



METHODIST COLLEGE
GRADUATE NURSING
STUDENT HANDBOOK
FALL 2022



Welcome to the Graduate Nursing Program

Dear Methodist College Nursing Students,

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

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

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

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

Sincerely,

Dr. Blanca Miller, PhD, RN
Dean of Nursing - Methodist College
BMILLER@METHODISTCOL.EDU

CHARACTERISTICS & DEFINITIONS

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

ORGANIZATION AND GOVERNANCE

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

MISSION STATEMENT

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

OUR VISION

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

METHODIST COLLEGE VALUES

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

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

Inquiry: An active process of exploration and investigation that leads to understanding and construction of knowledge through one's life.

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

UNITYPOINT HEALTH VALUES (FOCUS)

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

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

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

U – Unity Point Health!

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

INSTITUTIONAL GOALS

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

Methodist College Information

NURSING PROGRAM ACCREDITATION

The baccalaureate degree program in nursing and master's degree program in nursing at Methodist College is accredited by the Commission on Collegiate Nursing Education.



Commission on Collegiate Nursing Education

655 K Street, NW, Suite 750

Washington, DC 20001

Phone: 202-887-6791

<http://www.ccneaccreditation.org>

State of Illinois Approval of Prelicensure Bachelor's and Master's of Science Degree in Nursing

The College is approved by the Illinois Board of Higher Education and the Illinois Department of Professional Regulation to grant the prelicensure Bachelor's and Master's of Science degree in nursing.

Illinois Board of Higher Education

1 N. Old State Capitol Plaza, Suite 333

Springfield, IL 62701-1377

Phone: 217-782-2551

www.ibhe.org

[How to Register a complaint with IBHE](#)

Illinois Department of Financial and Professional Regulation

320 West Washington, 3rd Floor

Springfield, IL 62786

Phone: 1-888-473-4858

www.idfpr.com

Graduate Nursing Program Information

NURSING PROGRAM PHILOSOPHY

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

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

PERSON

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

ENVIRONMENT

Florence Nightingale first established the significance of environmental factors in relation to health in the 1860's. The environment constitutes all internal and external conditions, circumstances and influences surrounding and affecting a person. The relationship between the person and the environment is ongoing and reciprocal. A client's interaction within a specific environment may have either positive or negative effects on the client's health and healthcare needs.

Nursing takes place in a variety of settings, home care, community care, acute care and within the context of global healthcare concerns. Nursing professionals must understand the significance of internal and external environmental diversity as they care for each unique client and prioritize the client's needs for care. This may be accomplished through observation of cues, formulation, and evaluation of hypotheses, taking action, and evaluating the outcomes of nursing care.

HEALTH

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

NURSING

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

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

NURSING EDUCATION

Nursing education is a dynamic process that focuses on safe and effective culturally appropriate and evidence-based client care. Critical analysis enables the learner to recognize meaningful cues to take appropriate actions in a variety of situations and to evaluate the outcomes. The student is a self-directed adult learner that is provided the opportunity to build knowledge, skills, and attitudes. The baccalaureate and master's curriculum at Methodist College prepares the professional nurse generalist to be a successful leader in providing holistic care, understanding the healthcare environment, and adapting to meeting the challenges of the world. The faculty serve as resources, facilitators, and mentors. Faculty feel that learning is best fostered in a discovery-based environment with collaboration between faculty and students that promotes mutual respect.

EQUAL OPPORTUNITY/EQUAL ACCESS

Without regard to race, color, gender, sexual orientation, creed, age, religion, marital status, national origin, or disability, Methodist College commits to the following:

Methodist College is an equal access/equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state legislation pertaining to non-discrimination.

Methodist College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.

The equal opportunity principle applies to students, applicants for admission, applicants for employment, employees, and otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services, and all other appropriate areas in which the college is involved.

Methodist College prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, the college prohibits any form of discrimination based on sexual orientation or religion, and assures reasonable accommodation of religious observances,

practices, and beliefs of individual students and employees in regard to admission, class attendance, scheduling of examinations, and work assignments.

Methodist College is in compliance with the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967.

METHODIST COLLEGE SERVICES

At Methodist College, we strive to create an educational environment that supports our students in their efforts to achieve their educational goals. As stated in our institutional Mission we "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 to meet the healthcare needs of the diverse population it serves."

Our students have access to a variety of resources during their time at Methodist College:

- **The Office of Access, Support, and Inclusion Services** - Counseling and Disability services.
- **Center for Student Success** - Tutoring services are offered through professional and peer tutors. We have added a Nursing Coordinator to help enhance your educational experience.
- **Testing Center** - Services offered include ADA accommodated exams, make-up testing, and CNA testing.
- **Student Organizations** - Students can get involved through the Student Government Association, the Student Nurses' Association, and the Multicultural Student Association.
- **Student Life** - The Office of the Dean of Students organizes a variety of activities throughout the year including the cookouts, volunteer opportunities fair, and other social events.
- **Fitness and Recreation Center** - Students can take care of their physical wellness through access to these on-campus facilities. Access is available during times the campus is open.
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APARTMENTS

The Prairie Sky Apartments in Peoria is a **student housing** development offering convenient, apartment-style student housing for eligible Methodist College students, and students from other colleges in the Peoria area. Located behind Methodist College at 7700 N. Academic Dr. in Peoria, IL, the college has partnered with Cullinan Properties, Ltd. to offer the finest in student apartment living.

