



**MCON Student Handbook
2011-2012
Academic Year**

METHODIST COLLEGE OF NURSING

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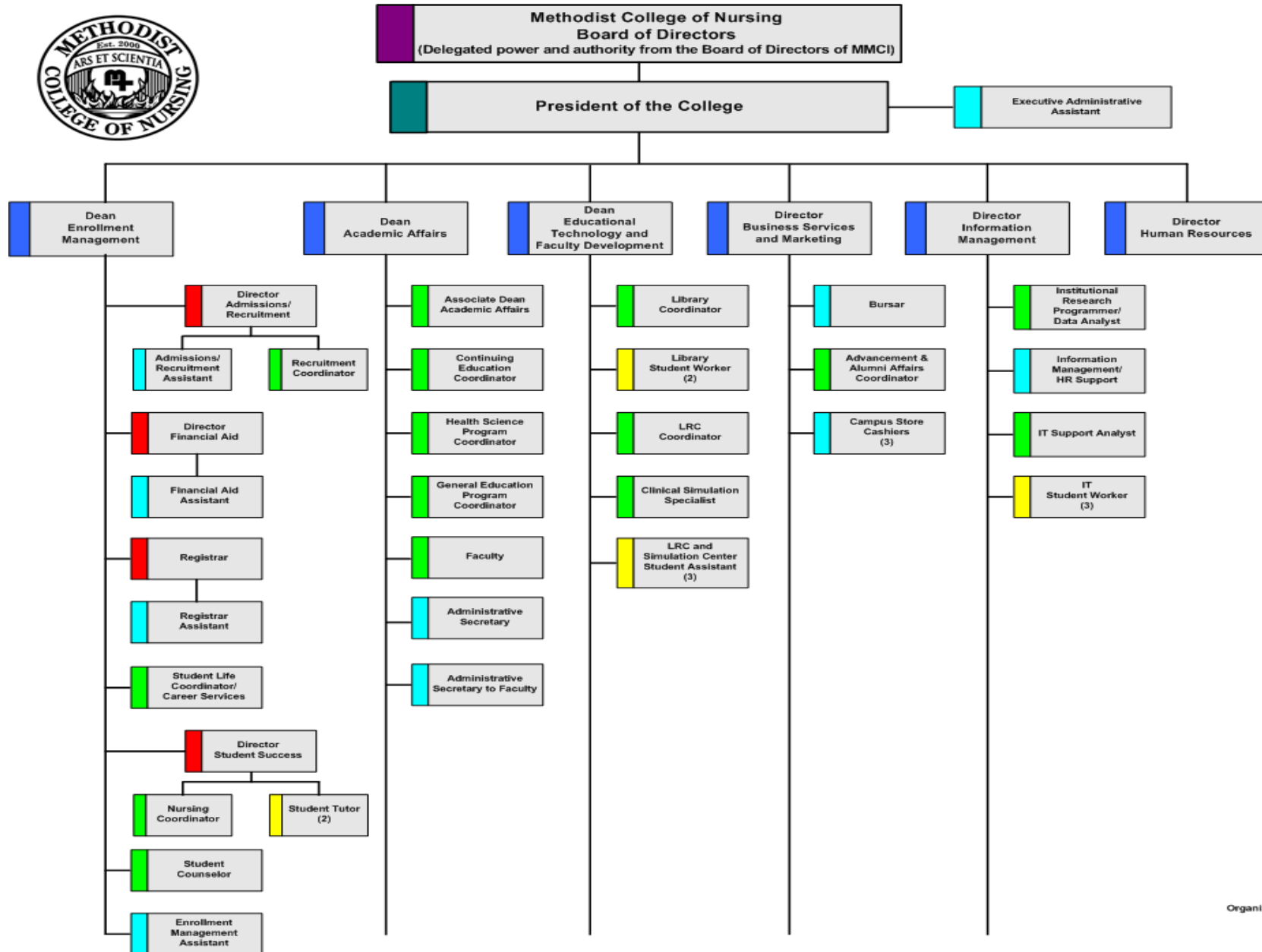
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Information Contained in the Student Handbook

The policies and procedures specified in this Handbook apply to students enrolled at Methodist College of Nursing in 2011-2012 academic year.

The provisions of this publication are not to be construed as a contract between the prospective student and Methodist College of Nursing.

Methodist College of Nursing reserves the right to change any policy or procedure without prior notification when such action becomes necessary.



Organizational Structure
August 1., 2011

MESSAGE FROM THE PRESIDENT OF THE COLLEGE



Dear MCON Students,

On behalf of the members of the administration, faculty and staff at Methodist College of Nursing, it is my pleasure to welcome you to the only college in central Illinois whose Bachelor of Science in Nursing degree program is accredited by both the NLNAC and CCNE.

We are committed to providing an education that is directed towards preparing students with both the knowledge and the critical thinking skills demanded by the nursing profession. We have devoted faculty members who have been specifically chosen for their instructional ability and their experience in the field to ensure your educational experience is an outstanding one. We also put our students first: the entire faculty and staff work as a team to help you reach your educational and career goals. You will find our educational atmosphere inviting, supportive, and knowledgeable.

As you read through this handbook, please understand that these policies were carefully developed to ensure that you have the opportunity to receive the highest quality educational experience possible. I have directed the entire faculty and staff to work closely and productively with you as you work to acquire your educational goals. Together we'll excel in the years to come. We look forward to having you and serving you along the way.

Sincerely,
Dr. Kimberly Johnston
President, Methodist College of Nursing

METHODIST COLLEGE OF NURSING

415 St. Mark Court
Peoria, IL 61603

Mission Statement

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

Vision Statement

Methodist College of Nursing will be the premier college of choice for excellence in nursing and health sciences education within Central Illinois.

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.

Methodist College of Nursing Institutional 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.

2011-12 ACADEMIC CALENDAR* - PRE-LICENSURE BACCALAUREATE DEGREE IN NURSING

2011 Fall Semester

August 22	Classes begin
August 26	Last day to add a Fall class
September 2	Last day to drop a Fall class
September 5	No classes: Labor Day
October 14	Mid-term grades due
October 14 - 16	Mid-term break **
October 17	Classes resume
October 17	Advising for Spring Registration begins
October 28	Last day to withdraw from a Fall class with a grade of "W"
November 23 - 27	Holiday break
November 28	Classes resume
December 9	Last day of classes
December 12 – 16	Final examinations
December 16	Final <u>Graduate</u> grades due
December 17	Graduation
December 20	All Final grades due

2012 Spring Semester

January 16	No classes: Martin Luther King Day
January 17	Classes begin
January 23	Last day to add a Spring class
January 30	Last day to drop a Spring class
March 9	Mid-term grades due
March 12 - 16	Mid-term break **
March 19	Classes resume
March 19	Advising for Summer and Fall semesters begins
March 23	Last day to withdraw from a class with a grade of "W"
May 7	Last day of classes
May 8 - 14	Final examinations
May 15	Final <u>Graduate</u> grades due
May 18	All Final grades due
May 19	Graduation

2012 Summer Term

June 4	Classes begin
June 6	Last day to add a Summer class
June 8	Last day to drop a Summer class
June 29	Midterm grades due
July 4	Holiday - No classes
July 8	Last day to withdraw from a class with a grade of "W"
July 25	Last day of classes
July 26-27	Final examinations
August 3	Final Grades Due

*Calendar is subject to change

**** In the event of a closure day due to inclement weather, the make-up day will be held during a term break .**

2011-2012 ACADEMIC CALENDAR* - SECOND DEGREE ACCELERATED BSN track

2011 Fall Semester

August 21	Classes begin
August 25	Last day to add a class
August 30	Last day to drop a class
October 9	Mid-term grades due
October 10 – 13	Mid-term break **
October 14	Classes resume
October 24	Last day to withdraw from a class with a grade of “W”
November 24 - 27	Holiday break – No classes
November 28	Classes resume
December 10	Last day of classes
December 11 – 16	Final examinations
December 16	Final <u>Graduate</u> grades due
December 17	Graduation
December 20	All Final grades due

2012 Spring Semester

January 15	Classes begin
January 19	Last day to add a class
January 24	Last day to drop a class
March 5	Mid-term grades due
March 5 - 8	Mid-term break **
March 9	Classes resume
March 19	Last day to withdraw from a class with a grade of “W”
April 6 - 9	Holiday Break – No classes
April 10	Classes resume
May 5	Last day of classes
May 6 - 12	Final examinations
May 15	Final <u>Graduate</u> grades due
May 18	All Final grades due
May 19	Graduation

2012 Summer Semester

May 20	Classes begin
May 23	Last day to add a class
May 28	Last day to drop a class
July 1	Mid-term grades due
July 9	Last day to withdraw from a class with a grade of “W”
August 4	Last day of classes
August 5-11	Final examinations
August 13	Final Grades Due

*Calendar is subject to change

**** In the event of a closure day due to inclement weather, the make-up day will be held during a term break .**

2011-2012 ACADEMIC CALENDAR* - RN-BSN track

2011 Fall Semester

August 22	1st 8-week classes begins
August 24	Last day to add a 1st 8-week class
August 26	Last day to drop a 1st 8-week class without grade of "W"
September 26	Last day to withdraw from 1st 8-week class with grade of "W"
October 15	End of 1st 8-week classes
October 17	Final grades due
October 17	2nd 8-week classes begin
October 19	Last day to add a 2nd 8-week class
October 21	Last day to drop a 2nd 8-week class without grade of "W"
November 21	Last day to withdraw from 2nd 8-week class with grade of "W"
December 10	End of 2nd 8-week classes
December 12	Final grades due
December 17	Graduation

2012 Spring Semester

January 17	1st 8-week classes begins
January 19	Last day to add a 1st 8-week class
January 23	Last day to drop a 1st 8-week class without grade of "W"
February 20	Last day to withdraw from 1st 8-week class with grade of "W"
March 10	End of 1st 8-week classes
March 12	Final grades due
March 12	2nd 8-week classes begin
March 14	Last day to add a 2nd 8-week class
March 16	Last day to drop a 2nd 8-week class without grade of "W"
April 16	Last day to withdraw from 2nd 8-week class with grade of "W"
May 5	End of 2nd 8-week classes
May 11	Final grades due
May 19	Graduation

2012 Summer Semester

June 4	Summer 8-week classes begin
June 6	Last day to add a Summer 8-week class
June 8	Last day to drop a Summer 8-week class without grade of "W"
July 9	Last day to withdraw from Summer 8-week class with grade of "W"
July 28	End of Summer 8-week classes
August 3	Final grades due

*Calendar is subject to change

2012-13 ACADEMIC CALENDAR* - PRE-LICENSURE BACCALAUREATE DEGREE IN NURSING and PRE-LICENSURE BSN COMPLETION track

2012 Fall Semester

August 20	Classes Begin
August 24	Last day to add a Fall class
August 31	Last day to drop a Fall class
September 3	No classes: Labor Day
October 12	Mid-term grades due
October 12	Mid-term break begins **
October 15 (7 am)	Classes resume
October 15	Academic advising for Spring registration begins
October 26	Last Day to withdraw from a class with a grade of "W"
November 20 (5pm)	Thanksgiving break begins
November 26 (7 am)	Classes resume
December 7	Last day of classes
December 8 - 13	Final examinations
December 14 (noon)	Final <u>Graduate</u> grades due
December 15	Graduation
December 18	All final grades due

2013 Spring Semester

January 14	Classes begin
January 18	Last day to add a Spring class
January 21	No Classes: Martin Luther King Day
January 28	Last day to drop a class
March 8	Mid-term grades due
March 11 (7 am)	Mid-term break begins **
March 18 (7 am)	Classes resume
March 18	Academic advising for Summer and Fall registration begins
March 28	Last day to withdraw from a class with a grade of "W"
March 29	Holiday (no classes)
April 1 (7 am)	Classes resume
May 7	Last day of classes
May 7–14 (Finals begin 7th 6pm)	Final examinations
May 17 (noon)	Final <u>Graduate</u> grades due
May 18	Graduation
May 21	All final grades due

2013 Summer Term

June 3	Classes begin
June 5	Last day to add a Summer class
June 7	Last day to drop a Summer class
June 28	Midterm grades due
July 4	Holiday (no classes)
July 8	Last day to withdraw from a class with a grade of "W"
July 23	Last day of classes
July 24-26	Final examinations
July 29	Final grades due

*Calendar is subject to change

** In the event of a closure day due to inclement weather, the make-up day will be held during a term break .

2012-2013 ACADEMIC CALENDAR* - SECOND DEGREE ACCELERATED BSN track

2012 Fall Semester

August 19	Classes begin
August 24	Last day to add a Fall class
August 31	Last day to drop a Fall class
October 15	Mid-term grades due
October 15 – 18	Mid-term break **
October 19	Classes resume
October 30	Last day to withdraw from a class with a grade of “W”
November 21 - 26	Holiday break – no classes
November 27	Classes resume
December 8	Last day of classes
December 9 – 15	Final examinations
December 15	Graduation
December 18	All final grades due

2013 Spring Semester

January 13	Classes begin
January 18	Last day to add a class
January 25	Last day to drop a class
March 11	Mid-term grades due
March 11 - 14	Mid-term break **
March 15	Classes resume
March 25	Last day to withdraw from a class with a grade of “W”
March 27 - 31	Holiday Break – No Classes
April 1	Classes Resume
May 4	Last day of classes
May 5 - 11	Final examinations
May 15	Final <u>Graduate</u> grades due
May 18	Graduation
May 21	All final grades due

