General Catalog

2010-2011

Nebraska Methodist College of Nursing and Allied Health
Omaha, Nebraska

The provisions stated in this catalog establish the principle plan, requirements and relationships between Nebraska Methodist College of Nursing and Allied Health, hereafter referred to as Nebraska Methodist College (NMC), and the students it serves.

The programs and requirements contained in this catalog are effective August 23, 2010 and are subject to change without notice at the discretion of the College. Updates and changes are available at the College website, www.methodistcollege.edu.

As a student, you are responsible for following all policies as described in this catalog and all handbooks. Please familiarize yourself with the Student Housing Handbook (as applicable), Financial Aid Handbook (as applicable), and the handbook for the program in which you are enrolled.

Campus Location
720 N. 87th Street, Omaha, NE 68114

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Vice President for Student Affairs

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Vice President for Academic Affairs
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Program Development Officer: Health Promotion Management, Medical Group Administration

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Omaha, Nebraska

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Business Development Manager Utility Engineering
Omaha, Nebraska

The Board members listed above are proud to serve Nebraska Methodist College. We know our graduates are ready to deliver caring and professional care to those in need. Our mission and core values are very real and they have lifted the College to its current high level.
General Information

Mission
As a health profession institution, Nebraska Methodist College provides educational experiences for the development of individuals in order that they may positively influence the health and well being of the community.

Brief History
Nebraska Methodist College is the only nursing and allied health college in Omaha that has operated continuously since its beginning in 1891. One hundred years ago, the mission of the deaconesses who began a training school for six young women was simple: Provide care and comfort to the patients. As the College is well into its second century, the mission is much the same, but how and what they are taught bears little resemblance to the curriculum for that small band of women who in 1893 became the hospital’s first graduating class of nurses.

Modern medicine and technological advances of the new century present new challenges. Care in the hospital is more intensive than ever before, and other fields of service besides acute care have opened to the health care school graduate. The early 1980s saw a dramatic decrease nationwide in the number of hospital-affiliated diploma schools, and the four-year baccalaureate programs have grown steadily. The health care provider of the past did not have a broad background in the behavioral sciences area – in liberal arts, social sciences and other humanities which help the caregiver to understand the behavior of sick people. In June 1985, the Board of Trustees approved changing the existing School of Nursing to a degree granting institution, and granted authority to develop degree programs in the allied health professions. The long-popular three-year diploma program was eliminated, and the first baccalaureate degrees were awarded in the spring of 1989. The name was changed from the School of Nursing to the Nebraska Methodist College of Nursing and Allied Health.

Through a series of strategic planning efforts, a long range plan was established that resulted in steady growth of the young college in terms of both student headcount and program offerings. Central in the planning was an intentional effort to diversify the program offerings through the addition of several allied health programs. Labor projections reflected that the growth and ultimate demand of many allied health programs would continue well into the next century. The addition of allied health students to the campus would facilitate the diversification of the student body and also facilitate the realization of the College mission. The transition from a school to a college and the addition of new programs, as well as steady growth of the student body was accomplished smoothly, without any interruptions in the educational process.

In September 2005, the new Josie Harper Campus of Nebraska Methodist College was opened, marking a major milestone in the history and development of Nebraska Methodist College. The Riley-Leinart Center, a 26,000 square foot building, primarily serves as an office building for faculty, staff and administrative personnel. This center also houses some classrooms and the Nursing Skills Laboratory. The Clark Center, a 75,000 square foot building, opened in January 2006. The Clark Center houses many areas critical to the success of the College such as the Bookstore, Library, Computer Lab, Student Health Center, Fitness Center, Student Center, and many laboratories and classrooms. Students can enjoy the convenience of on-campus living at Josie’s Village which opened in August 2007. There are 32 one-bedroom units, 34 two-bedroom units and one studio within five buildings on the southwest half of the Josie Harper Campus.

It is an exciting time in the history of Nebraska Methodist College. As we call to mind the Nurse Deaconesses who established the College over a century ago, we are reminded of their legacy of passion to care for and
comfort patients. As we move toward the 125th anniversary of their humble beginnings, we reaffirm our commitment to that legacy and look forward to the opportunity to continue and enhance the education of tomorrow’s health care providers.