CAMPUS STORE

The Methodist College campus store is located in the lobby of the college and offers a variety of apparel and supplies. It's the perfect place for students, graduates, and family members to buy Methodist College clothes and gear. Stop by often and check out our sales. Gift cards are also available.

Graduate Program Information

MISSION AND PURPOSE OF METHODIST COLLEGE MASTER'S DEGREE PROGRAMS

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

Master of Science in Nursing: Nurse Educator Program

PURPOSE

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

PROGRAM OVERVIEW

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

PROGRAM OUTCOMES

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

1. Professional Development (Disciplinary excellence)
 - a. Integrate theories from nursing, healthcare, education, leadership and related fields to the care of individuals, communities, education of students and patients and the practice of leadership.
 - b. Critically assess, plan, implement and evaluate educational experiences of learners (nursing students, staff, and clients) to improve learning and health outcomes.
 - c. Demonstrate collaborative and inter-professional approaches in advanced clinical practice roles, research, and nursing education.
2. Intellectual Development (Critical and creative thinking; engages in research and scholarship)
 - a. Utilize the process of scientific inquiry, evidence-based research, and information technology to validate and refine knowledge relevant to nursing and nursing education.

- b. Translate current evidence in the practice setting through problem identification, systematic inquiry, and continuous improvement processes.
 - c. Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the systematic delivery of patient care.
3. Social and Ethical Responsibility
- a. Demonstrate a commitment to social justice and advocacy for all clients (patients and students), families and communities, including the most vulnerable populations.
 - b. Analyze differences in cultural norms and healthcare practices when providing education and healthcare for aggregates of varied racial, ethnic, and socioeconomic groups.
 - c. Incorporate knowledge of population based global health variants in provision of health promotion, maintenance, and restoration in comprehensive care.
 - d. Maintain an environment of academic integrity.

CURRICULUM

Nurse Educator: CIP code 51.3817

Graduate Nursing Core Courses	Credit Hours
N 5303 Theoretical Foundations of Nursing and Nursing Education	3
N 6303 Roles, Issues, and Public Health Policy	3
N 6313 Leading Change in Healthcare and Healthcare Education	3
N 6302 Technology in Nursing Practice and Nursing Education	2
N 6323 Evidence Base Practice	3
N 6333 Statistical Analysis in Clinical Research and Nursing Practice Evidence Based Practice	3
Total Credit Hours for Graduate Nursing Core Courses	17
Direct Care Courses	Credit Hours
N 5901 Advanced Health Assessment *	3
N 5902 Advanced Pathophysiology *	3
N5903 Advanced Pharmacotherapeutics *	3
Total Credit Hours for Graduate Nursing Direct Care Courses	9
Functional Area Courses for Nurse Educators	Credit Hours
N 6413 Curriculum Development, Instructional Design, and Assessment of Student Learning for the Nurse Educator	3
N 6901 Professional Dimensions of the Professional Nurse	1
N 6412 Assessment and Evaluation of Student Learning for the Nurse Educator	2
N6316 Internship in Advanced Generalist	3
Total Credit Hours for MSN, Nurse Educator Program	35

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

Master of Science in Nursing: Nurse Generalist:

PURPOSE

The purpose of the Master of Science in Nursing: Generalist program is to provide the student with the opportunity to customize their education. The student's educational program will consist of 20 credit hours in the foundational courses and a selection of a minimum of 15 credit hours from the direct core or functional area courses in the Nurse Educator curriculum to complete the Master of Science in Nursing: Generalist program degree requirements with a minimum of 35 credit hours.

PROGRAM OVERVIEW

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

PROGRAM OBJECTIVES

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

CURRICULUM

MSN Generalist: CIP Code: 51.3801

Graduate Nursing Core Courses		Credit Hours
N5303	Theoretical Foundations of Nursing and Nursing Education	3
N6303	Roles, Issues, and Public Health Policy	3
N6313	Leading Change in Healthcare and Healthcare Education	3
N6302	Technology in Nursing Practice and Nursing Education	2
N6323	Evidence Base Practice	3
N6333	Statistical Analysis in Clinical Research and Nursing Practice	3
N6316	Internship for the Advanced Generalist	3
Total Graduate Nursing Core Courses		20
Direct Care Courses		
N 5901	Advanced Health Assessment *	3
N 5902	Advanced Pathophysiology *	3
N5903	Advanced Pharmacotherapeutics *	3
Functional Area Courses for Nurse Educators		Credit Hours
N 6433	Financial Management for the Nurse Generalist	3
N6423	Strategic Planning for the Nurse Generalist	2
N 6901	Professional Dimensions of the Professional Nurse	1
Total Graduate Nursing		15

To complete the MSN Generalist program the student will select from the Nurse Educator courses to complete the requirement of 35 credit hours.