2013 Summer Semester

May 19	Classes begin
May 24	Last day to add a class
May 31	Last day to drop a class
July 1	Mid-term grades due
July 12	Last day to withdraw from a class with a grade of “W”
August 3	Last day of classes
August 4-10	Final examinations
August 16	All final grades due

*Calendar is subject to change

****In the event of a closure day due to inclement weather, the make-up day will be held during a term break .**

2012-2013 ACADEMIC CALENDAR* - RN-BSN track

2012 Fall Semester

August 20	1st 8-week classes begins
August 22	Last day to add a 1st 8-week class
August 24	Last day to drop a 1st 8-week class without grade of "W"
September 21	Last day to withdraw from 1st 8-week class with grade of "W"
October 12	End of 1st 8-week classes
October 15	Final grades due
October 15	2nd 8-week classes begin
October 17	Last day to add a 2nd 8-week class
October 19	Last day to drop a 2nd 8-week class without grade of "W"
November 16	Last day to withdraw from 2nd 8-week class with grade of "W"
December 7	End of 2nd 8-week classes
December 11	Final grades due
December 18	Graduation

2013 Spring Semester

January 14	1st 8-week classes begin
January 16	Last day to add a 1st 8-week class
January 18	Last day to Drop a 1st 8-week class without grade of "W"
February 15	Last day to withdraw from 1st 8-week class with grade of "W"
March 8	End of 1st 8-week classes
March 11	Final grades due
March 11	2nd 8-week classes begin
March 13	Last day to add a 2nd 8-week class
March 15	Last day to drop a 2nd 8-week class without grade of "W"
April 12	Last day to withdraw from 2nd 8-week class with grade of "W"
May 3	End of 2nd 8-week classes
May 6	Final grades due
May 18	Graduation

2013 Summer Semester

June 3	Summer 8-week classes begin
June 5	Last day to add a Summer 8-week class
June 7	Last day to drop a Summer 8-week class without grade of "W"
July 5	Last day to withdraw from summer 8-week class with grade of "W"
July 26	End of Summer 8-week classes
July 29	Final grades due

*Calendar is subject to change

COLLEGE INFORMATION

Accreditation and Approval

The basic authority to exist as a College of Nursing comes from the Illinois Board of Higher Education. The Illinois Department of Financial and Professional Regulation (State Board of Nursing) provides approval for the graduates of the nursing program to take the Nursing Licensing Exam (NCLEX). 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 of Nursing is accredited by the Higher Learning Commission, a commission of The North Central Association. The College's baccalaureate nursing program is accredited by the National League for Nursing Accrediting Commission, Inc., (NLNAC), and by the Commission on Collegiate Nursing Education (CCNE).

The general purposes of accreditation are to assure quality, provide access to federal funds, and ease transfer of credit.

Licensure

Graduates of the Bachelor of Science in Nursing will be eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon licensure, the graduate may work in the multiple roles in health care open to the registered professional nurse.

Membership

Methodist College of Nursing and its baccalaureate nursing program are members of the following organizations:

- Alliance Library System (ALS)
- 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)
- Association of Governing Boards (AGB)
- Council for Higher Education Accreditation (CHEA)
- The Illinois Association of Colleges of Nursing (IACN)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Student Financial Aid Administrators (NASFAA)
- National League for Nursing (NLN)

GENERAL STUDENT POLICIES

Americans with Disabilities

Methodist College of Nursing 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.

Inquiries or complaints may be addressed to the President 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. Accommodation requests can be made by contacting the Dean of Enrollment Management at (309) 672-5916. Enrollment Management is located on the 6th floor, Office 619.

Bulletin Board and Elevator Posting Policy

Active MCON students who wish to post flyers/posters must have them pre approved through the Human Resources Director. Posters/flyers are not allowed on windows or doors. They may be displayed for no more than three weeks, after which time you are responsible for discarding them. Any materials that violate the solicitation policy will be removed.

Only recognized organizations of MCON and MMCI are allowed to advertise and promote their events on property. All advertisements and other forms of publicity must state the name of the sponsoring student and/or organization. Outside organizations may not place flyers/posters in the MCON building without permission from Human Resources.

Flyers/posters for residence halls must be pre-approved by the Student Life and Career Services Coordinator.

Campus Safety

Methodist College of Nursing 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 MCON website.

The Security Department of Methodist Medical Center is authorized to help maintain a safe Methodist College of Nursing environment by protecting life and property. Security officers complete a 40-hour training program in security law and procedures and have the same arrest powers as private citizens, in accordance with Illinois law.

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

The Security Department's Control Room is located in the main lobby of the Medical Center. Uniformed officers are available 24 hours every day of the year to respond to complaints and dispatch requests. The dispatcher uses a two-way radio to communicate with security officers on duty. Individuals concerned about his/her personal safety may request an escort from the Security Department at any time. An officer will walk with or drive the individual to his/her destination.

In addition, campus security is maintained by using security cameras to monitor entrances, parking lots and garages. This is monitored by the security control room located in the main lobby of Methodist Medical Center.

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.

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

For an emergency, call:

Peoria Police Department 911
Methodist College Security 3333

For a non-emergency, call:

Peoria Police Department - 673-4521 or
Methodist College Security - 672-5921 or
Methodist College Security - 672-5987

Career Placement

All students are assisted with career placement prior to graduation from Methodist College of Nursing. MCON has a full-time employee who works with students to assist in resume writing, interview skills, and career placement. In addition, nurse recruitment fairs attended by area hospitals and health care institutions provide the students with a variety of job opportunities.

Child Care

Students may use the Methodist Medical Center's child-care facilities which are located on the first floor of the MCON building. The Child Care Center entrance is located adjacent to Methodist College of Nursing. Contact the Director of Child Care at (309-672-8694) for additional registration and fee information.

College Closure or Cancellation of Classes due to Inclement Weather

In the case of inclement weather during the winter months and the occasional need to cancel classes, clinicals, and/or close Methodist College of Nursing, the following procedure is in place for notification about MCON closings:

- 1) Students will be notified of college closures using the campus alert system. It is the sole responsibility of the student to notify the college of any changes in his/her contact information.
- 2) Once the decision to cancel classes and/or close MCON is made by the President of the College, the three local television stations, WEEK (NBC); WMBD (CBS); and WHOI (ABC), will be notified and asked to broadcast this information along with their listing of other closings.

Methodist College of Nursing encourages every faculty, staff and student to use good judgment and common sense when deciding whether to travel on hazardous roadways in inclement weather.

In the event of cancellation of classes due to inclement weather, the make-up day or days will be held during term break. (Please see appropriate Academic Calendar.)

Complaint Policy

Informal Complaint Process:

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

1. When a student feels that he or she has a complaint, it should be taken by the student directly to the other party(s) involved.
2. If the student and the other party(s) are unable to resolve the matter or if, for any reason, the student does not feel at ease in going to the other party, he or she should contact the dean or program director for assistance. Dean and program directors are able to achieve a fair and equitable solution to most problems. Please consult the organizational chart found on page 6 for more information on who the most appropriate person to contact.
3. Complaints involving sex discrimination or equal opportunity can be resolved by using the procedures outlined above. However, if the student is not at ease with these procedures or feels they are ineffective, he or she may seek the aid of the college counselor, who is the Title IX Coordinator for MCON. The Title IX Coordinator is a person designated by the college to ensure it is in compliance with federal laws regarding the resolution of sex discrimination allegations. This individual has the added responsibility of ensuring compliance with all federal laws regarding equal opportunity.

Formal Complaint or Proposal Process:

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

1. Students have the right to put into writing complaints or proposals regarding any aspect of the college. The complaint or proposal should be addressed to the program director of the department to which the complaint or proposal applies. If the complaint or proposal is related to violations of the student code of conduct or concerns with student services, the complaint or proposal should be addressed to the director of student services and will be handled according to the disciplinary procedures outlined in the code of conduct.
2. The affected program director or dean is responsible for investigating the allegations / complaint / proposal and determining a course of action. The investigation may include interviewing witnesses and other involved parties, and reviewing other evidence submitted in support of the allegation/complaint.
3. In all cases, the accused party will be informed of the allegation/complaint and will have the opportunity to respond or explain.
4. The affected program director or dean is responsible for determining a course of action. The investigation and course of action may lead to the following:
 - The allegation/complaint or proposal has no merit and is subsequently dropped.
 - The allegation/complaint or proposal has merit and is such that it is administratively handled by the program director, dean or other appropriate administrator.
 - The allegation has merit and is such that it is referred to an Ad Hoc Committee for a formal review and action.
5. If the outcome is not satisfactory, the student may proceed to the next person in the organization chain, and finally to the college president to seek resolution.
6. Information from formal complaints is used, as

appropriate, to foster ongoing program improvement. Formal complaints, as defined by the college, and their resolution are filed in the Registrar's Office upon resolution of the complaint.

Complaints Not Covered:

Complaints concerning laws not applicable to a state institution of higher education are not covered by this policy. Complaints of criminal misconduct should be filed directly with local law enforcement authorities. Complaints relating to violations of Federal law should be filed directly with the Federal Agency governing the matter in question (e.g., violations of the Family Educational Rights and Privacy Act with the U.S. Department of Education).

State Agency Contact Information for Student Complaints

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

Illinois Board of Higher Education
431 E. Adams, 2nd Floor
Springfield, IL 62701-1404
inf@ibhe.org
Institutional Complaint Hotline (217) 557-7359

Illinois State Board of Education
100 N. 1st Street
Springfield, IL 62777
[http://webprod1.isbe.net/contactisbe/\(email\)](http://webprod1.isbe.net/contactisbe/(email))

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

Counseling Services Information

Academic Counseling

Course faculty and faculty advisors provide academic counseling on a semester and as needed basis. Students are assigned an advisor upon admission to MCON.

Personal Counseling

In an effort to promote total wellness, Methodist College of Nursing recognizes that students may need counseling services to better manage personal or student-related stress.

Methodist College of Nursing employs a full-time counselor to assist students with many college and family related issues. The counselor is located on the 6th floor of the MCON building.

Drug-Free Policy

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

- After admission to Methodist College of Nursing
- When substance use is suspected

Methodist College of Nursing has a zero tolerance policy regarding substance abuse. Immediate dismissal from Methodist College of Nursing will result if a student violates the Drug Free policy.

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

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

- Sudden changes in work performance
- Violation of safety policies
- Repeatedly not following work direction
- Disorientation
- Personality changes
- Behavior problems
- Drowsiness
- Slurred speech

- Staggered gait
- Glassy eyes
- Unsafe practices
- Smell of alcohol
- Smell of marijuana
- Frequent absences

Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with their suspicions. The faculty or staff member will contact the Dean of Enrollment Management or Dean of Academic Affairs (if it occurs in a classroom, clinical or lab setting) that there is a suspected violation of the Drug-Free Policy. The faculty or staff member will then escort the student to the MMCI Emergency Department for Fit for Duty testing.

The Emergency Department physician, who may refer the student to his/her health care provider for further evaluation, will conduct the initial assessment/evaluation. The student is responsible for payment of any cost incurred. Failure to participate in an assessment at the request of Methodist College of Nursing faculty or staff will result in the assessment being considered a violation of the Drug-Free Policy. Disciplinary action will then be handled as prescribed by the Student Code of Conduct.

If positive results are obtained, the student will be immediately suspended from Methodist College of Nursing by the President of the College, and will be granted Due Process through the Student Code of Conduct.

Students who are dismissed are not eligible for readmission to the program for a minimum of one year.

Individuals who wish to reenter Methodist College of Nursing must comply with all provisions of the readmission policy in force at the time reentry is requested.

The Drug-Free Policy applies to students anytime he/she is utilizing facilities at Methodist College of Nursing (i.e., Computer Lab use, Library, Learning Resource Center), MMCI or other clinical sites; or when participating in Methodist College of Nursing sponsored activities.

Equal Access/Equal Opportunity

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

- Methodist College of Nursing 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 of Nursing 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 Methodist College of Nursing is involved.
- Methodist College of Nursing prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, Methodist College of Nursing prohibits any form of discrimination based on sexual orientation or discrimination based upon 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.

Family Educational Rights and Privacy Act

In compliance with Public Law No. 93-380, Family Educational Rights and Privacy Act of 1974, Methodist College of Nursing defines Directory Information as the student's name,

local and permanent address, Email address, telephone number, date of birth, place of birth, major field of study, dates of attendance, degrees and awards (including scholarships) received, participation in officially recognized activities, and the most recent previous educational agency or institution attended.

In further compliance with the Privacy Act, Methodist College of Nursing provides students access to his/her official educational records in the Registrar's Office and additional records in the Enrollment Management Office. Students will be given an opportunity to challenge such records on the grounds that they are inaccurate through the Registrar and the President of the College. Students may file a complaint with the Department of Education if Methodist College of Nursing fails to comply with the requirements of the Act. The Registrar's Office maintains educational records, and copies of records are provided to advisors. Official transcripts are maintained by the Registrar's Office and are released upon the student's written request

Fire Safety

Upon discovering a fire:

- Close doors in immediate area.
- Turn on alarm at nearest alarm signal. This signal will notify Public Safety and that office will contact 911.
- Evacuate the building via nearest staircase closing any open doors through which you pass.

All occupants of building, upon hearing fire alarm:

- Close windows and doors.
- Evacuate the building via nearest staircase. **Do not** use elevator.
- Avoid smoke-filled areas.

Graduate School Information

Students interested in pursuing a graduate degree should contact the Dean of Enrollment Management for assistance. Methodist College of Nursing provides graduate school information as well as hosting graduate school recruiters who express interest in visiting campus.