Purpose
The purposes of Nebraska Methodist College are:

- **To provide cost effective, quality education.** NMC strives to maximize both merit-based scholarships and financial assistance. Toward this end, we constantly pursue additional sources of revenue to achieve our vision, including endowment, grants and other income-generating activities.
- **To continually improve the teaching-learning process.** NMC strives to provide an environment that fosters optimal learning through appropriate resources, technology, facilities and culture. Because learning is enhanced by diverse ideas and backgrounds, we encourage diversity in our faculty, staff and in the learner population (cultural, educational, age-stage variability and other factors).
- **To establish and enhance relationships.** NMC actively collaborates with other educational institutions, health care providers, business and community organizations, to benefit all.
- **To communicate its intentions, decisions and actions consistently and clearly.** The College seeks effective communication to maximize commitment from all constituents, including students, alumni and the community at large.
- **To employ high-quality and committed people.** The success of the College depends on attracting, developing, recognizing and retaining the highest caliber individuals in all areas of operations.
- **To provide holistic health education.** NMC focuses on the whole human being — focusing on the interrelatedness of body, mind and spirit. To sustain this focus, the College fosters continual personal and professional self-growth, and development.

Affiliation
Nebraska Methodist College is a multi-purpose health profession college, recognized by the University Senate of the General Board of Higher Education and Ministry of the United Methodist Church. As such, it also maintains a historic and supportive relationship with the Nebraska Annual Conference of the United Methodist Church.

Core Values
Through formal degree offerings, certificate programs, continuing education and community outreach efforts, Nebraska Methodist College demonstrates integrity by its commitment to the following core values:

- **Caring:** NMC is concerned for the well being of all people and demonstrates this concern through kindness, compassion and service.
- **Excellence:** NMC expects the best from everyone and holds to the highest ideas of personal, professional, and organizational performance.
- **Holism:** NMC recognizes and honors the interrelatedness of all things and all people and is committed to the development of the whole person.
- **Learning:** NMC embraces the experiential process by which knowledge, insight, understanding and ultimately wisdom are created for ourselves and those we serve.
- **Respect:** NMC recognizes and upholds the dignity and self-worth of every human being and promotes honest and forthright interpersonal communications and behaviors.

Equal Opportunity/Non-Discrimination Policy
It is the intent and desire of Nebraska Methodist College to create an environment for all students and employees that promotes fairness, responsibility, ability and performance. Nebraska Methodist College admits
qualified students and hires qualified employees of any race, color, national and ethnic origin and makes available to them all the rights, privileges and activities generally accorded or made available to them at the College. The College shall not unlawfully discriminate against students and employees in any of its educational policies, employment policies, programs, services or benefits on the basis of gender, disability, race, color, religion, age, sexual orientation, financial status, marital status, veteran status or national or ethnic origin. All programs and procedures are designed and administered in a manner intended to enhance, not limit, equal access.

The College shall comply with all applicable federal, state and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable.

It is essential that any complaints related to discrimination be reported immediately to a College administrator so an investigation and corrective action can be taken. Any student or employee who engages in discrimination in violation of this policy is subject to disciplinary action.

**Services for Students with Disabilities**

Nebraska Methodist College endeavors to provide qualified students with disabilities equal access to educational opportunities, facilities, programs and activities in the most integrated setting appropriate to the individuals’ needs. When necessary, the College will make reasonable modifications to policies, practices or procedures or provide auxiliary aids and services, as long as doing so will not fundamentally alter the nature of the College’s program or impose an undue burden.

- Students requiring assistance must make timely and appropriate disclosures and requests at least two months in advance of matriculation. Requests for reasonable accommodations should be made as soon as possible after acceptance.
- Students requesting such assistance must provide information and documentation regarding their disabilities and their limitations, including appropriate medication information. Also, a student may be required to undergo additional evaluation of limitations if needed by the College to collaborate effectively with the student in securing appropriate learning strategies. All personal and medical information will be treated confidentially. For more information, contact the Academic Skills Specialist.

**Graduation Rates**

In compliance with the Higher Education Act of 1965, as amended, Nebraska Methodist College is pleased to report a graduation/persistence rate for undergraduate degree programs of 82 percent. The rate reported reflects the graduation/persistence status of students within six years of their first matriculation in an NMC program.

**Accreditation**

Nebraska Methodist College is fully accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL, 60602, (800) 621-7440, the accrediting agency for the region in which the College is situated. The College is authorized to offer programs of study leading to certificate, associate, baccalaureate and master’s degrees.