Master of Science in Nursing: Prelicensure Program

PURPOSE

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

PROGRAM OVERVIEW

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

PROGRAM OUTCOMES

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

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

ADMISSIONS PROCESS

1. Complete the online application for admission (www.methodistCOL.edu/apply)
2. Pay the non-refundable application fee (www.methodistCOL.edu/apply)
3. Submit OFFICIAL transcripts from all colleges attended
4. A cumulative GPA of at least 3.0 (on 4.0 scale) for all college coursework
5. Completion of all science pre-requisites with a "B" or better in Anatomy & Physiology I (4 credit hours), Anatomy & Physiology II (4 credit hours), & Microbiology (4 credit hours)

6. Submit two recommendation forms

CURRICULUM

MSN Prelicensure: CIP Code: 51.3801

Course Number	Semester 1	Credit Hours
N5303	Theoretical Foundations of Nursing and Nursing Education	3
N5323	Socialization into Advanced Generalist Nursing Practice	3
N5316	Health Assessment in Advanced Generalist Nursing Practice (30 lab/clinical hours)	6
N5333	Advanced Pathophysiology	3
	Subtotal	15
	Semester 2	
N5307	Common Health Alterations in Advanced Generalist Nursing Practice (135 clinical hours)	7
N6302	Informatics in Nursing Practice and Nursing Education	2
N5343	Foundational Pharmacology for Advanced Nurse Generalist	3
N6303	Roles, Issues, and Public Health Policy	3
	Subtotal	15
	Semester 3	
N5306	Women's and Children's Health in Advanced Generalist Nursing Practice (90 clinical hours)	6
N6307	Complex Health Alterations in Advanced Generalist Nursing Practice (135 clinical hours)	7
N6403	Advanced Communication Skills and Group Dynamics in Advanced Generalist Nursing Practice	3
	Subtotal	16
	Semester 4	
N6313	Leading Change in Healthcare and Nursing Education	3
N6306	Health Promotion for Patient Populations in Advanced Generalist Nursing Practice (90 clinical hours)	6
N6323	Evidence Base Practice	3
N6333	Statistical Analysis in Clinical Research and Nursing Practice	3
	Subtotal	15
	Semester 5	
N6402	Preparation for Professional Nursing Practice (NCLEX prep)	2
N6301	Professional Dimensions of the Advanced Generalist Professional	1
N6316	Internship in Advanced Generalist Nursing Practice (180 clinical hours)	6
	Subtotal	9
	Total Hours	70

MSN Post Master's Certificate

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

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

MSN Nurse Educator Post Master's Plan of Study	
N5901 Advanced Health Assessment*	3 credits
N5902 Advanced Pathophysiology*	3 credits
N5903 Advanced Pharmacotherapeutics*	3 credits
N6303 Roles, Issues, and Public Health Policy	3 credits
N6302 Informatics in Nursing Practice and Nursing Education	2 credits
N6413 Curriculum Development and Instructional Design	3 credits
N6412 Assessment and Evaluation for the Nurse Educator	2 credits
N6901 Professional Dimensions of the Professional Nurse	1 credit
N6343 Internship for the Advanced Generalist	3 credits
Total Credit Hours for certificate	23 credit hours

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

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

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

ADMISSION REQUIREMENTS

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

COURSE PREREQUISITES

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

Pathways to Admission

APPLICATION PROCESS

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

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

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

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

NURSING CAS

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

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

APPLICATION DEADLINES

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

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

MILITARY SERVICE MEMBERS

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

Health Documentation Requirements

HEALTH RECORDS REQUIRED BY THE STATE OF ILLINOIS

All newly admitted and re-admitted students to Methodist College are required to provide proof of immunity for tetanus, diphtheria, pertussis, measles, mumps, rubella and meningitis.

Documentation of immunity must be completed and submitted by the first day of a student's incoming semester. If the student is unsure of their semester's starting date, please consult the Methodist College academic calendar.

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

HEALTH RECORDS REQUIRED FOR STUDENTS ENROLLED IN ONLINE-ONLY PROGRAMS

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

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

HEALTH RECORDS REQUIRED FOR EACH PROGRAM

Methodist College is committed to providing a safe environment that protects the health of students, patients, healthcare workers, visitors, and the communities we serve. Recognizing the serious consequences that COVID-19 can have, compliance with the COVID-19 vaccination program outlined within this policy is required of all Methodist College students. This requirement for all Methodist College students aligns with our parent company, UnityPoint Health.

All students are required to complete and submit the Acknowledgement of Receipt and Acceptance of the [COVID-19 Vaccination Policy](#). The form clearly states the policy, the timeline for vaccination, and the consequences for not being vaccinated and submitting records by stated deadlines.

This policy applies to all current and newly enrolled students, even those in online programs or taking online classes for the semester regardless of their residency location. This policy includes all booster doses, as recommended by the manufacturer.

Medical and religious exemptions are available as well as a deferral for pregnant women.

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

HEALTH RECORDS COMPLIANCE

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

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

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

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

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

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

DOCUMENTATION REQUIREMENTS AND SPECIFICATIONS

All health records must be verified by a healthcare provider.