Graduation Honors

At Commencement, the following honors are presented to students who graduate with the highest cumulative grade point averages:

- Summa Cum Laude
Highest Distinction - 3.90-4.00
- Magna Cum Laude
High Distinction - 3.75-3.89
- Cum Laude
Distinction - 3.50-3.74

Graduation Procedures and Requirements

Commencement exercises are held in December and May. All students will be assessed a graduation fee included in their final semester's fees.

Students wishing to participate in the commencement ceremony will purchase, at their own expense, a cap and gown from the vendor approved by the College. All students will receive their diploma, diploma cover and pin whether or not they attend the ceremony. A group picture of the graduating class, in cap and gown, will be taken in advance of the commencement ceremony. A student not wishing to participate in the ceremony must make arrangements with the Dean of Enrollment Management if they wish to be in the group picture.

Residence Hall Policies

All residence hall policies are clearly provided to residents in the signed housing contract and in the Residence Life Manual. Residents should understand that violations of the housing contract or policies in the Residence Hall Manual will result in disciplinary actions as serious as expulsion from the residence hall. Additionally, a resident may also be subject to disciplinary action under the Student Code of Conduct. For more information, please contact a Resident Assistant or the Coordinator of Campus Life.

Sexual Harassment

Methodist College of Nursing complies with federal and state regulations (Title VII of the Federal Civil Rights Act of 1964, Title II of the

Educational Amendments of 1972, and the Illinois Human Rights Act) prohibiting sexual harassment which, like harassment due to race or religion, is a form of discrimination and is illegal.

This policy prohibits not only conduct and language held to be unlawful harassment by the courts or administrative agencies, but all inappropriate conduct and language with negative overtones concerning race, color, religion, gender, (harassment that is not of a sexual nature but would not have occurred but for the sex of the victim), national origin, ancestry, age, marital status, citizenship status, or disability or other classification protected by law.

If a student feels they have been a victim of sexual harassment, they should contact the Title IX Coordinator at 309-671-5177.

Smoke-Free Environment Policy

Methodist College of Nursing (MCON) and Methodist Medical Center of Illinois (MMCI) are 100% smoke-free. As such, smoking is not allowed anywhere on our campus, including buildings, grounds, parking lots, and sidewalks owned by MCON or MMCI. Students found smoking on any Methodist property will be dealt with through the Student Code of Conduct. As future health care providers, students should not smoke. Students enrolled at Methodist College of Nursing can call the American Lung Association Quit Line at 1-866-784-8937 any time between 7 a.m. and 7 p.m. for assistance in quitting the tobacco habit. The service is FREE to current students.

Solicitation Policy

Methodist College of Nursing does not permit unapproved persons or organizations to promote or sell merchandise or services in the residence floors, campus facilities or college common areas ensuring a safe and non-coercive environment for all.

Persons or organizations must submit the solicitation request 10 days prior to the event. The solicitation form is available at the Student Services Desk on the 6th Floor. The solicitation request is reviewed by the Dean of Enrollment

Management whose decision may not be appealed.

Student Dress Code

Professional appearance is essential when representing the Methodist College of Nursing (MCON) during community appearances, hospital clinical rotations, and attendance in the Learning Resource Center (LRC) for clinical/laboratory purposes.

The Methodist College of Nursing name badge must include both first and last names and must be worn in a visible area above the waist during all clinical, lab and community experiences.

The minimum appropriate clothing level to maintain a professional appearance for clinical and/or laboratory experiences, when not in uniform, is defined as the following:

- Clean, pressed, modest attire that reveals no cleavage or midriff.
- No shorts, jeans, or open sandals, no flip-flops.
- Name badge with first and last names clearly visible worn in a visible area above the waist.
- Lab coat over street clothes (when on patient care units for clinical preparation). Students will be sent home if not dressed appropriately, and the MCON Student Code of Conduct will be initiated.

Business casual dress is required in some clinical rotations at the discretion of the faculty member or clinical instructor.

Student uniform guidelines for clinical activities in the Medical Center and selected community settings consist of the following:

- White scrub (pants may have multiple pockets).
- Blue, short sleeved polo shirt with the MCON emblem on the left side of the placket opening
- White lab coat (blazer style jacket) with the MCON emblem embroidered on the left side of the jacket above the chest pocket for use when not on assigned unit.

- Clean all-white shoes with a closed heel and toe. No sandals, flip-flops, or similar styles are permitted.
- No detectable fragrances.
- Hair neatly groomed; long hair confined and away from the face.
- Moustaches and beards must be neatly trimmed.
- Jewelry is limited to a wristwatch, wedding and engagement ring, and two small earrings per ear.
- Makeup is to be used in moderation.
- No visible body art/tattoos.
- All visible body piercing jewelry must be removed for patient related experiences (This includes tongue piercing, nose rings or posts, eyebrow and lip adornments).
- No acrylic fingernails are allowed. Nails should be trimmed short. Only flesh colored nail polish is allowed (and even this may be restricted in some areas).
- Undergarments are to be worn but not visible through the white clothing (e.g., no patterns, colors or thongs).

Student attire for the LRC during practice sessions outside of clinical and lab time:

- The lab coat is not required for LRC practice sessions.
- Modest attire that reveals no cleavage or midriff should be worn in the LRC
- .Students may wear jeans.
- Closed heel and toe shoes must be worn in the LRC at all times.

Students will be notified of exceptions to this policy by the clinical instructor prior to the clinical experience.

Student Fitness Center

A Student Fitness Center is located on the third floor of the college and is open to all MCON Residence Hall residents. Outside guests or students who live off campus are not permitted to use the Student Fitness Center.

The Student Fitness Center is closed during College holidays and may have reduced hours during scheduled breaks.

Student Health Insurance

Methodist College of Nursing does not provide any direct student health insurance to its students. We have partnered with College Parents of America to offer our students their student health insurance at a reduced rate. For more information on this student health insurance, please see the Student Services Desk located on the 6th Floor of the MCON building.

Any issues involving the administration, coverage or payment of this student health insurance is handled between the student and the provider. MCON is not responsible for any unpaid or uncovered services.

Student Name Badge Policy

In an effort to provide a safe environment that facilitates appropriate access to Methodist College of Nursing and affiliated organizational facilities as well as enhance accountability among students, Methodist College of Nursing requires that all students wear his/her official Methodist College of Nursing student name badge when attending lectures, labs, and clinicals.

Issuance of Name Badge:

- All Methodist College of Nursing students will be issued a name badge during new student orientation.
- Name badges are to be used by the individual to whom the badge is issued.

Appropriate Appearance of Name Badge:

- All name badges must include the student's first and last name. At no time are students authorized to cover or alter his/her name or any other information on the name badge.
- Name badges must be worn so that they are easily seen by others. Name badges may be attached to approved clips and/or necklace name badge holders but must be worn above the waist.

Name Badge as Access Card:

- Student name badges are electronically coded to enable students' access to Methodist College of Nursing building when the doors are locked.

Required Use:

- Students are required to wear his/her student name badge when he/she attends lectures, labs, and clinicals.
- Students are required to wear his/her student name badge when he/she is using Methodist College of Nursing facilities.
- Unauthorized use or alteration of the student name badge can result in disciplinary action.

Returning Name Badges:

- Name badges are the property of Methodist College of Nursing and must be returned when any student leaves Methodist College of Nursing due to graduation, withdrawal, etc.
- Name badges must be returned to Methodist College of Nursing Human Resources Office.

Replacement Name Badges:

- Students who lose or damage his/her name badge must pay \$10 per name badge for a replacement.

Student Organizations

Student Government Association (SGA)

The MCON Student Government Association (SGA) is a governing organization of the student body and serves to meet the needs of their constituents. SGA officers are elected and serve to represent the student body in college functioning.

Student Nurses' Association (SNA)

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

Nursing Honor Society

Students learn to articulate Methodist College of Nursing's vision, mission and core values and meet strategic and program goals by participating in the Nursing Honor Society, which encourages scholarship, service and research. To qualify for Methodist College of Nursing (MCON) Honor Society, a student must

maintain a MCON overall GPA of 3.0. In addition, student candidates must demonstrate superior academic achievement, academic integrity, and professional leadership potential to obtain induction into MCON's Honor Society.

Student Records and Transcripts

Confidentiality of 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 of Nursing.

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. Transcripts that are being sent directly to another educational institution may be requested by submitting a written request to the Office of the Registrar. A student/former student may request a transcript by completing the Transcript Request Form. Up to three (3) official transcripts can be requested, per year, at no charge for current students.

Unofficial transcripts can be obtained through the CAMS Student Portal.

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.

Tornado Alert

A tornado warning is issued by the Peoria Weather Bureau when very severe weather conditions have produced an actual tornado or funnel cloud which, if it touches the ground, becomes a tornado. When a tornado warning is in effect, all students of Methodist College of Nursing and Residence Hall occupants will be notified immediately. Everyone must proceed by the nearest stairs to the basement areas, away from windows, and remain in the basement until the "All Clear" announcement has been sounded by the appropriate official.

If Methodist College of Nursing or Residence Hall is damaged by high winds, students must not return to class or Residence Hall rooms until the building is declared safe by the Fire Department, Safety Officer, or Security Department.

Transportation

MCON students are responsible for providing their own transportation to clinical and laboratory facilities.

Violence Prevention

Methodist College of Nursing is committed to providing an environment that is free of intimidation, threats of violence, and violent behavior. Although minor disputes may occur, Methodist College of Nursing prohibits behavior that includes verbally threatening or attacking a student or another person with the intent to do bodily harm, and displaying a weapon of any kind. ***Student's displaying any threatening behaviors will be escorted from the campus by MMCI Security and dismissed from the program.***

Wellness Center

A portion of the Student Development Fee allows the student to have a membership at the Methodist Wellness Center, which is located at the Atrium Building, 900 Main Street, Peoria. All Methodist College of Nursing students (full- and part-time) can utilize the Wellness Center. To be admitted to the Wellness Center, the student must present his or her MCON identification.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

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

Student Rights

Students have a right to a sound education:

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

Students have a right to due process:

- A right to and a responsibility for insuring peer review and self-evaluation.

Students have the right and responsibility to organize and participate in an organization directed toward achieving professional goals:

A right to and a responsibility for facilitating change in health care delivery through various channels;

- A right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- A right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns; and
- A right to and a responsibility for fostering better collaboration between nursing education and practice.

Student Responsibilities

- The student is responsible for compliance with regulations contained in Methodist College of Nursing Catalog, the Student Handbook, and in any bulletins, letters, or memoranda issued by the President of the College or his/her designated representatives.
- The student should become an active learner and engage in free discussion, inquiry, and expression where appropriate.
- The student should make every effort to be present for class and clinical.
- The student is responsible for learning course content as required by the faculty.
- The student should be punctual and prepared for class and clinical.
- The student should abide by Methodist College of Nursing's honor code.
- The student is responsible for his or her actions on campus and in the clinical setting.

STUDENT CODE OF CONDUCT

Introduction

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

I. Definitions

When used in this code:

- A. The term “MCON” means Methodist College of Nursing.
- B. The term “MMCI” means Methodist Medical Center of Illinois.
- C. The term “aggravated violation” means a violation that resulted, or foreseeably could have resulted, in significant damage to persons or property that otherwise posed a substantial threat to the stability and continuance of normal MCON sponsored activities.
- D. The term “cheating” means using or attempting to use unauthorized materials, information, or study aids in any academic exercise including electronically accessed information or devices.
- E. The term “distribution” means sale or exchange for personal profit.
- F. The term “fabrication” means falsification or invention of any information or citation in an academic exercise.
- G. The term “plagiarism” means the presentation of another person’s idea or product as one’s own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another’s written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; or using all or part of a literary plot, poem, video, musical score, or other artistic product without attributing the work to its creator.
- H. The term “reckless conduct” means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal MCON sponsored activities.
- I. The term “student” means a person who has been admitted to MCON and is eligible to register for courses.
- J. The term “MCON premises” means buildings, grounds, Websites, or computer networks owned, leased, operated, controlled, or supervised by MCON/MMCI.
- K. The term “official” means an employee/representative of MCON acting in the capacity of his/her position.
- L. The term “weapon” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to all firearms, pellet guns, switchblade knives, knives, chemicals, electronic devices, drugs or alcohol, chemicals such as mace products, pepper spray, or tear gas.
- M. The term “MCON sponsored activity” means any activity on or off MCON premises that is initiated, aided, authorized, or supervised by MCON/MMCI.
- N. The term “conference” refers to a communication between two or more individuals by telephone, in writing (including but not limited to electronic

communications), through videoconferencing, or in person.