The State of Nebraska Board of Nursing has approved the BSN program for the preparation of students to become registered nurses. Graduates are eligible to take the National Council of State Boards Licensure Examinations (NCLEX-RN). Both the BSN and MSN are accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle NW, Suite 530, Washington, DC, 20036-1120.
The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Inquiries regarding accreditation may be directed to: CoARC, 1248 Harwood Road, Bedford, TX 76021-4244. Ph:(817) 283-2835.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC ST/SA.)

The Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

The American Registry of Radiologist Technologists (ARRT) recognizes the College’s accreditation through the Higher Learning Commission of the North Central Association.

Alumni Association
The Alumni Association is comprised of graduates from the Methodist Hospital School of Nursing and Nebraska Methodist College as well as honorary alumni. Our alumni network totals more than 5,000 members. NMC alumni are contributing to health programs in local, state and national communities, as well as foreign countries, mission fields and the armed services.

Adhering to the purpose of supporting and promoting the College, members participate in many activities. The Association sponsors an annual alumni reunion consisting of an educational offering, 50-year alumni honor luncheon, silent auction, and an honors dinner. Social activities are planned throughout the year including the annual golf tournament, volleyball tournament, and holiday party. All alumni are encouraged to attend and share in the NMC legacy.

The Alumni Association supports students in a number of ways including provision of financial assistance. Each year, two $5000 Spirit of Excellence Alumni Scholarships are awarded. Selected alumni provide mentoring and relocation assistance to seniors and graduates. Alumni also take an active role in current academic education, frequently serving on advisory boards, class evaluation panels, and as advisors to student organizations.

The success and contributions of alumni are celebrated on our web site and within the alumni newsletter which is mailed three times per year. The Horizon and Alumni Service Awards further acknowledge exceptional alumni accomplishments and service to their field and the Association. Honorary Alumni status is an honor bestowed upon individuals who have demonstrated continued commitment to the goals of the Alumni Association.

Please contact the Director of Alumni Relations with any questions or for further information.

Professional Development
Nebraska Methodist College has an extensive catalog of programs for continuing education, offering an impressive array of topics in the medical, nursing, and allied health fields. We offer quality live programming to health care professionals so that they can continue to develop professionally as well as fulfill their continuing education requirements. In addition, we supplement our live offerings with online offerings that can be
completed for continuing education credits at any time, from any place. Most programs are available at no charge for current students of Nebraska Methodist College as well as for employees of Nebraska Methodist Health System. For a complete listing of the online continuing education selections currently available, and for information on upcoming live programming, visit Professional Development at www.methodistcollege.edu/professionaldevelopment/index.asp

Basic and Advanced Life Support Courses

**Advanced Cardiac Life Support (ACLS) for the Health Care Provider** The ACLS Provider Course is designed to provide the knowledge and skills needed to evaluate and manage the first 10 minutes of an adult ventricular fibrillation/ventricular tachycardia (VF/VT) arrest. Providers are expected to learn to manage 10 core ACLS cases: a respiratory emergency, four types of cardiac arrest, four types of prearrest emergencies and stroke. The course is intended for health care personnel staffing emergency, intensive care or critical care departments. NMC offers both initial and renewal training.

**Basic Life Support (BLS) for the Health Care Provider** The BLS Health Care Provider Course is designed to teach the skills to administer CPR to victims of all ages (using ventilation with a barrier device, a bag-mask device and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, both in and out of the hospital settings. NMC offers both initial and renewal training, in a traditional classroom format.

**Community CPR, First Aid and AED Courses** Community Basic Life Support Courses are available to family members and friends who would like to learn more about CPR, healthy heart and brain living, first aid and automatic external defibrillation. Learn what to do in an emergency situation and keep your cool in a non-intimidating, fun and hands-on learning experience.

**Instructor Courses (BLS, ACLS, PALS)** The American Heart Association Instructor Course teaches the methods needed to effectively instruct others in resuscitation courses. This course is intended for current AHA providers who wish to become instructors. NMC offers these courses.

**Pediatric Advanced Life Support (PALS) for the Health Care Provider** The Pediatric Advanced Life Support course provides the learner with the information needed to recognize infants and children at risk for cardiopulmonary arrest, the information and strategies needed to prevent cardiopulmonary arrest in infants and children, and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. The course is intended for health care professionals who work with and are responsible for the well being of infants and children. NMC offers both initial and renewal training.