MEASLES, MUMPS, RUBELLA

Immunity can be documented with the following records:

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

VARICELLA

Immunity can be documented with the following records:

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

HEPATITIS B

Immunity can be documented with the following records:

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

TUBERCULOSIS

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

TETANUS, DIPHTHERIA, AND PERTUSSIS (TDAP)

Immunity can be documented with the following records:

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

MENINGITIS

Required if student was born after 1995:

- Record of Meningococcal vaccination

URINE DRUG SCREEN

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

SEASONAL INFLUENZA VACCINE

Seasonal influenza vaccines are required for all students in clinical/internship programs. Documentation of the influenza vaccine must be provided to Methodist College as instructed. If a student refuses an influenza vaccine, they must complete a declination form (available via the Castle Branch portal). *Students who decline will be required to wear a mask during clinical/internship experiences for a specified period of time during the height of the flu season.*

CARDIOPULMONARY RESUSCITATION (CPR)

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

MALPRACTICE INSURANCE

Methodist College has a blanket malpractice insurance policy for all students. The cost of insurance is \$10/semester and is built into student fees. The malpractice insurance covers

students in all academic programs in all types of external educational experiences including service learning, clinical, internship, and field placement settings.

DEPARTMENT OF CHILD AND FAMILY SERVICES (DCFS) BACKGROUND CHECK

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

FINGERPRINT BACKGROUND CHECK

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

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

OUT-OF-STATE ONLINE STUDENTS IN PROGRAMS REQUIRING A BACKGROUND CHECK

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

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

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

Nursing Policies

NURSING STUDENT INCIDENT: MEDICATION ERROR OR STUDENT INJURY

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

STUDENT MEDICATION ERROR:

If a student commits a medication error, the student shall notify the instructor. The instructor will assist the student in completing the appropriate paperwork necessary to report the nature of the error. The student and instructor will complete the agency paperwork per agency policy. Failure to notify the instructor of a medication error may result in the student's dismissal from the program. The faculty member should notify the Dean of Nursing immediately if the incident/error is a sentinel event.

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

STUDENT INJURY:

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

The student and faculty member will complete the Methodist College Student Incident/ Medication Error form in duplicate (forms available on the "I" drive and in the faculty copy room). The form should be given to the Dean of Nursing within 24 hours.

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

HONOR CODE

Methodist College Department of Nursing Honor Code

As a nursing student at Methodist College, I will

- *Follow and honor the code of conduct as expressed in the Methodist Student Handbook.*
- *Be honest and trustworthy in all my interactions.*
- *Respect myself, instructors, colleagues, peers, and community members in all I do and speak.*
- *Act rationally and responsibly in all my educational endeavors and actions.*
- *Be accountable for my studies, clinical experiences, and outcomes.*

CIVILITY STATEMENT

Provision 1.5 Relationships with Colleagues and Others: Respect for persons extends to all with whom the nurse interacts. Nurses maintain professional, respectful, and caring relationships with colleagues and are committed to fair treatment, transparency, integrity-preserving compromise, and the best resolution of conflicts. American Nursing Association. 2015 Codes of Ethics for Nurses. Washington, D.C., DC: American Nurses Publishing.

The nurse creates an ethical environment and culture of civility and kindness treating colleagues, coworkers, employees, faculty, staff, students and others with dignity and respect. Failure to comply with the civility statement will result in a Code of Conduct violation.

ACADEMIC DISHONESTY

Students are expected to be honest in all academic work. A student's placement or submission of their name on any academic exercise shall be regarded as assurance that the work is a result of the student's own effort, thought, study and completion. Academic integrity violations can and will be subject to the Code of Conduct Policy at Methodist College as listed in the Methodist Student Handbook.

CODE OF CONDUCT – EFFECTIVE JANUARY 2022 – SEE THE STUDENT HANDBOOK

HIPPA COMPLIANCE AND CONFIDENTIALITY

Provision 3.1 Protection of the Rights of Privacy and Confidentiality: Nurses safeguard the right to privacy for individuals, families, and communities. Confidentiality pertains to the nondisclosure of personal information that has been communicated within the nurse-patient relationship. Central to that relationship is an element of trust and an expectation that personal information will not be divulged without consent. The nurse has a duty to maintain confidentiality of all patient information, both personal and clinical in the work setting and off duty in all venues, including social media or any other means of communication. Because of rapidly evolving communication technology and the porous nature of social media, nurses must maintain vigilance regarding postings, images, recordings, or commentary that intentionally or unintentionally breaches their obligation to maintain and protect patients' right to privacy and confidentiality. American Nursing Association. 2015 Codes of Ethics for Nurses. Washington, D.C., DC: American Nurses Publishing.

Health Insurance Portability and Accountability Act (HIPAA) is a federal law that helps ensure protected health information (PHI) remains private and secure. PHI includes a patient's personal, financial, and medical information in any form – spoken, written, electronic, video, and more.

Students and staff are expected to follow the policies regarding patient and student privacy. As a student at Methodist College, you are required to sign the HIPAA confidentiality agreement to ensure compliance and safeguard patient privacy and data. Please read below about PHI, the types of PHI, and HIPAA violations below before you sign the agreement.

What is PHI?

