes Begin
5/20/2019	MON	MAY	Summer NA Term Begins
5/21/2019	TUE	MAY	Last Day to Add May Term Classes
5/21/2019	TUE	MAY	Last Day to Add Summer NA Classes
5/22/2019	WED	MAY	Last Day to Drop May Term Classes
5/22/2019	WED	MAY	Last Day to Drop Summer NA Classes
5/24/2019	FRI	MAY	Last Day to Add a Summer I Class
5/27/2019	MON	MAY	College Closed: Holiday
5/28/2019	TUE	MAY	Last Day to Withdraw from May Term Classes--Grade of 'W'
5/31/2019	FRI	MAY	Last Day to Drop a Summer I Class
5/31/2019	FRI	MAY	Last Day of May Term Classes
6/10/2019	MON	JUN	Summer II Classes Begin
6/10/2019	MON	JUN	May Term Grades Due
6/12/2019	WED	JUN	Last Day to Add a Summer II Class
6/14/2019	FRI	JUN	Last Day to Drop a Summer II Class
6/28/2019	FRI	JUN	Last Day to Withdraw from a Summer I Class--Grade of 'W'
6/28/2019	FRI	JUN	Last Day to Withdraw from Summer NA Classes--Grade of 'W'
7/4/2019	THU	JUL	College Closed: Holiday

7/19/2019	FRI	JUL	Last Day to Withdraw from a Summer II Class--Grade of 'W'
7/19/2019	FRI	JUL	Last Day of Summer NA Classes
7/26/2019	FRI	JUL	Summer NA Grades Due
7/29/2019	MON	JUL	Last Day of Summer I Classes
7/30/2019	TUE	JUL	Final Exams for Summer I Classes
7/31/2019	WED	JUL	Final Exams for Summer I Classes
8/1/2019	THU	AUG	Final Exams for Summer I Classes
8/2/2019	FRI	AUG	Final Exams for Summer I Classes
8/2/2019	FRI	AUG	Last Day of Summer II Classes
8/3/2019	SAT	AUG	Final Exams for Summer II Classes
8/4/2019	SUN	AUG	Final Exams for Summer II Classes
8/5/2019	MON	AUG	Final Exams for Summer II Classes
8/9/2019	FRI	AUG	Final Grades for Summer I & Summer II Classes Due
8/10/2019	SAT	AUG	Graduation Posted for Summer Graduates

Methodist College Academic Calendar 2019-2020

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 2018 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 2018 Full-Term Class
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
10/4/2019	FRI	OCT	End of 1st 8 Week Classes
10/7/2019	MON	OCT	No Classes: Mid Term Break
10/8/2019	TUE	OCT	No Classes: Mid Term Break
10/9/2019	WED	OCT	No Classes: Mid Term 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 2019 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'
11/1/2019	FRI	NOV	Applications for Readmission to the Nursing Program Due
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'
11/27/2019	WED	NOV	College Closed: Holiday
11/28/2019	THU	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	Last Day for 2nd 8 Week 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
12/9/2019	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
12/24/2019	TUE	DEC	College Closed: Holiday
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 Start
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 2019 Full-Term Class
1/20/2020	MON	JAN	College Closed: Holiday
1/27/2020	MON	JAN	Last Day to Drop a Spring 2019 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'
3/6/2020	FRI	MAR	End of 1st 8 Week Classes
3/6/2020	FRI	MAR	Midterm Grades for Full Semester Classes Due by 4pm
3/7/2020	SAT	MAR	Spring Break: No Classes
3/8/2020	SUN	MAR	Spring Break: No 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'
3/30/2020	MON	MAR	Applications for Readmission to the Nursing Program Due
4/6/2020	MON	APR	Summer & Fall Registration Begins
4/10/2020	FRI	APR	College Closed: Holiday
4/13/2020	MON	APR	Classes Resume
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	Last Day of 2nd 8 Week 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	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 2019 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, RN-BSN, & 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
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
7/17/2020	FRI	JUL	Last Day to Withdraw from a Summer II Class--Grade of 'W'
7/17/2020	FRI	JUL	Last Day of Summer NA Classes
7/24/2020	FRI	JUL	Summer NA Grades Due
7/27/2020	MON	JUL	Last Day to Withdraw from a Summer I Class--Grade of 'W'
8/3/2020	MON	AUG	Last Day of Summer II Classes