**Concerns and Complaints**

Students and faculty at Nebraska Methodist College have internal mechanisms at their disposal through which they can pursue dialogue with the College about concerns or complaints. External constituents with concerns or complaints against the College should call 402-354-7000. The receptionist will field the request and direct the concerned party to the appropriate administrator. The administrator taking responsibility for the concern will record the nature of the concern and also record any actions taken by the College to address the concern. All concerns reported to an administrator of the College are kept on file in the office of the Dean of Students for 10 years.
General Admission Information

Nebraska Methodist College believes in student achievement of goals, life-long learning, holistic development and the professional preparation of health care providers. Guided by these principles, NMC admission processes seek to select students who exhibit the potential to achieve success within this environment. It is the admission policy of NMC to accept qualified students within the limits of the College’s facilities. Nebraska Methodist College admits students of any race, color and national or ethnic origin.

In accordance with its philosophy, NMC strives to see student applicants as holistic, integrated beings. Thus, the application for admission attempts to capture this integration as fully as possible by including multiple perspectives on each student’s life strengths, potential barriers and motivation to learn.

All students seeking admission must complete the application for admission and other requested documents before admission can be determined. All materials become the property of the College and are not copied or returned. The College retains the right to request further information, if deemed important, to fully consider a student’s application. Admission may be invalidated if granted on the basis of erroneous information submitted or if facts required in the application process are intentionally concealed or omitted. The Admissions Office receives and processes applications, transcripts and other supporting documentation for all certificate and degree programs. Correspondence concerning admission and requests for information may be directed to:

Nebraska Methodist College, The Josie Harper Campus  
Admissions Office  
720 North 87th Street  
Omaha, NE, 68114  
(402) 354-7200 or (800) 335-5510  
www.methodistcollege.edu  
admissions@methodistcollege.edu

Undergraduate Degree Application Processes

Undergraduate Admission Criteria
Admission to a degree program at NMC is a selective process. Each departmental admission committee reviews applications and selects students for admission to its program. All aspects of a student’s record are evaluated in making an admission decision, with an emphasis placed on a student’s academic success and potential. All components of the application must be submitted before an application will be reviewed. Official transcripts must contain evidence of good standing from the last school attended. Final selection of applicants to be admitted shall be made by the College, which reserves the right to deny admission to any applicant for any lawful reason. NMC does not obligate itself to admit all students who meet the minimum admission criteria. Qualified students are admitted in compliance with federal and state non-discrimination laws. In compliance with Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, NMC endeavors to provide qualified students equal access to the College’s educational opportunities, facilities, programs and activities.

Applicants are evaluated on the basis of the following criteria:
Minimum cumulative GPA of 2.5 to be considered for admission and the following will be evaluated.

- High School Record
- ACT/SAT
- College Record
Application Process
To be considered for admission to an undergraduate degree program, an applicant must provide and complete all of the following items:
• NMC application.
• $25 non-refundable application fee.
• Written statement.
• An official high school transcript.
• If appropriate, official GED test scores.
• Results of the American College Testing Program examination (ACT) or the Scholastic Aptitude Test (SAT) is required for all applicants within two years of high school graduation.
• Official transcripts from all colleges attended.
• An Admissions Office consultation or campus visit.
• Departmental interview (Physical Therapist Assistant, Medical Assistant, Respiratory Care and Sonography programs).

Homeschooled Applicants
• Completion of application items listed above.
• Home school educational transcript.
• Results of the American College Testing Program examination (ACT) or the Scholastic Aptitude Test (SAT) is required for all applicants within two years of home school completion.
• Students with home school completion of more than two years and no results of ACT or SAT are required to show success in a minimum of 12 college credit hours.

The Admissions Office serves as facilitator for the admission process. After application review by program admissions committees, applicants are notified of their admission status by letter.

When to Apply
Application for admission should be made several months in advance of an applicant’s intended enrollment date. Departmental admission committees review applications each semester and establish application deadlines prior to the review of applications. Application deadlines are available online at www.methodistcollege.edu under the academic programs pages.