Protected Health Information (“PHI”) under HIPAA is defined as information that is received from, created, or received on behalf of Methodist College or its affiliated health care organizations and is information about an individual which relates to past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

PHI includes medical records, student records, and financial or billing information relating to a patient's or student's past, present, or future mental or physical condition; or past, present, or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI:

- Names
- Social Security Numbers
- Telephone Numbers
- All specific geographic location information such as subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes.
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated in a single category of age 90 or older.
- Fax Numbers
- Electronic Mail Addresses
- Medical Record Numbers
- Health Plan Beneficiary Numbers
- Account Numbers
- Certificate/License Numbers
- Vehicle Identifiers, Serial Numbers, License Plate Numbers
- Device Identifiers and Serial Numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) Address Numbers
- Biometric Identifiers (finger and voice prints)
- Full Face Photographic Images
- Any other unique Identifying Number, Characteristic, or Code

In addition to recognizing what information is to be protected under HIPAA, it is the responsibility of each individual student to recognize and refrain from any violation of the HIPAA compliance policy and report any observed violations to a faculty member, Department Chair, Dean of Nursing or by completing the Code of Conduct Initiation Form located online in the student handbook.

Below are examples of violations of the HIPAA policy:

- Use of patient identifiers in presentations or papers
- Copying patient records
- Leaving EPIC or other patient tracking systems open and unlocked
- Faxing information to an incorrect number
- Using electronic devices to capture, record, or share patient data or photos
- Talking about patients in inappropriate areas such as elevator, cafeteria, hallway, etc
- Sharing of passwords and usernames
- Accessing patient records without reason
- Inappropriate disclosure or sale of confidential information or PHI
- Discussing patient confidential information with unauthorized individuals

Any person may report an alleged violation to the Vice Chancellor of Academic Affairs using Code of Conduct Initiation Form (located online in the student handbook). The form must be filed within a reasonable period, defined as five (5) business days of the occurrence of, or becoming aware of the occurrence, of the alleged violation. All allegations will be treated as confidential.

[Student Signature Page for HIPAA](#)

Academics

ADVISING MEETINGS

All students are encouraged to meet with their academic advisor regarding scheduling and changes to plans of study. These meetings can be done virtually, in person or telephone. All communication will be done through the student's Methodist College email.

CLASS ATTENDANCE

Students are expected to attend class and clinical which are based on the assumption that academic success is the main goal. Students are expected to participate in class activities, class discussions, clinical activities, and clinical discussions. Students are expected to complete all course and clinical assignments by due dates. Students unable to fulfill class and/or clinical requirements are encouraged to contact their assigned academic advisor and the director of academic advising.

PRESCRIBED PLANS OF STUDY

Upon admission to the nursing program students are expected to follow the prescribed plan of study under which the students were admitted. Deviation from the plan of study requires prior approval from the Dean of Nursing and the chair of nursing programs. Methodist College will not be held responsible for issues relating to time to degree completion or course availability for students who choose to deviate from their prescribed plan of study independently.

REQUESTS FOR LETTERS OF RECOMMENDATION

Students requesting a letter of recommendation from a faculty member must sign a FERPA waiver when requesting any verbal or written recommendation (even after graduation).

FACULTY COURSE/CLINICAL AND LAB EVALUATIONS

Toward the end of each semester, students will be asked to complete an online faculty course, clinical or lab evaluation form. These evaluations are sent to faculty for review and planning for the next semester after final semester grades are submitted to the office of records management and registration. Constructive feedback is expected and will be used to improve learning in the classroom, clinical, and lab experiences.

PROGRESS IN THE NURSING MAJOR

If a student does not pass a course with a C or higher and has not met the criteria for program dismissal the student's graduation date will be delayed. When this occurs, additional measures are required to assist the student with the goal of being successful in the program. Students will be required to meet one-on-one with their assigned advisor and the director of advising each semester prior to registration. Students will also be required to meet with the nursing coordinator either before or at the first week of the following semester to develop a plan for success. The nursing coordinator will follow up with students as needed. Students are expected to meet with the nursing coordinator as required.

Students out of sequence should be aware that due to course schedules and prerequisite restrictions, graduation will be delayed by one semester and in some cases by one year. Requests to complete nursing clinical courses that are blocked for other students in the nursing program that need it for the following semester will not be accommodated unless permission is granted from the Dean of Nursing and the prerequisite is met and there are available resources and space. Students requesting to complete a non-clinical nursing theory course will not be accommodated unless permission is granted from the Dean of Nursing and the prerequisite is met and there are available resources and space.

COURSE PROGRESS REPORTS

Course, clinical, and lab faculty are available to discuss student progress in nursing courses. Students will receive a course, clinical or lab progress report if there is indication students are not meeting the course outcomes and are not progressing successfully. Performance deficiency includes and is not limited to: Any time during the semester when the faculty member determines a student is in academic trouble, receive a score less than 77% on an exam, unsatisfactory clinical performance, pattern of behavior not consistent with clinical expectations, unsatisfactory lab performance, and suspension from clinical due to dangerous/unsafe behavior. Course progress reports are helpful to students so they can understand the seriousness of their academic situation and identify strategies to improve in their deficient areas. Students that receive a clinical progress report are responsible for contacting and setting up a meeting with the faculty member within one week from receiving the report. Student must review and complete the student area portion of the report. After meeting with the student to set up a plan the faculty member and student

will sign the report. The faculty member will give a copy of the report to the student, the faculty member will retain a copy for their file and a copy will be given to the Chair of Nursing Programs or Graduate Program Coordinator based on program for placement in student's file.

Course Progress Reports will be available for review by appropriate faculty members and administration employed by Methodist College. Student concerns about dispositions and functions may be discussed with appropriate faculty members and administration. Any report that is the result of a clinical suspension or serious conduct may result in program dismissal.