8/10/2020	MON	AUG	Last Day of Summer I Classes
8/11/2020	TUE	AUG	Final Exams for Summer I Classes
8/12/2020	WED	AUG	Final Exams for Summer I Classes
8/13/2020	THU	AUG	Final Exams for Summer I Classes
8/14/2020	FRI	AUG	Final Exams for Summer I Classes
8/15/2020	SAT	AUG	Graduation Posted for Summer Graduates
8/17/2020	MON	AUG	Final Grades for Summer I & Summer II Classes Due
8/24/2020	MON	AUG	Fall 2020 Classes Begin

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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. Darrin Autry	Chair
Ms. Leanne Skuse	Vice Chair
Mr. Brian Mooty	Secretary
Dr. James Dire	Chancellor
Mr. Ronald Ball	
Dr. Jerry Bell	
Ms. Melissa Bloom	
Dr. Mary Harvey	
Ms. Pam Howe	
Mr. Jim Lynch	
Mr. Robert Quinn	
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. Pamela Ferguson	Associate Provost and Dean of Nursing and Health Professions
Dr. Debra Stark	Associate Dean of Nursing
Vacant	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.

S – Seize Opportunities

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

Federal Regulations and Compliance

Equal Opportunity/Non-Discrimination

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

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

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

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 the Registrar.

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. Transfer credits are evaluated according to guidelines for articulation by each academic department.

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 three program options to choose from: [Master of Science in Nursing: Nurse Educator](#), [Nurse Leader Executive](#) or [Generalist](#).

The Bachelor of Science in Nursing (BSN) degree includes the four-year pre-licensure 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®. 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 Bachelor of Science in Health Science degree offers a concentration in healthcare administration, and a completion program with an emphasis in leadership. These options prepare students for a broad array of leadership and management positions in healthcare.

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 School of Nursing. 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 Generalist 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.

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 nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE). The master's degree program is accredited by the Commission on Collegiate Nursing Education. 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 Campus Activities (NACA)
- 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

Graduate Nursing Core Courses		Credit Hours
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
Direct Care Courses		Credit Hours
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
Functional Area Courses for Nurse Educators		Credit Hours
N640	Curriculum Development, Instructional Design, and Assessment of Student Learning for the Nurse Educator	4
N650	Professional Dimensions of the Nurse Educator	1
N695	Academic Nurse Educator Internship	4 (0 theory/4 practicum)
Total Credit Hours for Nurse Educator Functional Area Content		9 Credit Hours
Total Credit Hours for MSN, Nurse Educator Program		35 Credit Hours

**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

Graduate Nursing Core Courses		Credit Hours
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
Functional Area Courses for Nurse Leader Executive		Credit Hours
N541	Performance Improvement	4
N542	Human Resources	3
N641	Strategic Planning	3
N642	Financial Management for the Nurse Executive	3
N643	Nurse Leader Executive	1
N6XX	Internship for the Nurse Professional	4 (0 Theory/4 Practicum)
Total		18 Credit Hours
Total Credit Hours for MSN, Nurse Leader Executive		35 Credit Hours

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 21 credit hours in the foundational courses and a selection 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 of 35 credit hours.

Program Overview:

The Master of Science in Nursing: Generalist 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. 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 on the courses chosen by the student from each area.

Courses and Credit Hours:

MSN Generalist: CIP Code: 51.3801

Graduate Nursing Core Courses		Credit Hours
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
Functional Courses chosen from offered tracts		18 Credits
Total Credit Hours for MSN Generalist		35 Credit Hours

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 35 credit hours.

Admissions

Admissions

Master of Science in Nursing

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 including a writing sample.
2. Provide evidence of having earned a Baccalaureate Degree in Nursing from a regionally-accredited institution with a nationally-accredited program.
 - a. 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.
3. Submit official transcripts from all previously attended post-secondary institutions of education.
4. Have a current, unrestricted licensure to practice as a Registered Nurse in Illinois.
5. Submit a favorable letter of reference from a professional contact.
6. Submit a favorable letter of reference from a personal or academic contact.
7. Pay a non-refundable application fee.