II. Prohibited Conduct

The following misconduct is subject to disciplinary action:

- A. All forms of academic dishonesty, including, but not limited to: cheating; fabricating; bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student's work as one's own; and plagiarism.
- B. The written or spoken use of words, epithets, or phrases that are widely recognized to be derogatory references to personal characteristics including, but not limited to: race, ethnicity, religion, gender, sexual orientation, and disability, when such words are used to create a hostile or intimidating environment for any person on MCON premises, or at MCON/MMCI sponsored activities.
- C. *Participation in any form of discrimination or harassment (including sexual harassment) against MCON faculty, staff, and/or students on MCON premises, or at MCON/MMCI sponsored activities.*
- D. Intentional and substantial interference with the freedom of expression of others on MCON premises or at MCON/MMCI sponsored activities.
- E. Intentional or reckless assault or harm caused to any person on MCON premises or at MCON/MMCI sponsored activities, or intentional or reckless cause of reasonable apprehension of such harm.
- F. Intentional or reckless interference with normal MCON activities, or MCON/MMCI sponsored activities, including, but not limited to, studying, teaching, research, administration, or fire, police, or emergency services.
- G. Non-compliance with emergency protocols including but not limited to fire, tornado, evacuation, and disaster.
- H. Intentional use of the MCON/MMCI computing resources to upload any content that contains a software virus, time bomb, Trojan horse, or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the MCON/MMCI computing resources or the hardware or software of any other person.
- I. Intentional or reckless destruction of, or damage to, property of other on MCON premises, or at MCON/MMCI sponsored activities.
- J. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on MCON/MMCI premises or at MCON/MMCI sponsored activities.
- K. Intentional or reckless misuse of or damage to fire-safety equipment.
- L. Theft of property or of services on MCON premises, or at MCON/MMCI sponsored activities; knowing possession of stolen property on MCON premises, or at MCON/MMCI sponsored activities.
- M. Unlawful use, distribution, or possession of any controlled substance, illegal drug or alcohol on MCON premises, or at MCON/MMCI sponsored activities.
- N. Unauthorized use, possession, or storage of any weapon on MCON premises, or at MCON/MMCI sponsored activities.
- O. Intentional submission of false information to MCON/MMCI.
- P. Failure to comply with the directions of MCON/MMCI officials, including MMCI security officers, or local police, acting in performance of their duties.
- Q. Forgery, unauthorized alteration, or unauthorized use of any MCON document or instrument of identification.
- R. Unauthorized use or possession of fireworks on MCON premises or at MCON/MMCI sponsored activities.
- S. Knowing violation of the terms of any disciplinary sanction imposed in accordance with this Code of Conduct.

- T. Violation of published MCON regulations or policies.
- U. Conviction of any crime, other than a traffic violation.
- V. Attempts to commit acts prohibited will be punished to the same extent as completed violations.

III. Reporting Alleged Violations

- A. Any person may report a violation to the President of the College or designee within a reasonable period of time of knowing of the alleged violation. All allegations will be treated as confidential. The President or designee may refer the case to another official of MCON or administrator according to the standards of due process described in Section VI. Persons making such allegations are required to provide information pertinent to the case and will normally be expected to provide information as requested and appear before an Investigation Committee (referenced in Section VI.B.). In select cases, the President may allow the complainant to remain anonymous.
- B. Any alleged violation, other than a traffic violation, that also may violate a United States, Illinois, or local law, should be immediately reported to the proper authorities.

IV. Interim Suspension

- A. The President may suspend a student for an interim period pending a preliminary inquiry and an investigation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on MCON premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal MCON/MMCI sponsored activity.
- B. A student suspended on an interim basis shall be given an opportunity to appear personally before or communicate in writing to the President within five (5) business/school days from the effective date of the interim suspension to discuss the following issues only:

- 1. The reliability of the information concerning the student's conduct.
- 2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student at MCON premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal MCON sponsored activity.

V. Standard of Due Process

A. Initial Inquiry

- 1. The President may refer the case to one of the following administrators to handle the initial inquiry: the Dean of Academic Affairs or the Dean of Enrollment Management (known hereafter as the "administrator").
- 2. Upon receipt of the referral, the administrator will immediately inform the person accused, in writing, of the alleged Code of Conduct violation. Within five (5) business/school days of receipt of the referral, the administrator will conduct a preliminary administrative inquiry. The administrator or administrator's designee must consult the central records file in the Office of the President to determine if the student has a previous record of violations of this Code. All materials reviewed will be considered confidential and shared only with those with a need to know. The administrator or designee(s) may communicate with the person accused and give him or her the opportunity to present any relevant evidence. Upon request, the person accused may see the information submitted against him or her relating to the alleged violation of this Code. However, the person accused will not have the right to see any information that violates the privacy rights of other students.
- 3. The administrator will dismiss the referral if the following conditions are met:
 - The complainant has failed to comply with procedure;

- The allegations, even if true, do not constitute violation of this Code; or
 - There is no evidence of violation of this Code based upon the inquiry conducted by the administrator or designee(s).
4. If not dismissed as above, the referral advances to the Investigation Committee.
 5. The person accused will be notified of the decision in writing.

B. Investigation Committee

1. If the referral is not dismissed, the administrator will appoint a three-member ad hoc Investigation Committee within five (5) business/school days. This committee will consist of exempt staff or faculty members, with one member appointed chair of the committee. The Investigation Committee may be advised by legal counsel during this process. The administrator or designee(s) will instruct the Investigation Committee to review the materials obtained during the inquiry conducted by the administrator or designee(s).
2. The Investigation Committee will hold a fact-finding conference or conduct an investigation in conjunction with the administrator or designee(s) to obtain additional information. Witnesses and the complainant (if not anonymous) may be requested to submit to questioning, either in person, via video-link, or in writing, by the Investigation Committee. The administrator or designee(s) will communicate with the person accused and the complainant and give him/her the opportunity to present any relevant evidence. The person accused may submit questions in writing for the complainant regarding how the Code of Conduct was violated.
3. If a fact-finding conference is held, the person accused and the complainant will be entitled to be present. The person accused or complainant may be accompanied by a representative, who

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

4. After the review is complete, the Investigation Committee will deliberate and render a decision to the administrator. The final decision of the Investigation Committee will be accompanied by a brief written opinion prepared by the chair. If the Investigation Committee finds the allegation to be supported, the Investigation Committee will determine an appropriate sanction and notify the administrator of the findings as described in Section VII.A. Any previous record of violations of this Code may increase the sanction.
5. Within fifteen (15) business/school days of the appointment of the Investigation Committee, the administrator will notify the student accused of the decision and sanction, in writing via certified mail. A copy of the written notification will be submitted to the President, and MCON Registrar's office for filing in the student's file.
6. All materials collected from the preliminary administrative inquiry, the Investigation Committee inquiry, and the final decision briefing shall be kept in the administrative office.
7. If the conduct being investigated is a crime of violence or non-forcible sex offense, the alleged victim, or his/her next of kin if the action resulted in his/her death, may request in writing from the President the final results of the investigation.

C. Appeals

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

VI. Sanctions

- A. Sanctions for violations of disciplinary regulations include, but are not limited to:
 1. Dismissal: The student is permanently separated from MCON.

Permanent notification will appear on the student's transcript. The student will also be barred from MCON premises. (Dismissal requires approval by the President.)

2. Suspension: The student is separated from MCON for a specified period of time. Permanent notification will appear on the student's transcript. The student shall not participate in any MCON sponsored activity and may be barred from MCON premises. Suspended time will not count against any time limits of the college for completion of a degree. Credit earned elsewhere during the period of suspension may not subsequently be transferred to MCON. (Suspension requires approval by the President.)
3. Disciplinary probation: The student shall not represent MCON in any extracurricular activity or run for or hold office in any student group or organization for a specified period of time. Additional restrictions or conditions may also be imposed.
4. Disciplinary reprimand: The student is warned that further misconduct may result in more severe disciplinary action.
5. Restitution: The student is required to make payment to MCON or to other persons, groups, or organizations for damages incurred as a result of a violation of this Code.
6. Other sanctions: Other sanctions may be imposed instead of, or in addition to, those specified in Sections VII.A.1. through VII.A.5.

VII. Disciplinary Files and Records

- A. The reporting of any violation of this Code will result in the development of a student's disciplinary file, which shall be nullified if the student is found innocent of the charges. The records of students found guilty of any of the charges

against them will be retained as permanent disciplinary records.

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

1. The present demeanor of the person accused.

2. The conduct of the person accused subsequent to the violation.

3. The nature of the violation, and the severity of any resulting damage, injury, or harm.

C. The President will respond, in writing, within 10 business/school days of the receipt of the petition. If the President denies the petition, copies of this letter will be kept in the central records file in the Office of the President.

D. The decision of the President is final and cannot be appealed.

TECHNOLOGY POLICIES & PROCEDURES

Computer Laboratory

There are two computer labs in the lower level of MCON that are equipped with personal computers, printers, and audiovisual aids. Access to the Internet and a variety of software including interactive computer learning programs are available. One lab at MCON is open 24-hours. **No food or drinks are permitted in the Computer Laboratories.**

Copyrighted Materials

When using a computer network to share copyrighted materials with others, both the people making copies (downloading) and those offering such materials to others (serving) via a P2P network, are infringing upon copyright owners' rights and violating federal and international copyright law. Copyright infringement occurs whenever you make or distribute songs, videos, software, cartoons, photographs, stories, and novels - without authorization from the copyright owner. Infringement can also occur when one person purchases an authorized copy, but allows others to reproduce additional "pirated" copies.

Methodist's policy regarding student use of computer resources clearly states that a student who reproduces or distributes copyrighted materials in electronic form without permission from the material's owner may be removed from the Methodist computer network, and may face further disciplinary action or even legal action.

All members of the College community must abide by the Workstation Usage Policy outlined in the HIPAA policies of Methodist Medical Center. This policy can be found on the Intranet at <https://pnp.mmci.org/doc.aspx?plD=1215>.

Email Policy

Methodist College of Nursing Use of Email:

Email is an official means of communication within Methodist College of Nursing. As a result, Methodist College of Nursing has the

right to send communications to faculty, staff, and students via email and the right to expect that those communications will be received and read in a timely fashion.

Assignment of Email Addresses:

The Methodist College of Nursing Instructional Technology staff will assign faculty, staff, and students an official email address. This is the official email address through which Methodist College of Nursing will send email communications. This official address is included in Methodist College of Nursing "Directory Information" listing.

Redirecting Email:

Methodist College of Nursing recommends that faculty, staff, and students use Methodist College of Nursing email system. Individuals may have his/her email electronically redirected to another email address. Methodist College of Nursing is not responsible for email forwarded to and handled by outside vendors. Redirecting email does not eliminate the responsibility that faculty, staff, or students have concerning official Methodist College of Nursing email communication. Faculty, staff, and students are expected to check his/her official email address frequently.

Educational Use of Email:

Faculty may determine how email is used in their courses and will make appropriate notations regarding email requirements in course syllabi. No grades may be sent via email.

Appropriate Use of Email:

Faculty, staff, and students are expected to take into consideration the sensitive or confidential nature of the information they want to send and realize that email may not be appropriate in some instances. The use of email will be in compliance with all Methodist College of Nursing, local, state, and federal regulations, including the Family Educational Rights and Privacy Act of 1974 (FERPA). Email is subject to professional standards of behavior.

Methodist College of Nursing offices will utilize Methodist College of Nursing email to send selected official communication to students. This email might include individual addressed messages as well as "group email" messages such as registration information, important dates, etc. These communications are for the purpose of conducting official Methodist College of Nursing business; therefore, Methodist College of Nursing has the right to expect that those email communications are read in a timely fashion.

Account Duration:

Students will maintain and check his/her email address while enrolled at Methodist College of Nursing. Email accounts are deactivated within 2 weeks following graduation or withdrawal from MCON.

Network, Technology Eligibility & Usage Policy

All members of the Methodist College of Nursing community, including staff, faculty and students, are required to follow the technology eligibility and usage policy of both the College and our parent organization, Methodist Medical Center. Methodist provides the network for the College and requires that each member of the College community must sign and date a Technology Usage Agreement. The technology eligibility and usage policy requires that you not share copyrighted material over the Methodist's network, via web pages, peer to peer file-sharing software, and email. This applies to personally owned computers as well as College owned computers, if they are accessing the Methodist network.

Any sharing of copyrighted materials on the MCON network, without proper permission, is a violation of the policy and may lead to disciplinary proceedings and, in some cases, legal action.

Internet traffic and accesses on the Methodist network are managed by the firewall solution in place. The firewall is configured to only allow HTTP and HTTPS traffic from the "inside" (secure) network to the

"outside" (non-secure) network. Peer to Peer sites, SMTP and Instant messaging are examples of the traffic that is blocked. Outside (non-secure) traffic is blocked by default and exceptions are made on an as needed basis for services such as email, internal websites and information sharing. Business needs and applications drive exception requirements. A formal request is sent to the Information Technology department to request an exception identifying the business requirement, application and IT resources that will use the application.

Peer-to-Peer (P2P) Software

Peer-to-peer (P2P) file-sharing allows users to share files online through an informal network of computers running the same software. File-sharing using programs such as KaZaA, Grokster, Morpheus, Gnutella, etc., are network-based programs that allow users to download and distribute music files from computer to computer across networks using P2P protocols. You could download copyright-protected material, pornography, or viruses without meaning to, or you could mistakenly allow other people to copy files you don't mean to share, since file sharing software allows you to search the Internet for files. Using these programs on the Methodist network is blocked.

Recreational downloading of copyrighted materials is a violation of both federal law and College policy. The use of file-sharing (peer-to-peer or P2P) programs to trade music and movies over the Internet is illegal and violates copyright laws. The distribution of copyrighted material from your computer, including music, games, and videos, for which you do not have the owner's permission is a violation of federal law, the Digital Millennium Copyright Act (DMCA). The law is enforced by federal investigators, by the owners of copyrighted materials, and organizations acting on their behalf.

Student Social Media Policy

If you have access to a computer, you are likely plugged in to new media and social

networking on some level. Whether you are commenting on your favorite blog or sharing pictures with friends on Facebook, these tools are part of how you stay connected. MCON encourages its students to embrace social networking as a means of expressing yourself and building connections among peers.

While we understand that these resources can be valuable tools, students need to be aware of the risks involved in participating on social networking applications as well. Information shared through online communities and similar websites is considered public information. We recommend that students exercise good judgment and use discretion when posting information online or in any public venue.