STUDENT EMPLOYMENT

Methodist College recognizes the need for students to be employed while in the nursing program. It is recommended that students are aware of the rigorous demands of the nursing program. Students are encouraged to consider the number of hours committed to employment and the number of credit hours registered for each semester. The nursing program does not schedule anything around work schedules.

Clinical Evaluations and Expectations

PROFESSIONAL APPEARANCE AND BEHAVIOR

Nurses are to have a professional appearance and behavior. It is the student's responsibility to develop and maintain a professional appearance and behavior in all professional, clinical, and classroom settings. Personal appearance and behavior is a reflection of the student, Methodist College and the nursing profession.

NURSING STUDENT DRESS CODE

Students will follow the dress code (required uniform) when participating in clinical experiences, lab days, or if asked to do so for official college functions. See individual course syllabi for modification of the dress code. The required uniform will not be worn when working as an employee or when attending social events.

Cell phones are not part of the dress code (required uniform). Cell phones will not be used for personal communication whether it is by texting or conversation during any clinical activity where students are representing Methodist College, except when students are on break or lunch/dinner break. Cell phones will be kept on silent mode in backpacks and stored in the designated breakroom area until clinical is completed.

If a family emergency arises the student is responsible for discussing a communication plan for a family member to reach the student with the faculty member and preceptor. The exception to this policy is in internship or mental health and population health clinical experiences because students are not on the same unit or at the same clinical site as faculty. Faculty and students may need to reach each other throughout the clinical day. Clinical site cell phone policies must be adhered to.

Students will not use the cell phone camera or other application without faculty approval.

Professional appearance is essential when representing Methodist College during community appearances, hospital clinical rotations, and attendance in the Simulation Center and the Clinical Practice Center for clinical/laboratory purposes.

The Methodist College name badge must include both first name and must be worn in a visible area above the waist during all clinical, lab, and community experiences. Should there be any exceptions to this dress code policy, students will be notified by the clinical instructor prior to the clinical experience.

Professional appearance is required of all Methodist College students.

- Scrubs are to be worn during select community appearances, hospital clinical rotations, and in the Simulation Centers.
- Scrubs should be hunter green – MC logo on the top.
- Nursing & MSN also need a white or green lab coat (blazer style jacket) with the MC emblem embroidered on the left side.
- Students need clean, mostly all-white shoes with a closed heel and toe. No sandals, flip-flops, or similar styles are permitted.
- Students need to purchase a uniform for health assessment. Check with your instructor for more specific course requirements.
- Students must wear a name badge in a visible area above the waist.
- For clinical and community experiences not requiring scrubs: clean, pressed, professional, modest attire that reveals no cleavage or midriff and not form fitting is required.
- No shorts, jeans, or open sandals, or no flip-flops for clinical settings.
- Business casual is required in some clinical rotations at the discretion of the clinical instructor
- Students will be sent home from clinical experiences if not dressed appropriately.

Students can purchase scrubs and lab coats from the campus store, near the entrance of Methodist College.

Students can also call Sam Harris Uniforms (309) 673-5961 to order uniforms. Visit www.sharrisuniforms.com.

CLINICAL EVALUATION TOOL: STUDENTS IN THE TRADITIONAL PRELICENSURE, ACCELERATED PRELICENSURE, SECOND-DEGREE PRELICENSURE AND MASTER OF SCIENCE IN NURSING PRELICENSURE PROGRAMS

Students will be evaluated in all clinical courses at midterm and at the end of the semester according to the course objectives and the QSEN competencies of the knowledge, skills and attitudes that are associated with the objectives.

The clinical evaluation tool is used by clinical faculty to provide feedback to students on their clinical progress. During the midterm evaluation clinical faculty will provide students with feedback on what course objectives and knowledge, skills and attitudes students need to improve on and develop a plan with the student. Students must receive a satisfactory in all areas of the clinical evaluation tool during their final evaluation.

Clinical faculty will provide feedback on areas students need to continue to work on in the next clinical rotation. The Graduate Program Coordinator or the Chair of Nursing Programs will be notified by clinical faculty if a student is at risk for failing clinical so a plan can be made with the student.

Each clinical evaluation tool is course specific. Faculty will orient students to the clinical evaluation tool for the course students are enrolled in at the beginning of the semester. Clinical faculty will provide a final copy of the clinical evaluation tool to students at the end of the semester once the final evaluations are completed.

Students must make a copy of the final evaluation comments and give it to their assigned clinical faculty the following semester so an individual plan can be made to continue working on goals and areas that need improvement.

A copy of the final evaluation will be placed in the student's academic file in the Office of Records Management and Registration.

CLINICAL ABSENCE AND TARDINESS:

Absenteeism, *including late arrivals and early leaves*, resulting in 15% of missed clinical time per semester (for 8-week courses 1 clinical day can be missed. For 16-week courses 2 clinical days can be missed), will cause the student to receive an unsatisfactory and a failing course grade.

If a student misses clinical time, the student will be required to complete a makeup experience of a date and time when an instructor is available to provide appropriate supervision within two weeks of missed date. Any clinical time missed WILL be documented on the student's clinical evaluation tool regardless of assignment completion.

The missed clinical time will be counted towards the percentage of absences.