Complete and send all documents to the Office of Admissions. All requirements for admission to the Master of Science in Nursing program must be met before students will be considered for admission.

Application Process

Methodist College enrolls students whose goals reflect and are in accordance with the Methodist College mission. While experiencing and engaging in the Methodist College vision of excellence for the future of nursing and health sciences education MSN students will enact the values of: Human Dignity, Integrity, Inquiry, and Social Justice.

- All candidates are required to show support of Methodist College mission and core values in written two-page APA format written document of a personal statement demonstrating critical thinking, communication, and a solid foundation of writing for achieving a MSN, and future academic or clinical staff employment.
- Submit a complete packet with the documentation evidence of the above admission requirements and the written document of a personal statement paper. When all required admission requirements and materials are on file, the MSN Admissions committee will review the materials and notify the applicant in writing of its decision- usually within three weeks.
- Application packets must be received by deadlines on the MSN calendar.

Admission Process

1. The Director of Admissions will assemble the admission packet and submit it to the Associate Dean of Nursing.
2. The Associate Dean of Nursing will notify the Graduate Program Nursing Committee and schedule a meeting.
3. The Graduate Nursing Committee will vote on the admission recommendations for each candidate.
4. The recommendations for each candidate will be given to the Associate Dean of Nursing.

5. The Associate Dean of Nursing, with advisement from the Graduate Nursing Committee, will assign a faculty mentor to each Master's student.
6. The mentor will contact and make arrangements to meet with the Master's student.

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 Associate Provost and Dean of Nursing in Health Professions.
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.

Additional Requirements

Upon acceptance to the program and prior to the enrollment in courses, please note these additional requirements:

- Student liability insurance must be purchased prior to enrollment and maintained throughout the program.
- Additional pre-admission/pre-enrollment requirements may be needed. Please contact the Office of Admissions for additional information.
- Graduate students must comply with all health requirements of Methodist College.

Health Records

The following health records are required:

- Measles, Mumps, and Rubella (MMR) Two doses
- Tetanus, Diphtheria, and Pertussis (Tdap) vaccine: current
- Meningococcal vaccine (for students born after 1995)

Health Records Compliance

It is each student's responsibility to be compliant with the health record policy and to be up-to-date with all immunizations and clinical/internship requirements. An updated health record status (including upcoming renewal dates) can be viewed in each student's CastleBranch portal. Failure to remain compliant with the health records policy could result in any of the following: a registration hold, removal from classes, inability to attend clinical/internship.

Health Records Exemption

Should a student need an exemption from a particular requirement, they must submit a completed Student Health Requirement Exemption form (available from the Receptionist and Records Clerk). Only completed forms with a health care provider's signature will be accepted. Approval of exemption is at the discretion of the Receptionist and Records Clerk and the academic program coordinator. Requests will be approved or denied within two business days of receipt of completed form.

Bridge Programs

Pre-Licensure 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 including a writing sample as defined in the graduate handbook.
3. Pay a non-refundable application fee.
4. Submit official transcripts from all previously attended post-secondary institutions of education demonstrating a cumulative GPA of 3.0 or higher if such institutions have been attended.
5. Complete and send all documents to the 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.

Pre-licensure Second Degree BSN to MSN Progression Requirements

The Pre-licensure 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 pre-licensure BSN to Master's program, but may remain enrolled in the pre-licensure BSN program if the student's performance meets the stated academic progression requirements for the program.
4. Students will graduate with the BSN degree upon successful completion of the required courses in the curriculum and have successfully completed 120 credit hours of the plan of study.
5. To continue in the MSN courses, 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 Pre-Licensure 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 including a writing sample as defined in the graduate handbook.
2. Pay a non-refundable application fee.
3. Provide evidence of educational preparation (diploma or associate'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.

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.

Tuition Refund Policy

Full refunds will be made for individual classes cancelled by Methodist College. Full refunds will also be granted to those students dropping a course before the first scheduled day of classes. A refund timeline for weeks one through three of each semester is listed below. No refund will be granted for classes dropped after the end of the third week of classes.