As a member of the MCON community and as a future health care provider, it is essential that you are aware that posting certain information is illegal, unethical and will not be tolerated. Non-compliance with these policies may result in disciplinary action up to and including dismissal from the College.

The following actions are strictly forbidden:

- The reporting of personal health information of any other individual affiliated with the MCON educational experience (students, staff, patients, clinical supervisors, etc.) regardless of relationship with the student.

- Students must comply with health information privacy protections granted through HIPAA, ADA and Section 504 of the Rehabilitation Act.
- Removal of an individual's name does not constitute proper 'de-identification' of protected health information.
- Including data such as gender, race or date of evaluation may still allow the reader to recognize the identity of a specific individual.
- Presenting him/her self as an official spokesperson of MCON or using the MCON logo or intellectual properties without prior explicit permission from the College.
 - This includes, but is not limited to, photography, video, artwork and publications copyrighted to the College.
- Engaging in bullying, harassment or intimidation of any sort against any other member of the MCON community.
- Representing him/her self as another person.

Any violations of this policy will be handled through the Student Code of Conduct.

Laptop Requirements for All Students

Each student entering Methodist College of Nursing is required to own a laptop. The reasons behind the policy are many, but just like textbooks, attendance in class, and appropriate study time, a laptop has been deemed to be critical to a student's success. Those who do not have 24x7 access to the Internet and a laptop are at a disadvantage.

The entire Methodist College of Nursing campus is wireless. For financial aid purposes, the price of the new laptop can be added into the total price of educational costs.

MINIMUM LAPTOP SPECIFICATIONS.

	Already Own	New Computer	New Advanced
Notebook/Laptop			
CPU	Pentium 4 or better, AMD, Mac PowerPC or Intel	Intel Core 2 Duo, Intel Core i3, AMD Phenom II Dual-Core, AMD Turion II Dual-Core	Intel Core i5, Intel Core i7, AMD A-Series
RAM	1 GB	2 GB	4 GB
Hard Drive Space	40 GB	60 GB +	60 GB +
Optical Drive	CD/DVD-ROM	CD-RW/DVD-ROM Combo	CD/DVD Burner
Display	12"+	12"+	12"+
Network Card	Ethernet	Ethernet	Ethernet
Wireless	802.11 b/g	802.11 b/g	802.11 b/g
Operating System	XP/Vista or OS X 10.4 (Mac)	Vista/Win 7 or OS X 10.6 (Mac)	Win 7 or OS X 10.6 (Mac)

Plug-in Link for Plug-in Download

QuickTime plug-in <http://www.apple.com/quicktime/download/>

Shockwave plug-in <http://get.adobe.com/shockwave/>

Flash plug-in <http://get.adobe.com/flashplayer/>

Adobe Acrobat plug-in <http://get.adobe.com/reader/>

RealPlayer plug-in <http://www.real.com/>

** The entire Methodist College of Nursing is wireless.*

ACADEMIC INFORMATION, POLICIES & PROCEDURES

Mission/Purpose

Academic Affairs is dedicated to providing educational programs and support services which prepare students to be competent healthcare practitioners, responsible leaders and productive citizens in a democratic society. This is accomplished within a culture of excellence that emphasizes and supports student engagement in and responsibility for learning and faculty commitment to excellence in teaching, scholarship and service. The educational environment recognizes the diverse needs of students and promotes the holistic development of each student. An important element of this mission is to prepare students for life-long learning, advanced studies and employment in a complex, diverse and rapidly changing world.

Goals

Provide a foundation in general education to support and contribute to the learning outcomes of all academic degree programs.

Provide academic degree programs that are responsive to a changing environment in healthcare and in society.

Promote excellence in academic offerings through curricular development, delivery, evaluation and improvement.

Promote academic competence through a learning environment that promotes immersion, active learning and integrated learning experiences as well as fostering intellectual, interpersonal and civic engagement.

Sustain a learning environment that recognizes and is responsive to student needs in promoting achievement and student learning in order to facilitate academic engagement, progression, and persistence to graduation.

Provide resources through academic support services to foster development of skills that promote student success and life-long learning. (Advising)

Encourage faculty contributions to the body of knowledge of their discipline and/or of education in the discipline through scholarship and research.

Support and encourage professional development opportunities for faculty to grow in subject matter expertise, pedagogical knowledge, technology integration and ability to promote learning within a diverse student population.

Foster professional development and life-long learning for graduates and healthcare practitioners through continuing education programming.

Establish community, educational and business partnerships/linkages to enhance student learning opportunities and contribute to the welfare of the College and the healthcare needs of the community.

Academic Program

The academic program is focused on ethical, professional and intellectual development, respect and concern for human values, and the joy of creativity and discovery. Emphasis is on developing the whole person by encouraging a lifelong dedication to both learning and service to others. The program strives to cultivate integrity, intellectual and moral courage, responsibility, fairness, and compassion. The undergraduate academic program prepares graduates to be practitioners of healthcare and productive and responsible members of a democratic society.

Outcomes of the Academic Program

Graduates of the undergraduate academic program will:

Demonstrate mastery of knowledge, skills and readiness for a career in a healthcare discipline.

- (See academic degree program outcomes).

Apply information literacy skills necessary to support continuous, lifelong learning:

- Locate needed information from a variety of sources;
- Critically evaluate information and sources;

- Situate primary sources in their historical context and articulate their continued relevance;
- Manage, synthesize and integrate information;
- Use information legally and ethically.

Demonstrate effective communication and comprehension skills.

- Read and listen with comprehension;
- Speak and write clearly using standard English;
- Interact cooperatively with others using both verbal and non-verbal means;
- Demonstrate information processing through basic computer skills.

Demonstrate the ability to use quantitative reasoning in a variety of contexts:

- Differentiate among interpretations of quantitative information, including causality and correlation;
- Interpret quantitative measures, including statistical significance and descriptive statistics (mean, median, mode);
- Utilize quantitative measures (electronic, graphical, tabular or numerical) to make informed decisions in a variety of contexts.

Examine relationships in diverse and complex environments

- Develop an awareness of self as an individual member of worth and of a multicultural global community;
- Demonstrate an awareness of the relationship of the individual to the biological and physical environment;
- Recognize the relationship of the individual to human heritage and culture.

Demonstrate professional ethics and practice academic integrity.

- Make choices based upon awareness of ethics and differing perspectives/ideas;
- Use appropriate search strategies and resources to access, assess, manage and use information;

- Demonstrate intellectual and personal honesty in decision making, learning and research;
- Demonstrate respect for self, for others, for scholarship and research, for the educational process and for our intellectual heritage.

Utilize research and critical thinking to solve problems.

- Make connections in learning across the disciplines and make logical conclusions;
- Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials;
- Use mathematics to organize, analyze, and synthesize data to solve a problem.

Demonstrate competencies, skills, attributes and values necessary for successful participation in a diverse, pluralistic and increasingly interdependent world.

- Will be able to work effectively in teams;
- Demonstrate social and collaborative skills necessary for effective functioning in collective endeavors;
- Use collaboration and group processes to achieve a common goal;
- Demonstrate an understanding of civic society and culture in the areas of citizen rights and responsibilities;
- Understand the role of diversity in modern society;
- Understand the nature of ethical decision-making;
- Demonstrate a commitment to lifelong learning.

LEVEL OUTCOMES LEADING TO PROGRAM OUTCOMES

By the end of Level I, the student is prepared to:	By the end of Level II, the student is prepared to:	By the end of Level III, the student is prepared to:	The graduate is prepared to:
<p>1. Transfer knowledge from natural and physical sciences; behavioral and social sciences; humanities and fine arts; and mathematics, business, and economics that may apply to professional nursing practice and lifelong learning;</p> <p>2. Identify legal, ethical, and professional issues related to recipients of health care, one's self, and one's colleagues;</p> <p>3. Define the steps in the nursing process, including primary, secondary, and tertiary care, as they relate to the stabilization of the client system;</p> <p>4. Use basic communication skill to promote optimal wellness;</p> <p>5. Define leadership and management roles in the delivery of nursing care;</p> <p>6. Demonstrate beginning critical thinking, application of critical frameworks, and problem solving skills;</p> <p>7. Identify the healthcare practices and beliefs of diverse cultural groups;</p> <p>8. Define lifelong learning as it relates to the advancement of the nursing profession;</p> <p>9. Define the use of research in the development of evidence-based therapeutic interventions used in nursing practice.</p>	<p>1. Apply principles from natural and physical sciences; behavioral and social sciences; humanities and fine arts; and mathematics, business, and economics that may apply to professional nursing practice and lifelong learning;</p> <p>2. Demonstrate legal, ethical, and professional accountability to recipients of health care, one's self, and one's colleagues;</p> <p>3. Apply the steps of the nursing process to client systems with increasing needs and varied stressors;</p> <p>4. Demonstrate effective communication skills to promote optimal wellness;</p> <p>5. Discuss leadership and management in the planning and delivery of nursing care;</p> <p>6. Apply critical thinking, theoretical frameworks, and problem solving skills in nursing practices;</p> <p>7. Use basic knowledge of various health care practices and beliefs of diverse cultural groups when delivering nursing care;</p> <p>8. Describe lifelong learning and its relationship to the advancement of the nursing profession;</p> <p>9. Describe the importance of using evidence-based therapeutic interventions in nursing practice.</p>	<p>1. Apply principles from natural and physical sciences; behavioral and social sciences; humanities and fine arts; and mathematics, business, and economics that may apply to professional nursing practice and lifelong learning;</p> <p>2. Demonstrate legal, ethical, and professional accountability to recipients of health care, one's self, and one's colleagues;</p> <p>3. Utilize the nursing process to deliver primary, secondary, and tertiary care to stabilize the client system;</p> <p>4. Explain the use of written, verbal, nonverbal, and technological skills to communicate effectively;</p> <p>5. Adopt beginning leadership and management behaviors in the planning, delivery, and evaluation of nursing care;</p> <p>6. Using various theories as a framework, discriminate among options using critical thinking, and problem-solving ;</p> <p>7. Compare and contrast various health care practices and beliefs of diverse cultural groups when delivering nursing care;</p> <p>8. Analyze the importance of a commitment to lifelong learning for the growth of the individual and the advancement of the nursing profession;</p> <p>9. Critique research in order to apply evidence-based therapeutic interventions to nursing practice.</p>	<p>1. Enact the professional role in nursing.;</p> <p>2. Integrate evidence-based practice in providing safe, effective, and culturally appropriate nursing care in partnership with a diverse clientele in order to promote health, prevent disease, and to attain, maintain, or restore wellness. Promotion of optimal client outcomes is best accomplished within an environment of respect, caring, and compassion.;</p> <p>3. Practice professional nursing in a variety of healthcare systems and contexts, responding to influences and determinants that impact delivery and outcomes of care within institutions, organizations, and agencies.;</p> <p>4. Practice professional nursing that embodies a spirit of, and commitment to, inquiry and community to continually improve nursing practice, client care, and health delivery systems..</p>

Essential Abilities/Technical Standards

Methodist College of Nursing specifies that the following abilities are critical to the success of students enrolled in the nursing program. All students will be expected to demonstrate the following Essential Abilities/Technical Standards to complete the BSN program at Methodist College of Nursing.

Students with a documented disability should refer to the Disability Coordinator.

COMPETENCY	STANDARDS	EXAMPLES (Not all included)
Motor Skills	Gross and fine motor skill abilities sufficient to function safely and effectively. Ability to lift 50 pounds.	Manual dexterity to grasp, push, pull, twist, pinch, and cut. Ability to operate and calibrate equipment. Ability to prepare and administer medications.
Communication	Ability to write and speak English. Ability to operate information technology.	Teach clients. Document, interpret actions and interventions and client responses. Ability to communicate in a professional manner.
Interpersonal Relationships	Ability to interact with individuals, families, and groups in a variety of settings.	Assertiveness and sensitivity. Able to work effectively in large and small groups.
Vision	Sufficient ability to observe and assess.	Assess skin color, pupillary response. Read graphs, charts, and monitoring devices. Observe client responses to interventions. Prepare and administer medications.
Hearing	Sufficient ability for assessment and response	Detect alarms and calls for help. Hear heart, lung, and other body sounds.
Touch	Sufficient ability to discriminate normal and abnormal findings upon palpation.	Detect temperature and perform palpation.
Mobility	Ability to maneuver in confined spaces.	Ability to move around in small spaces. Ability to perform CPR.
Critical Thinking	Ability to problem solve and demonstrate sound clinical judgment.	Identify problems and potential solutions. Predict outcomes and interpret situations.

Academic Progression and Non-Progression

A. Progression Status:

- *In Good Standing*

At the end of the semester, a student must have earned a cumulative grade point average of at least 2.0. Students must maintain a 2.0 GPA to progress in the MCON program.

To progress from the Lower Division to the Upper Division of the Pre-licensure BSN program, the student must have completed all Lower Division courses and must have a minimum cumulative GPA of 2.0. The student's faculty advisor must certify in writing to the Registrar that the student is eligible to progress. Exceptions to this progression policy can only be approved by the Dean of Academic Affairs or her designee.

All nursing courses must be completed satisfactorily with a grade of "C" (77) or better before a student can progress in the nursing program.

A grade of "D" will be considered a passing grade in General Education and/or Health Sciences courses as long as the student maintains a 2.0 GPA overall.

Courses must be completed in the designated sequence of the designed curriculum.

Online student learning requires 3 – 4 hours of student involvement per credit hour per week.

- *Academic Probation*

A student will be put on academic probation at the end of a semester if the semester grade point average is less than 2.0, or a grade of "D" or "F" is earned in a nursing course or a grade of "F" is earned in a general education course.