Certificate Admission Processes

Diagnostic Medical Sonography: Advanced Skills Certificate in Vascular Sonography Admissions Process
• NMC application.
• $25 non-refundable application fee.
• Provide a copy of your current transcripts, diploma, and/or registry certifications.
• All applicants must be ARDMS-registered in one learning concentration OR demonstrate registry candidacy.
Medical Assistant or Phlebotomy Career Certificate

Admission Criteria
- A minimum cumulative GPA of 2.0 is preferred. Students with higher cumulative GPA’s will be more competitive.
- High school diploma or equivalent
- Demonstration of success in science and math courses (from either high school or college)
- Interview
- Demonstration of good physical health
- Demonstrate good written and verbal communication skills
  Note: A medical terminology course is recommended, but not required.

Application Process
To be considered for admission to a certificate program, an applicant must provide and complete all of the following items:
- NMC application.
- $25 non-refundable application fee.
- Written statement.
- Official high school diploma or GED equivalent.
- Official college transcripts from all colleges attended.
- Personal interview with the Admissions Department and/or the Program Coordinator/Department Chair.

An admission committee will review applicants. Students will be notified of their admission by letter.

Nurse Assistant Certificate
Registrations forms will be reviewed and approved on a first come first served basis prior to the start of each class. The registration deadline is one week prior to the first class. Registration and enrollment is coordinated by the Professional Development Department.

Admission Criteria
Eligible applicants must:
- Be in good physical health with the ability to lift 50 lbs.
- Be at least 16 years of age.
- Be able to read, write, speak and understand English.

Application Process
Applicants submit the following information:
- Completed Nurse Assistant program registration form.
- Student Health Service questionnaire.
- Payment of tuition.

International Applicant
International applicants should make application several months in advance of the desired date of enrollment to allow sufficient time for review of application and deadlines if applicable per program. International applicants also have responsibilities before entering the United States to attend a Student and Exchange Visitor Information System (SEVIS) certified school.

1. Completion of high school (secondary school) education equivalent to a U.S. high school diploma.
2. Cumulative 2.5 grade point average (GPA) required for secondary school education and/or all post-secondary (university) coursework completed. Please note: some programs require a higher minimum GPA.
3. Required pre-requisite courses include: four years English, two years mathematics (including algebra), two years natural science (including biology and chemistry) and two years social science. Successful completion of college courses of a —C— or higher may be accepted.


5. Verify that financial resources exist to completely cover the cost of attendance at NMC. Verify that financial resources exist to completely cover the cost of attendance at NMC. The I-134, Affidavit of Support form must be submitted to the Admissions Office before an I-20 can be issued. The Affidavit of Support is available at: http://www.uscis.gov/portal/site/uscis.

6. Meet minimum English Proficiency requirements.

**English Proficiency** – Minimum Criteria:
This requirement applies to all individuals whose first language is not English, regardless of U.S. citizenship status or time spent in the United States. An official TOEFL® Test (Test of English as a Foreign Language) is required. Information about TOEFL® may be obtained from: TOEFL® Services Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA or at www.ets.org.

TOEFL® Score Requirements – Scores are only valid from two years of the test date:
- TOEFL iBT – minimum of 80 total score and 26 in speaking
- TOEFL PBT – minimum of 550 total score and a score of 5.0 on the TWE® (Test of Written English)

Students completing the TOEFL PBT must also complete the Test of Spoken English™ (TSE®) and received a score of 50 or higher.

Higher TOEFL® scores are required for applicants to the Accelerated – ACE Nursing Program.

TOEFL® Score Requirements – Scores are only valid from two years of the test date:
- TOEFL iBT – minimum of 100 total score and 26 in speaking
- TOEFL PBT – minimum of 600 total score and a score of 5.0 on the TWE® (Test of Written English)

Students completing the TOEFL PBT must also complete the Test of Spoken English™ (TSE®) and received a score of 50 or higher.

Please note: TOEFL CBT is no longer offered.

**Permanent Resident Applicant**
In addition to satisfying the admission criteria for transfer applicants the following criteria must be met:
1. Provide proof of permanent residency status.
3. Meet minimum English Proficiency requirements.

**International RNs Seeking BSN Completion** – Additional Criteria:
1. An international RN may be eligible for the NMC RN-BSN program, if he/she can prove NCLEX-RN. Nebraska licensure may be awarded based on successful completion of the Commission on Graduates of Foreign Nursing School exam (CGFNS) or the NCLEX-RN exam.
2. An international RN who does not seek Nebraska licensure will be evaluated as a nursing transfer student. Students will be asked to provide course syllabi to facilitate an evaluation by the Nursing Department.