2018-2019 Tuition Refund Schedule

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

Fall 2018 Terms	
Drop Period (16-week or 1st 8-week class sessions)	Refund %
On or before 8/20/2018	100
8/21/2018 - 8/27/2018	75
8/28/2018 – 9/4/2018	50
9/5/2018	0
Drop Period (2nd 8-week class session)	Refund %
On or before 10/18/2018	100
10/19/2018 - 10/25/2018	75
10/26/2018 - 11/1/2018	50
11/2/2018	0

Winter 18/19 Terms	
Drop Period (December 2018 Term I)	Refund %
On or before 12/17/2018	100
12/18/2018	75
12/19/2018	0
Drop Period (January 2019 Term II)	Refund %
On or before 1/2/2019	100
1/3/2019-1/4/2019	75
1/5/2019-1/7/2019	50
1/8/2019	0

Spring 2019 Terms	
Drop Period (16-week or 1st 8-week class sessions)	Refund %
On or before 1/22/2019	100
1/23/2019 - 1/29/2019	75
1/30/2019 - 2/5/2019	50
2/6/2019	0
Drop Period (2nd 8-week class session)	Refund %
On or before 3/25/2019	100
3/26/2019 - 4/1/2019	75
4/2/2019 - 4/8/2019	50
4/9/2019	0

Summer 2019 Terms	
Drop Period (May 2-Week Session running 5/20/19 to 5/31/18)	Refund %
On or before 5/22/2019	100
5/23/2019	75
5/24/2019	50
5/25/2019	0
Drop Period (Summer Term I 9-Week Session running 5/20/18 to 7/29/18)	Refund %
On or before 5/28/2019	100
5/29/2019 - 6/4/2019	75
6/5/2019 - 6/11/2019	50
6/12/2019	0
Drop Period (Summer Term II 7-Week Session running 6/10/18 to 8/2/18)	Refund %
On or before 6/17/2019	100
6/18/2019 - 6/24/2019	75
6/25/2019 - 7/1/2019	50
7/2/2019	0

Graduate Tuition and Fee Schedule*

Tuition

\$740 per credit

Fees

Application Fee	\$50
Intent Deposit	\$100
Laboratory Fee	\$110/semester
Technology Fee	\$225/semester
Student Development Fee	\$75/semester
Testing Fee	\$335/semester
Internship Course Fee	\$100
Graduation Fee	\$200 (final semester only)
Parking Fee	\$60/year

Other Fees (if applicable)

Late Payment Fee	\$50 (noted above)
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
Laptop	\$500 to \$2,500
Malpractice/Liability Insurance	\$35 annually (est.)
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 time of purchase)

*Subject to change without notice.

Prairie Sky Apartments

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
4BR/2BA 4 Students (Single BR)	\$620 per person, per month/12-month term

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.

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 the disposable equipment and supplies used in laboratory classes, the Learning Resource 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 the 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. A student's successful degree completion is our goal. Understanding financial aid options is part of that success.

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

- Facilitating externally funded tuition payment options (federal and state student loans, grants, scholarships and work study)
- Completing certifications for 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 of outside scholarship options

In the school release section of the FAFSA students must indicate Federal school code **006228** for the Methodist College.

*Students at Methodist College interested in applying for federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) form 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.

Financial Aid Programs

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. To be considered for this loan program, a student must complete the Free Application for Federal Student Aid (FAFSA*). Graduate students are eligible only for *unsubsidized* student loans.

Federal Direct PLUS Loans for Graduate Students

Graduate students may apply for a PLUS Loan. A minimum of half-time enrollment is required along with other eligibility requirements including a credit check for adverse credit history. Adverse credit history is determined if a debt is more than 90 days delinquent or if, within 5 years of the date of the credit report, a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment, or write-off of a Federal Student Aid debt (for example, a Direct Loan or Federal Stafford Loan) are part of a credit history. It is possible to obtain an endorser (cosigner) in some cases of adverse credit history.