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

- *Removal from Academic Probation*

The student is removed from academic probation at the completion of the semester when the cumulative GPA is 2.0 or higher. This must be done within two (2) semesters of being placed on *Academic Probation*.

"Returned to Good Standing" will be posted on the student's academic record.

B. Non-Progression Status:

- *Academic Dismissal*

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

- Failure to earn a "C" or better in a repeated nursing course.
- Failure to earn a "C" or better in two or more nursing courses.
- Failure in a second nursing course subsequent semesters.
- Second withdrawal from a nursing single course.
- Two consecutive semesters of a cumulative GPA of less than 2.0.
- Violations of the Academic Integrity and Honesty Policy.

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

The student may apply for readmission after one year following academic dismissal. To reapply for admission, the student must complete the *Application for Readmission* which is available through the Office of Admissions. Reapplication following academic dismissal does not guarantee readmission to the College. If the student is accepted for readmission following dismissal, the student will be placed

on academic probation. Refer to the policy for **“Readmission to the College.”**

The RN-BSN students should contact the Admission’s Office regarding the Readmission Process.

C. Withdrawal Policy:

- *Withdrawal from One or More Courses*

A student may withdraw from a course prior to the end of the term of enrollment due to extenuating personal circumstances or for unsatisfactory academic work. The last day to withdraw without a grade assigned to the course is published in the Academic Calendar for each term. A grade of “W” will be posted to the student’s academic record for each course in which the student has withdrawn. Withdrawal must be officially enacted by completing and submitting a *Withdrawal* form, obtainable from the Office of the Registrar, on or before the Last Day to Withdraw with a “W”. Failure to attend classes does not constitute official withdrawal from the course. Failure to complete the withdrawal process in the Registrar’s Office may result in failure of the course work.

A student may not withdraw from the same course more than once during enrollment at Methodist College of Nursing. Withdrawal from the same course twice will result in academic dismissal.

- *Institutional Withdrawal*

Institutional Withdrawal is the withdrawal or discontinuation of **all** courses in which the student is enrolled. The last day to withdraw without a grade assigned to the course(s) is published in the Academic Calendar for each term. A grade of “W” will be posted to the student’s academic record for each course in which the student has withdrawn. To officially withdraw from the institution, the student must complete and submit an *Institutional Withdrawal* form, obtainable from the

Office of the Registrar, on or before the Last Day to Withdraw with a “W”. Failure to attend classes does not constitute official Institutional Withdrawal from the College. Failure to complete the Institutional Withdrawal process in the Registrar’s Office on or before the Last Day to Withdraw with a “W” may result in failure of all course work.

“Institutional Withdrawal” and the date will be posted on the student’s academic record.

A student who discontinues enrollment for more than one semester following Institutional Withdrawal must complete an *Application for Readmission* obtainable from the Office of Admissions in order to re-enroll in courses offered by the College. Reapplication does not guarantee readmission. **Refer to the policy for “Readmission to the College.”**

Academic Complaints and Grievances

Academic Complaint Procedure

An academic complaint relates to academic issues associated with course, classroom or clinical instruction during the course of the semester. The student who has a complaint should first discuss the problem with the faculty member involved. If, following discussion with the faculty member, the student continues to believe that he or she has not been dealt with fairly, he or she may submit a written statement of the complaint to the Dean of Academic Affairs.

To prepare a written complaint, the student shall:

- a. Identify the exact nature of the complaint and provide dates and locations of relevant incidents.
- b. Identify the names of the witnesses or persons who have personal knowledge relating to the complaint.
- c. Submit any available written documentation or evidence that is relative to the grievance.

The Dean of Academic Affairs will consider the written complaint and then consult with the

relevant faculty member. After all issues are taken into consideration, a decision will be rendered. The decision of the Dean of Academic Affairs will be **final**.

Students have the right to appeal course grades under the Grievance Procedure outlined in this Handbook.

The President of the College shall have the right to sustain, modify or overrule the academic failure and resultant expulsion.

Academic Grievance Procedure

An academic grievance is an action that is filed in relation to a final failing grade assigned for theory or clinical performance, refusal of admission into a course, and/or dismissal from a course. It is not appropriate to use the grievance procedure to challenge individual examination items.

The process for an academic grievance follows. It is the responsibility of the student to move the process forward through each step.

1. As a prerequisite to filing a grievance a student must meet with the involved faculty member within three (3) school/business days after an incident occurs or grades are distributed. The student and faculty member shall discuss the dispute in an attempt to resolve the matter. The student must represent himself/herself during the grievance process.
2. If the dispute is not resolved following informal discussion, the student may file a written grievance with the Dean of Academic Affairs within five (5) days after meeting with the faculty member. The form for written grievance is obtained from the Office of Academic Affairs. Directions and questions regarding the grievance process will be addressed by the Dean. The written grievance form must be completed and signed within two (2) school/business days after the initial meeting with the Dean.
3. The student meets with the faculty member and/or Course Coordinator and the Dean of Academic Affairs within three (3) days of submission of the written grievance. If the grievance is not resolved, the grievance moves to step 4. The Dean of Academic Affairs will notify the President of the

student's decision to forward the grievance to committee.

4. The President of the College appoints an ad hoc committee made up of one administrator and two-four faculty members to hear the case and make a recommendation. The ad hoc committee will meet within five (5) school/business days of the request for the hearing. The committee chair will notify the President of the decision of the committee's decision. The President will notify the student and the involved faculty of the decision.
5. The student or the involved faculty member(s) may appeal the decision of the committee in writing to the President of the College within two (2) school/business days following notification of the decision of the committee. The President will render a decision on the appeal within three (3) days from receipt of the appeal. The grievance process ends with the decision of the President of the College.

The academic grievance process is generally instituted at the end of a semester; therefore, every effort should be made to complete the grievance process prior to the start of the next semester.

Advisement Procedure

- Each student will be assigned an advisor upon provisional acceptance to MCON. The advisor should contact the student prior to orientation.
- Advisors should meet with their advisees at midterm and prior to registration for the following term.
- If the student is having difficulty, the advisor will instruct the student on remediation. The advisor will develop a plan of how they will remediate and how they will achieve success. The advisor and advisee will meet on a mutually agreed upon schedule to monitor their progress.

Academic Advising and Counseling

Students are assigned a faculty advisor upon provisional admission in Methodist College of Nursing. The advisor provides academic advisement, monitors student progress

throughout the BSN program, and makes appropriate referrals for personal counseling as needed.

Students should meet with his/her faculty advisor on a regular basis particularly if he/she is experiencing academic difficulty. Students are required to meet with his/her advisors and obtain their approval to be able to register each semester. Advisor office hours are posted on his/her office door.

Students or advisors may request a change of advisor/advisee with written notification to the Dean of Academic Affairs.

Academic Semester Length and Credit

A semester is based on 15 weeks of classes in the fall and spring semesters.

Each academic credit is based on 15 clock hours of classroom instruction. Each academic credit is equal to 50 minutes of instruction per week.

Clinical and laboratory hours are computed on a ratio basis. Clinical credit hours are based on a ratio of 1:3 clock hours per clinical credit hour. Laboratory credit hours are computed on a ratio of 1:2 clock hours per laboratory credit.

ATI Testing Procedure

- **The ATI Test of Essential Academic Skills** will be administered to all new students prior to orientation as a diagnostic tool to predict student success in the nursing program. Student results will be distributed to their advisor.
- The ATI program, including non-proctored and proctored tests associated with specific nursing courses, is a valuable tool to prepare students for NCLEX success and future practice. ATI is integrated throughout the program.
- In courses with an associated proctored ATI test, the information regarding required activities and contribution of credit is specified in the course syllabus/course information document as determined by the course faculty.
- Points may be given within a nursing course based on achievement on proctored

examinations. The points allotted will not exceed 10% of either the course grade or extra credit, as determined by the course faculty.

Residual ACT Testing

Methodist College of Nursing offers Residual ACT testing on-site. For additional information, students should contact the Methodist College of Nursing Enrollment Management Department.

Licensure

Graduates of the Bachelor of Science in Nursing are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon licensure, the graduate may work in the multiple roles in health care open to the registered professional nurse.

Leave of Absence

A student may request a Leave of Absence (LOA) for personal or medical reasons, before or after the Last Day to Withdraw, with a "W" with proper support documentation. The student who requests a Leave of Absence must be making satisfactory progress in all course work and be in Good Academic Standing. If the Leave of Absence is taken prior to the deadline for course withdrawal, the student will receive a "W" for all courses in which he/she was enrolled.

If the Leave of Absence is taken after the withdrawal deadline, the student may receive Incomplete grades for all courses (please refer to the Incomplete grade policy.) The student who requests a Leave of Absence may do so without withdrawing from Methodist College of Nursing, but must return within one academic year. A student wishing to take a Leave of Absence must complete a Request for Leave of Absence form through the Office of the Registrar. The student must continue attending classes until the leave of absence is approved. Failure to resume studies within one academic year from the date of commencement of the Leave of Absence will result in termination of student status.

Military Leave of Absence

Methodist College of Nursing (MCON) supports students who are members of the United States armed forces and reserve units. An undergraduate 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 elsewhere may be granted a Military Leave of Absence (MLOA) from MCON 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. Students with the MLOA need not apply for readmission or pay readmission fees. The student on MLOA must notify the Registrar of intent to return to enrollment in order to register for classes. Excluded from readmission are those who have dishonorable or bad conduct discharges or who are sentenced in a court-martial. Students who resume enrollment following MLOA will be required to meet the degree requirements as stated in the current catalog and which are in effect at the time of re-entry.

The Military Leave of Absence application is available from the Registrar's Office. The completed application must be returned to the Registrar's Office, accompanied by a copy of the military orders indicating the date on which the student must report for active duty elsewhere. When students are called to active duty after classes begin, they should contact the Registrar's office for a complete withdrawal/resignation from the current term, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in the dormitory, they are responsible for contacting the Office of Student Financial Aid and the Office of the Director for Enrollment Management. For assistance with the MLOA form, contact the Registrar's Office.

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 \$35 application fee. In addition to these items, the student will provide a written request to the Office of Admissions explaining why he or she should be considered for readmission.

To be considered for readmission to Methodist College of Nursing, 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. Time limits and application deadlines for re-entry may apply.

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.

Time Expectation for Online Attendance

Nursing is a profession that requires a high level of knowledge application for quality patient care. Therefore, attendance in both classes and clinicals is mandatory.

Attendance and participation are essential elements for online courses. Attendance is tracked through participation. Participation includes, but is not limited to, a combination of assignments, discussion thread posts, quizzes and tests, and learning team projects. The successful online student will strive to sign into the online course and participate 4-5 days per week. Instructors may specify their own participation and attendance requirements for their courses that will be posted in their syllabi.

The online student must manage his/her own time and workload to be successful and have a good learning experience. Online courses require the student to devote a certain amount of time each week to their online learning experience. This time will include reading, working on assignments, interacting with the instructor and fellow students through

discussions and email, and team-based projects and assessments. For a 3 credit-hour course, a student should expect to spend 9-12 hours per week on course work and participation. For a 4 credit-hour course, 12-16 hours is the expectation. These hours will be divided among the expected 4 or 5 days per week a student must log into the course to be counted in attendance. Thus, the student should plan for 2-5 hours per day, 4-5 days per week for each 8-week course.

Auditing Classes

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.

Students may audit the nursing theory section of any nursing course with permission of the instructor. Students auditing classes may not take any examination given for that class and will receive no grade or notation on a transcript relative to the audited course. The clinical portion of a nursing course may not be audited.

Class Hours

A class hour is defined as one period of 50 minutes. If the faculty member does not appear for class within fifteen (15) minutes, one student on behalf of his/her classmates should contact the Office of the Dean of Academic Affairs to determine what course of action to follow.

Clinical Hours – Three (3) clock hours of clinical practice time equals one credit.

Grading Scale

In nursing courses, students must earn a grade of “C” for nursing theory and an “S” for nursing clinical to receive a passing grade. In general education and/or health science classes, a grade of “D” is considered a passing grade as long as a 2.0 overall GPA is maintained. Students must maintain a 2.0 GPA to progress. The grading system used at Methodist College of Nursing is:

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	0.00 (Grade issued within one semester)
S	0.00 (Not computed in GPA)
U	0.00 (Not computed in GPA)
W	0.00 (Not computed in GPA)

The following grading scale will be used for all **NURSING classes:**

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

Grading Standards

I Incomplete – The grade of “I” is reported by the instructor. The student must complete the work by the date that 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 through the ninth week of a semester course and the instructor reports a grade of “W”. After the ninth week, the instructor reports a Letter grade of “A”, “B”, “C”, “D” or “F”, unless a Leave of Absence has been taken by the student in which case the instructor would issue the grade of “W”.

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

theory must be repeated. A student can only repeat a course one time.

If the clinical component of the course is failed, the student automatically fails the course.

Incomplete Grades

The request for an Incomplete ("I") grade must be originated by the student and approved by the Instructor for the course in question. If the Instructor agrees that the student has completed enough of the course and has a valid reason to request the Incomplete, he/she will support the request for the Incomplete ("I") grade. The student must obtain the Incomplete Grade form from the Office of the Registrar, obtain approval from the Instructor and submit the signed form to the Office of the Registrar.

The last date to complete the course is the midterm of the next semester as indicated on the Academic Calendar. An Incomplete grade will become a grade of "F" if not completed by the specified date.

Adding/Dropping a Course

Students should refer to the Academic Calendar for add/drop dates specific to the program in which he/she is enrolled. Students must obtain approval from his/her advisor prior to adding or dropping any course.