Students may be eligible for advanced placement depending upon the outcome of the evaluation.
Additional International Student Responsibilities (Not Criteria for Admission):
Student must assume responsibility for arrangements, through official channels, for entrance into the United States and provide proof of personal insurance coverage under a health and accident insurance policy.

LPN Advanced Placement and RN to BSN Admission Processes
Applicants are evaluated based on Undergraduate Admission Criteria and the following:
Licensed Practical Nurse (LPN)
• Proof of unencumbered LPN licensure – or –
• Proof of eligibility for LPN licensure if a new graduate.
• Graduation from an accredited or state approved LPN program.

Registered Nurse (RN)
• Proof of unencumbered RN licensure – or –
• Proof of eligibility for NCLEX-RN licensure if a new graduate.
• Graduation from an accredited or state approved associate degree or diploma RN program.

Graduate Admission Processes
Admission to a graduate program at NMC is a selective process. Each departmental admission committee reviews applications and selects students for admission to its program. All aspects of a student’s record are evaluated in making an admission decision, with an emphasis placed on a student’s academic success and potential. All components of the application must be submitted before an application will be reviewed. Official transcripts must contain evidence of good standing from the last school attended. Final selection of applicants to be admitted shall be made by the College, which reserves the right to deny admission to any applicant for any lawful reason. NMC does not obligate itself to admit all students who meet the minimum admission criteria. Qualified students are admitted in compliance with federal and state non-discrimination laws. In compliance with Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, NMC endeavors to provide qualified students equal access to the College’s educational opportunities, facilities, programs and activities.

Executive Graduate Programs
• Health Promotion Management
• Medical Group Administration

Admission Criteria
• Bachelor of Science or Arts from a regionally accredited institution.
• Bachelor degree GPA of 2.5 or above.
There is no requirement to have a GRE or other standardized exam for admission to the Graduate Programs. Previous graduate level courses may be considered for transfer credit. Courses to be considered for transfer credit must be earned at an accredited institution with a –B” (3.0) grade or above. The Program Development Officer and the Registrar will evaluate potential transfer credit.

Application Process
• NMC Application.
• $25 non-refundable application fee.
• One completed graduate reference form.
Master of Science in Nursing

Admission Criteria
Option 1 - BSN prepared applicants
- Bachelor of Science degree in Nursing (BSN) from a regionally-accredited institution with program accreditation.
- BSN program GPA of 3.0.
- GPA below 3.0 will be considered on an individual basis.
- Current unencumbered licensure as a Registered Nurse.

Option 2 - RN with BS or BA degree in another field; Completion of RN education – either a diploma or associate degree (ADN)
- Current unencumbered licensure as a Registered Nurse.
- Bachelor of Science or Arts degree from a regionally accredited institution.
- A cumulative GPA of 3.0 or above for admission consideration.
- A GPA below 3.0 will be considered on an individual basis.
- Meet identified competencies in five areas: leadership, statistics, research, nursing health assessment and public/community health nursing.
- Choose one of the options:
  1. Identified competencies may be demonstrated through previous or current, undergraduate or graduate level courses. All courses must meet transfer criteria of a “C-” or above in each course. All courses must be completed prior to enrollment in the MSN program.
  2. Identified competencies may be demonstrated through a portfolio process.

Application Process
- NMC Application.
- $25 non-refundable application fee.
- Written statement of career goals.
- Two completed graduate reference forms. (One required from manager/supervisor or former faculty)
- Resume.
- Official college transcripts from graduating institutions.
- Personal interview with a representative from the Graduate Nursing faculty. The interview can be completed face-to-face or by telephone.
- Current unencumbered licensure as a Registered Nurse.

Post-Master’s Certificate – Nurse Educator/ Nurse Executive

Admission Criteria
- Master of Science degree in Nursing (MSN) from a regionally accredited institution.
- Applicants who have a master’s degree (MA or MS) in other health care fields will be considered on an individual basis.
- Cumulative GPA of 3.0 or higher.

Application Process
- NMC Application.
- $25 non-refundable application fee.
- One completed graduate reference form.
Other Admission-Related Information

Application/Enrollment Fees
Applicants pay an application fee of which in non-refundable. Applicants who are accepted pay an enrollment fee that is applied to the tuition for the first semester at the College. This fee will not be refunded to students who withdraw prior to the start of the semester. Enrollment fee is encouraged within 30 days of acceptance.