Scholarships and Grants

Graduate students are eligible for many types of scholarships and grants. Please see the Methodist College website at www.methodistCOL.edu for scholarship opportunities. Many

search sites exist but www.fastweb.com is also an excellent resource for scholarship opportunities.

Each Illinois County has grant funds available to help with college. These funds are competitive and have eligibility requirements set by an outside agency. To find an office that can assist, visit www.servicelocator.org and type in your zip code.

Veteran's Benefits

The financial aid office can assist with VA Benefit Eligibility. There are specific processes to determine eligibility and the financial aid office can assist with all of these.

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- Facilitating externally funded tuition payment options (federal and state student loans, grants, scholarships and work study)
- Completing certifications for 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
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Students at Methodist College interested in applying for federal financial aid must complete Free Application for Federal Student Aid (FAFSA) form 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.

Satisfactory Academic Progress

General Information

Eligibility for financial aid requires that a student meets the Satisfactory Academic Progress 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). All students of Methodist College are evaluated for compliance with this policy. Evaluations are completed at the end of each academic semester, and at the time of disbursement of any benefits. The policy consists of a completion requirement, a grade point average requirement, and a maximum time frame requirement. This policy supersedes all previous policies.

Completion (Pace) Requirement

For the purposes of this policy, completion is defined as grades of A or B. Grades of C or lower, W or I are not calculated toward the student meeting the pace requirement for Financial Aid, Satisfactory Academic Progress. Pace is calculated by taking the total number of hours

completed and dividing by the total hours attempted. To meet the pace requirement, students must maintain pace per the requirements listed below:

<u>Total Hours Earned</u>	<u>Pace</u>
1-15	50%
16-27	60%
28-35	70%

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 Time Frame Requirement

The maximum time frame a student has to complete their degree is five years. The maximum time frame requirement is a Title IV requirement only. This rule does not apply to veterans benefits.

Satisfactory Academic Progress Warning

A student may stay on Satisfactory Academic Progress Probation for one semester. If the student fails to meet good standing in the subsequent semester, he/she is automatically placed on Satisfactory Academic Progress Denial status. A student is eligible for all types of educational benefits while on Satisfactory Academic Progress Probation.

Satisfactory Academic Progress Denial

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

Student Appeals for SAP

A student may write to appeal his/her Satisfactory Academic Progress Denial. The letter should be written to the Director of Financial-Aid and include the following; a narrative explaining why the student failed to meet the Satisfactory Academic Progress Policy requirements, a description of what the student will do to ensure he/she will regain good standing, and any other relevant supporting documentation. If the appeal is denied, the student may further appeal by making an appointment with the Vice Chancellor for Finance and Chief Financial Officer. The Vice Chancellor for Finance and Chief Financial Officer will render a decision within seven working days of receiving the request from the student. All decisions made by the Vice Chancellor for Finance and Chief Financial Officer are final. If the appeal is granted, the student will be placed on Satisfactory Academic Progress Probation and an academic plan 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. If the student does not regain good standing within the semester, the Director of Financial-Aid will place the student on Satisfactory Academic Progress Denial again.

Enrollment Status

Six credits are considered a full-time graduate load. To receive financial aid, students must be enrolled at least half-time (i.e., 4 credits). Loan deferment may also require full or half-time status. Eligibility varies with financial aid programs and students should contact their lender for requirements.

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 one's own classes nor sitting out for an enrollment period is sufficient for a student to re-establish eligibility for Financial Aid.

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.
 - \$10.00 for each postal-mailed transcript request.
 - 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.

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 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 35 credit hours of required courses. Students must complete at least 26 credit hours of the required 35 credit hours at Methodist College. A maximum of nine required degree credit hours may be accepted as transfer credits upon approval by the Provost and Vice Chancellor for Academic Affairs.
2. Achievement of a cumulative grade point average of 3.0 or higher on all college work leading to the Master of Science in Nursing.
3. 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 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

New (first semester) students who do not attend classes during the first week of their initial enrollment 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.

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. A Methodist College nursing course may be repeated only once, and a withdrawal counts as an attempt. Methodist College does not use a 'repeat-delete' approach to calculating cumulative GPA.