The faculty recognize that, although each course builds upon the previous course, the clinical experiences may differ. Therefore, absences within each semester stand alone and do not accumulate during the program.

Tardiness, if a student is more than 15 minutes late for clinical experience, the student will be sent home and will receive a zero for the day. It is the responsibility of the student to inform the instructor as soon as possible if an emergency arises.

PROPER NOTIFICATION FOR CLINICAL LATENESS/ABSENCE

Failing to use proper notification procedures ("no call – no show") for clinical absence/tardiness will be cause for administrative action.

A pattern of this unprofessional behavior may result in course failure.

Note: Asking a classmate to inform the instructor that you will be late or absent does NOT constitute proper notification.

Absences related to the Bereavement policy will not count toward clinical absences, although they will need to be made up. Please refer to the Bereavement policy in the student handbook for information on completion of missed coursework and clinical.

ADDITIONAL CIRCUMSTANCES

To maintain patient safety, the faculty may dismiss the student from the clinical area with instructions to remedy the problem if the student is not prepared for the clinical experience. Such dismissal will be documented as an absence.

STUDENT BUSINESS CASUAL ATTIRE FOR SELECTED CLINICAL AND COMMUNITY EXPERIENCES

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

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

- The Methodist College identification badge shall be worn at the chest level at all times. Uniforms and equipment must be purchased prior to your first clinical course.

TESTING GUIDELINES

Methodist College follows the National Council of State Boards of Nursing (NCSBN) Examination Candidate Rules which allows students to prepare for the NCLEX-RN exam by testing an environment consistent with the NCLEX-RN exam. Students must abide by the following guidelines:

1. **All electronic devices (cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, etc.) must be turned off or be on silent mode** and placed in student bag/backpack, bags/purses/wallets/watches (smart watches must be placed in student bag/backpack, coats/hats, medical aids/devices).
2. Food or drink, gum/candy, lip balm, and scarves/gloves must be placed in student bag/backpack. Mints are allowed.
3. All student bags/backpacks will be placed in the front of the classroom. Students can retrieve their bag/backpack once their instructor checks to ensure their exam has uploaded.
4. Blank paper will be provided when necessary. If a student wishes to use a blank piece of paper, prior permission must be given by the instructor at least 24 hours prior to the exam.
5. Students who refuse to follow the guidelines will not be allowed to test and will meet with the chair of nursing programs or graduate program coordinator.

<https://www.ncsbn.org/1268.htm> <https://www.ncsbn.org/1219.htm>

Faculty will provide exam reviews following exams in a timely manner.

Faculty will let students know at the beginning of the semester whether exam reviews will be in class or by individual or appointment. Students have two weeks after the exam to schedule an individual review with a faculty member unless other arrangements have been made.

During exam reviews desk/tabletop will be cleared of any items other than the student computer if applicable.

Faculty may allow a single blank piece of paper and pen/pencil, which will be communicated to students by faculty.

Students may not reproduce exams in anyway.

Students are allowed to write down concepts and faculty will check what is written down before the student leaves the classroom.

No cell phones or other electronic devices are allowed during exam reviews.

Exam reviews to prepare for exams including the final exam are at the discretion of faculty. If faculty allow students to review exams to prepare for the final exam faculty will directly monitor the review sessions.

Students and faculty are expected to be civil during exam reviews, incivility will not be tolerated. Faculty will terminate exam reviews at any time or ask disruptive students to leave the review. Students who are disruptive may not be allowed to attend future exam reviews, which will be at the discretion of faculty.

ADMINISTRATION OF EXAMS POLICY

1. All Exams will be given inseat or in the testing center.
2. Download your exam before the start of the exam. Failure to do so may result in a possible essay exam. Continued patterned of not downloading your exams, will result in a meeting with the Dean of Nursing.
3. Exams are scheduled to start on time. No late entry.
4. Missed exams will be taken in the testing center and will be in the form of essay.
5. Students must provide documentation for missing a scheduled exam.
6. It is the responsibility of the student to notify the instructor if they will miss the exam prior to the start of the exam. Failure to do so may result in a zero.

LAPTOP REQUIREMENTS FOR NURSING

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

Laptop/Mac	Specifications
CPU	Intel Core i5 (or AMD Equivalent) or better. Devices with a Microsoft SQ series chips and Qualcomm CPUs will not support necessary software. MacBooks with any Intel CPU or M1 CPUs are OK.
RAM	8GB or more preferred
Hard Drive Space	256 GB or greater
Display	11 inches or larger
Screen Resolution	1024x768 or higher
Wireless	802.11 g/n/ac
Internet Connection	Off campus internet connection not below 8mbps upload and download
Operating System	Windows 10 is required. Must be update level 2004, 20H2, 21H1 or higher Mac OS X 10.14.6 or higher is required
For Support	Working USB, newer devices may require an adaptor
Adobe Reader	Version 9, 11, or DC
MS Office 365 can be attained, free of charge through the college. It can be accessed by logging in to office.com with your student email account.	Additional programs are also required: Adobe Acrobat plug-in http://get.adobe.com/reader

Academic Support Policies, Information, & Procedures

REGISTRATION AND ENROLLMENT POLICIES

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

To register, students should:

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

ENROLLMENT STATUS

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

GRADE POINT AVERAGE (GPA) CALCULATION:

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

GRADING SCALE

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

GRADING SCALE FOR GRADUATE PROGRAMS

The following grading scale is used for all MSN courses:

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

ACADEMIC STATUS

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

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

ACADEMIC DISMISSAL

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

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

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

READMISSION COMMITTEE – ACADEMIC DISMISSAL GUIDE

The following points will guide the Readmission Committee in making a readmission decision:

Readmission application following academic dismissal from the nursing program:

1. Application must include a statement from the student that reflects on the student's role in the factors that contributed to academic dismissal.
2. The committee will only consider substantial external reasons that impacted the ability to be successful such as a family crisis or medical issue, etc.
3. The student must identify a specific plan to address factors that contributed to dismissal from the nursing program.
4. The student must be in good standing with the college to be readmitted to the nursing program.
5. The student must participate in college support services such as meeting with the academic enhancement specialist, attending tutoring, faculty consultation.

Recommendations will be made by the Readmission Committee. Student must comply with those recommendations. Failure to do so will result in dismissal from the nursing program.

READMISSION COMMITTEE – NON-ACADEMIC DISMISSAL GUIDE

Readmission application following non-academic dismissal from the college:

- (1) Application must include a statement from the student that reflects on the student's role in the factors that contributed to academic dismissal.
- (2) The student must identify a specific and quantified plan that contributed dismissal from the college.
- (3) Students dismissed for ethical violations inconsistent with the values of the professional nurse or for reasons that may disqualify them from obtaining licensure as a registered nurse will not be readmitted,
- (4) The student must be in good standing with the college to be readmitted to the nursing program,
- (5) The student must identify resources needed to be successful in the nursing program if readmitted.

READMISSION COMMITTEE – WITHDRAWAL GUIDE

Readmission application following withdrawal from the nursing program or college:

- (1) Application must include a statement from the student that reflects on the student's role in the factors that contributed to the separation from the nursing program and/or college.
- (2) The application must include a thorough summary of factors that contributed to a decision to return to the nursing program.
- (3) The student must be in good standing with the college to be readmitted to the nursing program.
- (4) The student must identify resources needed to be successful in the nursing program if readmitted.

READMISSION REQUIREMENTS

Upon readmission, students will be required to complete a criminal background check and drug test within a designated timeframe from a college approved vendor with satisfactory results obtained prior to enrollment of nursing courses. The costs of these are the responsibility of the student. Students may be required to complete ATI testing and lab proficiency testing prior to readmission. If readmitted, failure to adhere to any requirements will result in the inability to enroll in coursework and the rescinding of the readmission.

ACADEMIC HONESTY:

As a community of students and professional healthcare workers (nurses, medical assistant, social work), the College strives to set and maintain the highest standards of integrity.

Any dishonesty related to academic work in the classroom or clinical area will constitute misconduct and, as such, is incompatible with the standards of this College and subject to investigation and disciplinary action.

Students are expected to read the policy in their handbook/catalog concerning academic conduct.

Recording of a quiz or exam will be considered an attempt to give unauthorized aide and/or to obtain improper acquisition of a copy of a quiz or exam and will be considered to constitute academic misconduct.

PLAGIARISM:

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

DISABILITY STATEMENT:

Methodist College complies with the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967.

Inquiries or complaints may be addressed to the Chancellor of the College. Section 504 of the Rehabilitation Act of 1973 as amended states, in part under section 7(20), that —no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance. Reasonable accommodations will be made for qualified students with disabilities unless they impose an undue hardship on the College. An accommodation request can be made by contacting, Director of the Office of Access, Support, and Inclusion Services (OASIS). The OASIS is in room W160.

STUDENT RESPONSIBILITY STATEMENT:

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

ADDITIONAL POLICIES:

For additional policies and procedures, refer to the Methodist College Undergraduate Catalog and the Methodist College Undergraduate Student Handbook

<http://www.methodistcol.edu/filesimages/Catalog-Handbook/Student%20Handbook%202018-2019%20FINAL%20for%20Board%20Approval.pdf>

*Methodist College Graduate Nursing
Program Handbook Signature Page*

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

Signature

Date

Print Name

Date

Methodist College
HIPPA Compliance Signature Page

I have read and understand the HIPAA Compliance Statement in the Nursing Student Handbook and the HIPAA Regulations as it applies to patient/client privacy issues.

I understand that Methodist College and its affiliated health care organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and to safeguard the privacy of patient, student, Methodist College, and its affiliated health care organizations' information.

I understand that violation of this Agreement may result in disciplinary action up to and including termination of my affiliation with Methodist College and/or suspension, restriction, or loss of privileges in accordance with college policies and procedures in accordance with the Code of Conduct process, as well as potential personal civil and criminal legal penalties.

I am aware that Methodist College and its affiliated health care organizations reserves and intends to exercise the right to review, audit, intercept, access, and act upon inappropriate use of computer systems at any time, with or without user notice.

I am aware that I am not to photograph a patient or share patient data identifiers on any phone, email, electronic device, flash drives, or social media platforms.

I understand I am to report any observed violations to my faculty, department chair, Dean of Nursing, or by completing the Code of Conduct Initiation Form located online in the student handbook.

I have read the above agreement and agree to comply with all its terms as a condition of my affiliation with Methodist College.

Student Name: _____

Student Signature: _____

Date: _____