RN-BSN track students must contact their Faculty Advisor or the Dean of Academic Affairs prior to adding/dropping any course.

Second Degree Accelerated BSN track students must contact the Second Degree Accelerated BSN track Coordinator prior to adding/dropping any course.

Administrative Drop/Add

While each student is responsible for ensuring that he/she is enrolled for the appropriate courses, Methodist College of Nursing reserves the right to administratively add/drop students when the student fails to meet prerequisite requirements or when circumstances mandate.

Repeated Courses

Students may not receive credit for the same course twice. Repeated courses must be taken

at Methodist College of Nursing. Students may not use a proficiency exam to replace a repeated course.

When a student repeats a course at Methodist College of Nursing, all grades earned in the course will be posted to the student's transcript and will be computed in the cumulative grade point average. An MCON nursing course may be repeated only once.

Grade Point Average (GPA) Calculation

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

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	0.0 (Grade issued within one semester)
S	0.00 (Not computed in GPA)
U	0.00 (Not computed in GPA)
W	0.00 (Not computed in GPA)

Grade Reports

Grades are available through the student portal of the Methodist College of Nursing website. Students who have outstanding obligations to Methodist College of Nursing (financial, library, etc). will have his/her grades withheld. Grades will not be provided by telephone.

Academic Honors

PRESIDENT OF THE COLLEGE'S LIST

At the end of each semester, the President of the College's List will be posted to recognize the academic progress for that semester. Students earn this honor by:

- Completing a minimum of 12-semester hour credits roster and
- Achieving a semester grade point average of 3.9 to 4.0.

DEAN'S LIST

Additionally, the Dean's List will be posted at the end of each semester. Students earn this honor by:

- Completing a minimum of 12-semester hour credits roster and
- Achieving a semester grade point average of 3.75 to 3.89.

Class Standing

Students are classified according to the total number of semester hours completed including transfer semester hours. Students are classified as follows:

- Freshman 0–30 semester hours completed
- Sophomore 31–57 semester hours completed
- Junior 58–89 semester hours completed
- Senior 90–122 semester hours completed

Enrollment Status

Students are classified according to the number of hours he/she is enrolled in a semester as follows:

- Full-time (12 hours/semester)
- Three-quarter time (9 - 11 hours/semester)
- Half-time (6 - 8 hours/semester)
- Less than half-time (1- 5 hours/semester)

Credit by Examination

COLLEGE BOARD TESTING SERVICES (CLEP)

Credit for college-level achievement in general education courses may be awarded through the College Level Examination Program (CLEP) administered by College Board. Proficiency examinations are given on national test dates and are designed to give credit for knowledge gained in programs without college credit or for courses, which are not transferable.

Information is available in the Office of Admissions. Credit will be entered on a student's official record upon receipt of official scores, provided the student achieves at or above the level accepted by Methodist College of Nursing. Credit will be given as a grade of "P" and will not be computed in the student's GPA.

CLEP tests will be accepted if passed at the 50th percentile or greater for the following

courses: Chemistry; College Algebra; College Mathematics; Precalculus; Calculus; Introduction to Sociology; Introduction to Psychology; Human Growth and Development; English Composition; Principles of Microeconomics; Principles of Macroeconomics; Principles of Management; Humanity and Literature courses; Foreign Language courses; English Literature; American Literature; Analyzing and Interpreting Literature; US History I and II; and Western Civilization I and II.

Credit:

- Credit for the above courses will be entered on student transcripts with no grade recorded.

Testing and Fees:

- Testing service, site, and fees are the responsibility of the student.

Receipt of Scores:

- Students must request that scores be submitted directly from the CLEP Testing Service to the Methodist College of Nursing Registrar.

Time Limit:

- There is no time limit as to when the CLEP test was taken.

Testing Information:

- For CLEP testing information, contact the College Admission Office or go to www.collegeboard.com/testing

EXCELSIOR TESTING FOR GENERAL EDUCATION CREDITS

Excelsior Testing is used to grant credit for specific course work in the Arts and Sciences. If the student score is equivalent to an A, B, or C, credit for that course will be transferred.

Credit:

- Credit for Excelsior Testing passed courses will be entered on student transcripts with no grade recorded.

Testing and Fees:

- Testing service, site, and fees are the responsibility of the student.

Receipt of Scores:

- Students must request that scores be submitted directly from the Excelsior Testing Service to the Methodist College of Nursing Registrar.

Time Limit:

- There is no time limit as to when the Excelsior test was taken.

Testing Information:

For Excelsior testing information, contact the College Admission Office or go to www.excelsior.edu.

Degree Completion Requirements

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

1. **Completion of 122 credit hours in the required courses.** The degree must be completed for each program per the following table:

Pre-licensure Baccalaureate Degree in Nursing track	7 yrs
Pre-licensure BSN Completion track	5 yrs
RN-BSN track	5 yrs
Second Degree Accelerated BSN track	5 yrs

Failure to do so will result in the individual having to reapply to the College of Nursing.

2. Achievement of a cumulative grade point average of 2.0 or higher on all College work with grades of "C" or above in all nursing courses leading to the Bachelor of Science degree in Nursing.
3. Completion of all required standardized achievement examinations.
4. Fulfillment of at least 25% of the degree credit requirements at Methodist College of Nursing.
5. All courses within the major must be completed at Methodist College of Nursing. Potential transfer of credits within the major may be considered upon review by the MCON President or Dean of Academic Affairs. Students must have at least 30 hours in their major to establish "residency" in their major.

6. Clearance of all indebtedness to Methodist College of Nursing, including the return of all materials borrowed from the College library.

MCON students wishing to take a non-MCON course must seek approval by completing the Transfer Approval form that can be obtained through the Registrar's Office. The form must be approved by the Dean of Academic affairs before the student may take any course outside of Methodist College of Nursing. Credit for the non-MCON course will not be granted if approval has not been obtained, and given, by the Dean of Academic Affairs.

Clinical Attendance

Clinical practice/clinical laboratory attendance is mandatory; 100% participation is expected.

Satisfactory and Unsatisfactory are used to evaluate nursing clinical performance based on course objectives.

The Illinois State Licensing Board requires experiential learning in nursing clinical practice/clinical laboratory to fulfill the requirements for a Baccalaureate of Science in Nursing.

- The faculty expects 100% nursing clinical attendance.
- The ability to meet course objectives by attending clinical practice/clinical laboratory is required to pass nursing courses.
- A missed clinical practice/clinical laboratory day will hinder the student in meeting the course objectives necessary for passing the nursing course and will result in a "U" for the day.
- The inability to meet nursing course objectives results in an **UNSATISFACTORY** in clinical performance and therefore a possible failure in a nursing course.
- Nursing clinical performance is evaluated according to established, expected behaviors for each course as defined in the course syllabus.
- Students coming unprepared for clinical practice/clinical laboratory may be sent away from the clinical site which may also

result in an *Unsatisfactory* for the clinical day.

- In the event that a student is going to be late for clinical practice/clinical laboratory experience, the expectation is that the student will notify the clinical unit one hour prior to the start time.

Student Incident/Medication Error Policy

If a student incident/medication error occurs, the Faculty member will assist the student in completing the appropriate paperwork necessary to report the nature of the incident/error.

In cases where the student is involved in committing an incident or medication error during a clinical experience, the student is responsible for notifying his/her instructor of the incident/error. Failure to notify the instructor of an incident may result in the student's dismissal from the program.

Incident Reports

Students who sustain an injury at Methodist College of Nursing or on the clinical setting must report the injury and complete an Incident Report according to Methodist College of Nursing policy. Medical expenses related to treatment of the injury are the financial obligation of the student.

Needle Stick Procedure

Students who sustain a needle stick during clinical or lab practice must report this to his/her clinical instructor as soon as possible who will assist them in completing an MCON Student Injury Report. The student will report to the hospital emergency department within 2 (two) hours of the incident for treatment following hospital protocol.

Medical expenses related to treatment of the needle stick are the financial obligation of the student.

Client Confidentiality Policy

Through the various educational experiences, nursing students are privileged to confidential information. As pre-professional nurses, students must adhere to the professional behaviors as directed by the American Nurses Association Code of Ethics for Nurses with Interpretive Statements which includes maintenance of confidentiality and requirements documented in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). MCON students may not disclose any information regarding clients, their families or information pertaining to clinical agencies outside of that specific care giving experience.

Every MCON 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.

TUITION AND BILLING POLICIES AND PROCEDURES

Billing Services Policy

All correspondence regarding billing will be done electronically. It is the responsibility of the student to check his/her email and CAMS portal regularly to ensure their balances are being paid.

Tuition and fees are due and payable at the time of billing unless alternative arrangements have been agreed upon with the College Bursar. All College charges and credits for each semester are consolidated into one account for each student.

Fall tuition is due on or before August 15.

Spring tuition is due on or before January 10.

Summer tuition is due for Second Degree Students on or before May 15; and for all other students, tuition is due on or before May 31.

NOTE: Please be advised that if any of these dates fall on a holiday, the payment will be due on the following business day.

Fall tuition payment plans: One-half of the tuition is due on or before August 15. One-quarter of the tuition is due on or before September 15. And the remaining quarter is due on or before October 15.

Spring tuition payment plans: One-half of the tuition is due on or before January 10. One-quarter of the tuition is due on or before February 15. And the remaining quarter is due on or before March 15.

Summer tuition payment plans: One-half of the tuition is due on or before May 15 for Second Degree Students, and the remaining half is due on or before June 15. For all other students, one-half of tuition is due on or before May 31, and the remaining half is due on or before June 30.

NOTE: If you are participating in any Payment Plan, there is a flat \$30 Payment Plan Deferment fee that will be applied per semester to any and all accounts not paid by the tuition due date. This means that if you do not elect a payment plan and your tuition is not paid on or before the tuition due date, you 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, the student will be charged a \$50 late fee per payment.

Financial Assistance

Students at Methodist College of Nursing interested in federal financial aid must complete a Free Application for Federal Student Aid (FAFSA) form. Eligibility is determined by an analysis of the information provided on the FAFSA and is made by federal and state agencies who disburse financial aid.

Please visit MCON's financial aid department for more information and direction in this process.

Pay for Print

Each semester students will receive a 300 page balance to be used for printing and copying. Each student will be assigned a copier code to gain access to the copier. Once you exceed your balance of 300 pages you will no longer be able to print and copy until you add more pages to your account. You can add more pages to your account by going to Enrollment Management on the 6th floor. The cost for more pages is \$0.10 (10 cents) per page. The minimum amount that can be added is \$5.00 each time.

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

Books

Methodist College of Nursing provides an online textbook ordering service where students can purchase his/her textbooks, supplies, and other miscellaneous items. All textbooks are also on reserve in the Methodist College of Nursing Library located in the basement of Methodist College of Nursing.

TUITION AND FEES

2011-2012 Pre-licensure Baccalaureate Degree and BSN Completion Track Tuition and Fee Schedule*

Pre-licensure Baccalaureate Degree in Nursing

All correspondence regarding billing will be done electronically. It is the responsibility of the student to check his/her email and CAMS portal regularly to ensure their balances are being paid.

Tuition and fees are due and payable at the time of billing unless alternative arrangements have been agreed upon with the College Bursar. All College charges and credits for each semester are consolidated into one account for each student.

Fall tuition is due on or before August 15.

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Summer tuition payment plans: One-half of the tuition is due on or before May 15 for Second Degree Students, and the remaining half is due on or before June 15. For all other students, one-half of tuition is due on or before May 31, and the remaining half is due on or before June 30.

NOTE: If you are participating in any Payment Plan, there is a flat \$30 Payment Plan Deferment fee that will be applied per semester to any and all accounts not paid by the tuition due date. This means that if you do not elect a payment plan and your tuition is not paid on or before the tuition due date, you 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, the student will be charged a \$50 late fee per payment.

***Summer full-time tuition = 12 credit hours or more taken in both summer sessions.**

*6 credit hours or more each summer session = Full-time

*4 credit hours each summer session = $\frac{3}{4}$ time

*2 credit hours each summer session = $\frac{1}{2}$ time

*This is an institutional standard only and is not used in calculating financial aid for the summer semester.

TUITION

100 and 200 Level Courses = \$386.00 per credit

300 and 400 Level Courses = \$587.00 per credit

*Subject to change without notice

**No charge for currently enrolled students up to a maximum of three official and unofficial transcripts

Pre-licensure Baccalaureate Degree in Nursing and BSN Completion Track Tuition and Fee Schedule*
(continued)

FEES

- Application Fee \$35.00
- Deposit \$100.00
- Lab Fee \$200.00/year \$100.00/semester
- Tech Fee \$400.00/year \$200.00/semester
- Student Development Fee \$150.00/year \$75.00/semester
- ATI Testing \$380.00/year \$190.00/semester
- Graduation Fee \$150.00 (final semester only)

DORM ROOMS

- Room Deposit \$50.00
- Single \$2,000.00/semester
- Double \$1000.00/semester
- Triple \$800.00/semester

OTHER FEES (if applicable)

- Late Payment Fee ----- \$50 (noted above)
- Late Registration Fee ----- \$10
- Payment Plan II ----- \$30 (noted above)
- Tuition Refund (previously Withdrawal Fee) ----- See definition
- Transcript Fee** ----- \$5

MISCELLANEOUS ADDITIONAL FEES – To be paid by student (Not included in Tuition or Fees)

- Uniforms and Accessories ----- \$300
 - Books/Supplies ----- \$2,000 - \$2,500
 - Laptop ----- \$500 to \$2,500
 - Malpractice/Liability Insurance ----- \$29 annually
 - Course Proficiency Fee ----- \$25 per test
 - Cap & Gown ----- \$40 (final semester only)
 - NCLEX-RN Application/License ----- \$389 (final semester only)
- (Actual amounts depend on prices at time of purchase)

*Subject to change without notice

**No charge for currently enrolled students up to a maximum of three official and unofficial transcripts

**Bachelor of Science in Nursing Second Degree Accelerated BSN track
Tuition and Fee Schedule***

All correspondence regarding billing will be done electronically. It is the responsibility of the student to check his/her email and CAMS portal regularly to ensure their balances are being paid.