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

Campus Life and Support Services

Campus Life

Residence Life

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

The complex is located at 7700 N. Academic Drive, Peoria, Illinois, 61615, north of the main campus building. Prairie Sky Apartments offers one, two, and four bedroom options in a convenient location. These affordable private bedroom options come fully furnished. The complex is located in the Grand Prairie community of Peoria which includes retail, entertainment, lodging, and food.

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

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

Room Assignments for Residential Life

Priority for room assignments will be based on the following factors:

- Assignment is dependent upon space availability.
- First priority is extended to current residents, then based on date of application.
- Continuing senior residents have priority of junior residents; continuing junior residents have priority over continuing sophomore residents; continuing sophomore residents have priority over continuing freshmen residents.

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

Student Health Insurance

In the United States, pursuant to the Affordable Care Act (ACA), all individuals are required to hold a current health insurance plan. Meeting this mandate is the responsibility of the student. Methodist College does not provide any direct student health insurance to its students. Student should visit the official Healthcare.gov website to get information on getting coverage under the ACA : www.healthcare.gov. For more information on the Healthcare Marketplace, please go to the Welcome Window, room W104.

Any issues involving the administration, coverage, or payment of the policy acquired through the Healthcare Marketplace is handled between the student and the provider. Methodist College is not responsible for any unpaid or uncovered services.

Student Government Association (SGA)

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

Multicultural Student Union (MCSU)

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

Student Nursing Organizations

Student Nurses' Association (SNA)

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

Sigma Theta Tau Honor Society

Sigma Theta Tau International (STTI) is the only worldwide International Honor Society of Nursing. STTI promotes global health through nursing knowledge, scholarship, and a commitment to professional development. The Methodist College Phi Phi chapter is one of 486 existing STTI chapters with members in more than 90 countries.

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

Support Services

Campus Safety

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

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

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

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

In addition, campus security is maintained by using security cameras to monitor entrances and parking lots. This is monitored in the Campus Security Offices.

Campus Security maintains visibility by patrolling the campus regularly on foot or in marked security vehicles. To help maintain a safe and secure campus, reasonable precaution for one's safety needs to be exercised by faculty, students, staff, and visitors. Campus Security can be reached at 309-672-4500.

Parking Tips

(P) Park in visible areas.	(S) Start your car after locking doors.
(A) Ask for an escort.	(A) Always have your cell phone with you.
(R) Remove valuables from car.	(F) Find your keys before you walk.
(K) Keep calm and ready.	(E) Examine your surroundings and car.

Personal Counseling

In an effort to promote the holistic development of the student, Methodist College recognizes that students may need counseling services to better manage personal or student-related stress. Methodist College employs a full-time counselor to assist students. Counseling services are provided by the Director of the Office of Access, Support, and Inclusion Services located in office W158.

Simulation and Clinical Practice Centers

Methodist College has a Clinical Practice Center (CPC) and a Center for Simulation. Each is equipped to provide students with opportunities to acquire and enhance clinical skills in a variety of simulated settings. This is accomplished through the use of instructional technology, the application of critical thinking scenarios, and other methods that facilitate clinical assessment and decision-making in clinical practice. Students are supervised by experienced professional

staff and faculty while gaining confidence in skill development and application in the CPC setting. Check the schedule for hours of operation designed to offer support to Methodist College students. The Centers are closed on days that Methodist College is closed.

Library

The library is located at the center of Methodist College, adjacent to the Commons area. It serves as a collaborative learning space and an excellent resource for students, faculty, and staff.

Space

The College's library offers students a quiet place for individual or group study with table and carrel seating. Students may also reserve study rooms found within the library and Student Commons through the library's website or at the library's circulation desk. The library provides access to desktop computers, printer and copy machine. Students can also wirelessly print to the library's printer.

Resources

The library has a targeted collection of over 5,000 physical items including: books, magazines, videos, and other objects to meet the academic needs of the College. The library also provides on-campus and remote access to more than 50 databases, 95,000 e-journals, 340 academic e-books, 25,000 popular reading e-books, and many more additional e-resources including: video, audio and digital images. Library staff creates research guides with tutorials and research help available on the library's website

Reference

Library staff are trained to help individuals find information from a variety of sources. Reference questions and research advisory is available in the library, by phone or e-mail. Call (309) 672-4937 or e-mail mclibrary@methodistcol.edu during the hours of operation and staff will assist as quickly as possible.

Reserves

Many course textbooks, along with material for class assignments, are placed on reserve at the circulation desk. Reserve items may not leave the campus.

Library Instruction

Classroom instruction, group sessions and one-on-one consultations are available to assist students on how to best use library resources. To schedule one of these sessions, call (309) 672-4937 or e-mail mclibrary@methodistcol.edu.

Interlibrary Loan (ILL)

In an effort to provide expanded access to information, the library provides interlibrary loan (ILL) for all students, staff and faculty. The purpose of ILL service is to locate and obtain documents from other libraries to lend to Methodist College students and faculty. ILL requests may be made through the library's website, at the circulation desk, or by e-mail at mclibrary@methodistcol.edu.

Academic Advising Program and Mentoring Program

The mission of the advising program at Methodist College is to empower students to become self-directed learners and decision makers who will develop and implement sound educational and career plans consistent with their personal values, goals and career aspirations in healthcare.

Master's students will be assigned to a Faculty Mentor. The Faculty Mentor/Student relationship will focus on research, career and professional development as well as on the prescriptive tasks of building schedules, course conflicts, and resource referrals. Faculty Mentors will adjust students' graduation plans as needed and will initiate conversations regarding application for degree, registration for important exams and other requirements related to entry into the professional field of healthcare. Students may meet with their Faculty Mentor at their discretion at any point throughout their college experience. While Faculty Mentoring appointments are not required for registration, they are strongly recommended for successful degree completion. There are circumstances where continuing students will be required to meet with their Faculty Mentor.

- Students who receive a C in any course at mid-term must meet with their Faculty Mentor.
- Students who receive a C as a final grade must meet with their Faculty Mentor prior to enrollment in the next semester's coursework.
- Students on probation must meet with their Faculty Mentor prior to enrollment in the next semester's coursework.

Any questions related to the mentoring experience should be brought to the Provost and Vice Chancellor of Academic Affairs.

Forms that must be signed by the faculty mentor include:

- Course Add/Drop forms
- Withdrawal forms and Leave of Absence Forms

Center for Student Success

The Center for Student Success (CSS) offers free academic assistance to all Methodist College students in a welcoming and supportive environment. The CSS staff is trained in providing tutorial assistance in subjects such as mathematics, biological and physical sciences, nursing, as well as paper editing and writing assistance. The CSS offers both professional and peer/student staff to meet student needs.

CSS tutors, writing tutors, and supplemental instruction leaders are available to assist students via one-on-one or group tutoring (in person or online), various workshops, academic planning and goal setting, and skills assessments. CSS services include supplemental instruction (SI) for various courses in locations around campus, as well as a writing center.

The CSS facilities include a quiet study lounge and tutor offices (W172, W174, and W178). CSS hours may vary, so please check with the Director or Coordinator for times and locations.

Career Placement

All students are assisted with career placement prior to graduation from Methodist College. In addition, recruitment fairs attended by area hospitals and healthcare institutions provide the

students with a variety of job opportunities. Services include mock interviews, resume review, cover letter preparation, dress for success coaching, and a listing of open positions for graduating students and full and part-time positions current students may qualify for. Students may contact the Dean of Students for assistance with career placement.

Disability Services

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

Computer Laboratory

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

Laptop Requirements for Students

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

The minimum laptop requirements are:

(Note: The 2018 MacBook Pro and Non-Surface Pro devices are not supported)

- CPU: Minimum processor: Intel Core i3, AMD Athlon II
- RAM: 4 Gigabytes (GB)
- Hard Drive Space: 120 Gigabytes (GB)
- Minimum Display: 13 inches
- Wireless: 802.11 g/n/ac
- Operating System: Windows 10* or OS X 10.11, 10.12, 10.13 for Macintosh computers.
- Microsoft Office is required; MS Office 365 can be obtained free of charge through the college. Please submit a student IT support ticket for directions on how to acquire your free copy.