Tuition and fees are due and payable at the time of billing unless alternative arrangements have been agreed upon with the College Bursar. All College charges and credits for each semester are consolidated into one account for each student.

Fall tuition is due on or before August 15.

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NOTE: If you are participating in any Payment Plan, there is a flat \$30 Payment Plan Deferment fee that will be applied per semester to any and all accounts not paid by the tuition due date. This means that if you do not elect a payment plan and your tuition is not paid on or before the tuition due date, you 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, the student will be charged a \$50 late fee per payment.

***Summer full-time tuition = 12 credit hours or more taken in both summer sessions.**

*6 credit hours or more each summer session = Full-time

*4 credit hours each summer session = $\frac{3}{4}$ time

*2 credit hours each summer session = $\frac{1}{2}$ time

*This is an institutional standard only and is not used in calculating financial aid for the summer semester.

TUITION

100 and 200 Level Courses	=	\$386.00 per credit
300 and 400 Level Courses	=	\$587.00 per credit

*Subject to change without notice

**No charge for currently enrolled students up to a maximum of three official and unofficial transcripts

**Second Degree Accelerated BSN track
Tuition and Fee Schedule***
(continued)

FEES

- Application Fee \$35.00
- Deposit \$100.00
- Lab Fee \$200.00/year \$100.00/semester
- Tech Fee \$400.00/year \$200.00/semester
- Student Development Fee \$150.00/year \$75.00/semester
- ATI Testing \$380.00/year \$190.00/semester
- Graduation Fee \$150.00 (final semester only)

DORM ROOMS

- Room Deposit \$50.00
- Single \$2,000.00/semester
- Double \$1000.00/semester
- Triple \$800.00/semester

OTHER FEES (if applicable)

- Late Payment Fee ----- \$50 (noted above)
- Late Registration Fee ----- \$10
- Payment Plan II ----- \$30 (noted above)
- Tuition Refund (previously Withdrawal Fee) ----- See definition
- Transcript Fee** ----- \$5

MISCELLANEOUS ADDITIONAL FEES – To be paid by student (Not included in Tuition or Fees)

- Uniforms and Accessories ----- \$300
 - Books/Supplies ----- \$2,000 - \$2,500
 - Laptop ----- \$500 to \$2,500
 - Malpractice/Liability Insurance ----- \$29 annually
 - Course Proficiency Fee ----- \$25 per test
 - Cap & Gown ----- \$40 (final semester only)
 - NCLEX-RN Application/License ----- \$389 (final semester only)
- (Actual amounts depend on prices at time of purchase)

*Subject to change without notice

**No charge for currently enrolled students up to a maximum of three official and unofficial transcripts

Tuition and Fee Definitions

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

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

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

NOTE: Summer full-time tuition = 12 credit hours or more taken in both summer sessions.

ATI Testing Fee: Covers the cost of required standardized testing of nursing knowledge.

Laboratory Fee: Covers the cost of the disposable equipment and supplies used in laboratory classes and in the Learning Resource Center.

Technology Fee: Covers the use and support of educational technology.

Student Development Fee: Covers the costs associated with providing certain student activities.

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

Transcript Fee: Covers the cost involved in the issuance of each transcript.

Late Payment Fee: The amount assessed when the unpaid balance is not received by the due date.

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

Residence Hall Room Fee: Covers the cost for a College residence hall room.

Graduation Fee: Covers graduation administrative costs (cap and gown expenses are not included).

Miscellaneous Additional Fees: Paid to sources other than the College.

- *Uniforms and Accessories:* Uniforms, shoes, hose, stethoscopes, and other equipment. Cost varies.
- *Books and Supplies:* Cost varies each semester.
- *Laptop:* See "Minimum Laptop Computer Specifications" in this Handbook.
- *Malpractice/Liability Insurance:* Required for admission to MCON and renewed annually.
- *Course Proficiency Fee:* Amount student pays to take the written or performance examination to meet criteria for waiver of selected BSN course(s).
- *Cap and Gown:* The cost of cap and gown for graduation ceremony; paid in last semester only.
- *NCLEX-RN Application:* The cost to apply to sit for the NCLEX-RN; paid in last semester only.

*Subject to change without notice

**No charge for currently enrolled students up to a maximum of three official and unofficial transcripts

RN-BSN track Tuition and Fee Schedule*

All correspondence regarding billing will be done electronically. It is the responsibility of the student to check his/her email and CAMS portal regularly to ensure their balances are being paid.

Tuition and fees are due and payable at the time of billing unless alternative arrangements have been agreed upon with the College Bursar. All College charges and credits for each semester are consolidated into one account for each student.

Fall tuition is due on or before August 15.

Spring tuition is due on or before January 10.

Summer tuition is due for Second Degree Students on or before May 15; and for all other students, tuition is due on or before May 31.

NOTE: If any of these dates fall on a holiday, the payment will be due on the following business day.

Tuition

100 and 200 Level Courses = \$386.00 per credit
300 and 400 Level Courses = \$587.00 per credit

Fees

Application Fee (non-refundable)-----\$35
Deposit Fee-----\$100
Tuition Refund (previously Withdrawal Fee)-----See definition below
CLEP Fees-----Cost varies by Exam
Excelsior Fees -----Cost varies by Exam
Technology Fee -----\$360/year - \$180/semester
Late Registration Fee -----\$10
Transcript Fee** -----\$5
Late Payment Fee -----\$50
Graduation Fee (does not include cap & gown) -----\$150

Additional Miscellaneous Fees

Lab Coat with MCON Emblem -----\$50 (approximately)
Books/Supplies -----\$1,000
Laptop-----\$500 to \$2,500
Cap and Gown-----\$40 (final semester only)
(Actual amounts depend on prices at time of purchase)

RN-BSN track Tuition and Fee Definitions

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

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

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

Technology Fee: Covers the use and support of educational technology.

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

Transcript Fee: Covers the cost involved in the issuance of each transcript.

Late Payment Fee: The amount assessed when the unpaid balance is not received by the due date.

Graduation Fee: Covers graduation administrative costs (cap and gown expenses are not included).

Miscellaneous Additional Fees: Paid to sources other than the College.

- *Lab Coat with MCON Emblem:* To wear during clinical experiences. Cost varies.
- *Books and Supplies:* Cost varies by semester.
- *Laptop:* See "Minimum Laptop Computer Specifications" in this Handbook.
- *Cap and Gown:* The cost of cap and gown for graduation ceremony.

*Subject to change without notice

**No charge for currently enrolled students up to a maximum of three official and unofficial transcripts

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 (previously called Withdrawal Fee)

Full refunds will be made for individual classes cancelled by Methodist College of Nursing. Full refunds will also be granted to those students dropping a course before the first scheduled day of classes. A refund time line 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.*

Tuition Refund Schedules per Program for the 2011-2012 are as follows:

RN-BSN Program	
Fall 2011	
Last Refund Date	Refund Percentage
8/22/2011	100
8/29/2011	90
9/5/2011	75
9/12/2011	50
9/13/2011	0
Spring 2012	
Last Refund Date	Refund Percentage
1/17/2012	100
1/24/2012	90
1/31/2012	75
2/7/2012	50
2/8/2012	0
Summer 2012	
Last Refund Date	Refund Percentage
5/14/2012	100
5/21/2012	90
5/28/2012	75
6/4/2012	50
6/5/2012	0

Traditional BSN Program	
Fall 2011	
Last Refund Date	Refund Percentage
8/22/2011	100
8/29/2011	90
9/5/2011	75
9/12/2011	50
9/13/2011	0
Spring 2012	
Last Refund Date	Refund Percentage
1/16/2012	100
1/23/2012	90
1/30/2012	75
2/6/2012	50
2/7/2012	0
Summer 2012	
Last Refund Date	Refund Percentage
6/4/2012	100
6/11/2012	90
6/18/2012	75
6/25/2012	50
6/26/2011	0

BSN Second-Degree Program	
Fall 2011	
Last Refund Date	Refund Percentage
8/21/2011	100
8/28/2011	90
9/4/2011	75
9/11/2011	50
9/12/2011	0
Spring 2012	
Last Refund Date	Refund Percentage
1/15/2012	100
1/22/2012	90
1/29/2012	75
2/5/2012	50
2/6/2012	0
Summer 2012	
Last Refund Date	Refund Percentage
5/20/2012	100
5/27/2012	90
6/3/2012	75
6/10/2012	50
6/11/2012	0

*Student withdrawing from Methodist College of Nursing completely, should refer to Financial Aid Policy (Return to Title IV Policy) in the catalog.

FINANCIAL AID POLICIES & PROCEDURES

Applying for Financial Assistance

Students at Methodist College of Nursing interested in federal, state or institutional need based financial aid or student loans must complete a Free Application for Federal Student Aid (FAFSA) form. This form is only available online at www.fafsa.ed.gov.

Eligibility is determined by an analysis of the information provided on the FAFSA and follows the federal methodology passed by Congress and determined through the U.S. Department of Education.

Applying for Institutional Scholarships

Students at Methodist College of Nursing interested in institutional scholarships have the ability to apply twice a year, once in the fall and once in the spring.

The application for scholarships is online under the financial aid section of the website.

Students also must complete a Free Application for Federal Student Aid (FAFSA) form. This form is only available online at www.fafsa.ed.gov.

Outside Scholarships and Financial Aid

Students at Methodist College of Nursing who receive outside scholarships or other external sources of financial aid must notify the Office of Financial Assistance of these awards as soon as possible. Students should be aware that these awards may reduce the student's need for previously awarded federal or state financial aid. These reductions are required by law and are not appealable.

Please speak with a financial aid professional for more information on whether an outside scholarship or other external financial aid will reduce your current awards.

Satisfactory Academic Progress for Federal and State Financial Aid

The purpose of Methodist College of Nursing's policy on "Satisfactory Academic Progress" is to ensure that all students meet the federal, state, and local financial assistance / veteran's

benefits programs requirements for eligibility. (Title 34, Section 688.32f and 688.34).

Satisfactory Academic Progress at MCON is evaluated at the end of each academic semester, and is verified 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 Requirement

MCON students must complete at least 67% of their hours attempted in either the semester or cumulatively. A student who fails to complete 67% of their hours attempted during either the semester or cumulatively will be placed on Satisfactory Academic Progress Probation. If the student fails to complete at least 33% of their attempted hours in either the semester or cumulatively, the student is placed on Satisfactory Academic Progress Denial.

Hours attempted include all financial aid eligible courses. For the purposes of this policy, completion is defined as grades of A, B and C. Hours attempted with grades of D, F, W, or I are not considered successful completion grades.

Grade Point Average Requirement

MCON students must have a cumulative grade point average of 2.0 (C average at the end of each semester of attendance. Only grades earned at MCON are counted in this requirement. Grades are calculated for all eligible courses. This requirement evaluates the students' cumulative grade point average, not the semester grade point average. Students who fail to maintain a cumulative grade point average of 2.0 will be placed on Satisfactory Academic Progress Denial. There is no probationary status for the Grade Point Average Requirements.

NOTE: Nursing Courses. A nursing course may only be repeated one time. Withdrawing from a nursing course with a W is considered an attempt. A student may meet the required Completion and Grade Point Average Requirements as listed above and still be placed on Satisfactory Academic Progress

Denial if they fail to successfully complete a nursing course during the second attempt.

Additionally, students are only allowed to repeat grades of D or lower in nursing courses. A student who earns a D or lower in their second course is immediately placed on Satisfactory Academic Progress Denial upon the courses completion.

Maximum Time-Frame Requirement***

The maximum time-frame a student has to complete their degree is equal to 150% of the hours required for the completion of the degree. As a general rule, the Bachelor of Science in Nursing degree requires 122 credit hours, and financial aid recipients have a maximum of 183 credit hours attempted. In this instance, the student would be placed on Satisfactory Academic Progress Probation when his/her attempted hours exceed 150 hours. This student would be placed on Satisfactory Academic Progress Denial after attempting 183 hours. Hours transferred to MCON from previous institutions are included in this requirement.

***** The maximum time-frame requirement is a Title IV requirement only. This rule does not apply to veteran's benefits.**

NOTE: A student seeking a second bachelor's degree will only have his/her transfer hours from the first degree counted in their total hours attempted. For example, a student who completed a Bachelor of Arts Degree at another college would start out with only those hours that transferred to MCON before taking a single class towards his/her second degree counted in the Maximum Time-Frame Requirement. A second degree seeking student will only be eligible for student loan programs, regardless of number of hours transferred into MCON.

Satisfactory Academic Progress Probation

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 (but benefits may be limited on a case-by-case basis) while on Satisfactory Academic Progress Probation.

Satisfactory Academic Progress Denial (SAP)

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 Student Financial Assistance 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 Dean of Enrollment Management. The Dean of Enrollment Management will render a decision within 7 working days of receiving the request from the student. All decisions made by the Dean of Enrollment Management Committee are final.

If the appeal is granted, the student will be placed on Satisfactory Academic Progress Probation. 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 Student Financial Assistance will place the student on Satisfactory Academic Progress Denial again.

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