(Windows RT and Windows 10 S are not supported)

Course Descriptions

N500 Theoretical Foundations in Nursing

3 Credit Hours (Essential I) (Program Outcomes 1 and 6; Nurse Leader Executive Program Outcomes)

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 (Essential I, VIII & IX) (Program Outcomes 1, 2 and 8)

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. This course includes three credits of theory and one credit of clinical, a total of 45 clock hours of clinical.

N520 Advanced Pathophysiology

3 Credit Hours (Essential I & VIII) Program Outcomes 1, 7, 8 and 9)

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 (Essential I) (Program Outcomes 5, 6, 8 and 9)

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.

N541 Performance Improvement

4 Credit Hours (Essential III) (Nurse Leader Executive Program Outcomes 2 and 5)

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 (Essential II) (Nurse Leader Executive Program Outcomes 1 and 2)

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 (Essential I, VI, VII & VIII) (Nurse Educator Program Outcomes 3, 7, and 9; Nurse Leader Executive Program Outcome 4)

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 (Essentials II and III) (Nurse Educator Program Outcomes 1, 3 and 6; Nurse Executive Leadership Program Outcomes 1 and 3)

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.

N620 Technologies in Nursing Practice and Nursing Education

2 Credit Hours (Essential I & V) (Nurse Educator Program Outcomes 2, 4, 6 and 10; Nurse Leader Executive Program Outcomes 1 and 3)

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 (Essential IV) (Nurse Educator Program Outcomes 1, 4 and 5; Nurse Leader Executive Program Outcomes 1 and 3)

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 (Essential IV) (Nurse Educator Program Outcomes 4, 5 and 6; Nurse Leader Executive Program Outcomes 1 and 3)

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.

N640 Curriculum Development, Instructional Design, and Assessment of Student Learning for the Nurse Educator

4 Credit Hours (Essential II and III) (Program Outcomes 1, 2, 3, 4, 5 and 6)

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 (Essentials I, II, IV) (Nurse Leader Executive Program Outcomes 3 and 4)

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 (Essentials II, III, VII) (Nurse Leader Executive Program Outcomes 1 and 3)

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.

N643 Nurse Leader Executive

1 Credit Hour (Essentials II) (Nurse Leader Executive Program Outcome 1 and 4)

The professional dimensions of the nurse executive leader course engages the student through a four-phase process of Transitional Involvement, Professional involvement, Engagement, and Commitment. The executive nurse leader assume leadership roles by increasing service on committees, seeking elected office, and influencing policy. Professional performance role development includes aspects of contemporary practice concerns related to ethics, culturally congruent practice, education, evidence-based practice and research, quality of practice, communication, leadership, collaboration professional practice evaluation, resource utilization and environmental health. Key insights into becoming a professional nurse executive leader and building a goodness –of-fit between organizational external and internal pervasive relationships and circumstances complete the four-phase or process applied to a broader world.

N650 Professional Dimensions of the Nurse Educator

1 Credit Hour (Essentials II and VII) (Program Outcomes 1, 4, 5, 6 and 10)

This course assists the educator to consider and address those aspects of education that are outside the paradigm of instructional design. Learners examine the triad of components impacting teacher evaluation: teaching, service, and scholarship. Additional areas of study include career mapping and goal setting, mentorship, classroom management, legal issues specific to nursing education, workload, academic freedom, and intellectual property.

N695 Academic Internship for the Nurse Professional

4 Credit Hours (Essential IX) (Nurse Educator Program Outcomes 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10; Nurse Leader Executive Program Outcomes 1, 2, 3, 4, 5)

This course enables the learner to practice theory in the educational environment of a nurse professional. Learners are paired with either a nurse educator preceptor or a nurse leader/executive depending on their study focus. In the educational setting the learners prepare and present content for classroom or online delivery and participate in activities related to the common processes of an educational unit-i.e. committee work, accreditation, and course management. In the leader/executive role the learner will participate in the daily operations of the leader and prepare specific projects developed by the learner, faculty, and nurse leader. The learner will chronicle the learning experiences in the electronic professional portfolio.

This course includes three credits of practicum experiences (180 clock hours) and one credit of theory (15 clock hours).

Methodist College Personnel

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PhD The Johns Hopkins University

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