Background Check and Drug Testing
Clinical facilities require that Nebraska Methodist College perform drug testing and background checks on all students before they are allowed to participate in clinical experiences. Therefore, students will be required to have a background check performed and submit to drug screening before being allowed into clinical practice. Further information about the requirements is online and provided at new student orientation. Students in exclusively online undergraduate and graduate programs may be required to have a background check performed and submit to drug screening based on the policies of clinical practice sites used in their communities.

Disruption of enrollment for greater than three months requires new drug testing and an affirmation statement of the background check. Students who complete a transfer-of-program request and are admitted into a different program with uninterrupted enrollment (not including summer term) are not required to repeat the background check or drug test.

Persons who have criminal records, substance abuse problems or health problems that could interfere with safe clinical practice in their chosen discipline may be ineligible for student clinical practice, licensure and/or professional certification, or employment. However, students with a history of these difficulties are not necessarily precluded from a career in health care, and will therefore be considered for continued enrollment on a case-by-case basis. The College always keeps the interest of the student as a top priority, and reserves the right to dismiss any student that the College feels will not be able to secure a career in their chosen profession as a result of a history of past legal or behavioral difficulties.

Family Educational Rights and Privacy Act
Nebraska Methodist College complies with the regulations and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. The act provides specific rights to students with respect to their education records. NMC students are protected by FERPA upon matriculation.

Immunizations
All students must show proof of required immunizations and complete a pre-entrance health assessment.

Matriculation Date
The matriculation date is the desired initial enrollment date. Students indicate on the application their intended start date. If a student wishes to defer the matriculation date, a written request for a change of admission must be submitted to the Admissions Office. Due to the competitiveness of some programs, a change of admission may be denied and a student may be required to re-apply.
Non-Degree Seeking Admission and Enrollment
Students may enroll at Nebraska Methodist College for purposes of personal enrichment, professional growth or transfer to another institution. Students are required to complete the Non-Degree Application and submit appropriate application and enrollment fees. Non-degree seeking students and may enroll in a course on a space-available basis. Permission of the administrator directly responsible for the course is required. The registration process and payment of fees are completed prior to enrollment in a course as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid. A student wishing to transfer to degree-seeking status must submit a formal application to the College. Application to a degree program may be initiated at any time, but must meet application deadlines for committee review. Up to nine semester credits earned as a non-degree seeking student may be applied toward the degree. The Admissions Office can provide details regarding moving to degree-seeking status.

Re-Admission of Former Students
Students previously enrolled at the College, who interrupted their attendance for two or more consecutive semesters (excluding summer sessions), are required to re-apply for admission through the Admissions Office. Students will be subject to the policies and curriculum in effect at time of re-acceptance. This policy does not apply to students who have been academically suspended or dismissed from the College.

Re-Admission of Service Members Policy
A student who is called to active duty in the United States Armed Forces (including the National Guard or Reserve) for a period of more than 30 days is entitled to reenroll at Nebraska Methodist College, providing the following conditions are met:

1. The student gives advance notice (written or verbal) of the call to active duty or, upon seeking readmission, submits written verification that such service was performed, necessitating their absence. Both the advance notice of the call to active duty and verification of service performed should be submitted to the NMC Director of Registration and Records;
2. The cumulative length of the student’s absence from NMC because of active duty service does not exceed five years;
3. The student submits a notification of intent to reenroll within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service; and
4. The separation from service was not a dishonorable or bad conduct discharge.

Institutional determination of a student’s preparedness to be readmitted with the same academic status will be made on a case-by-case basis. Should Nebraska Methodist College determine that the student is not prepared to be readmitted with the same academic status, the institution will make reasonable efforts, at no cost to the student, to help the student become prepared (e.g. refresher courses).

During the first academic year, the student will be assessed the same tuition and fee charges that were in effect during the academic year he/she left Nebraska Methodist College. Veteran or other service member education benefits may be considered as well.

Clinical facilities require that Nebraska Methodist College perform drug testing and background checks on all students before they are allowed to participate in clinical experiences. Therefore, students are required to have a background check performed and submit to drug screening before being allowed into clinical practice. At NMC, disruption of enrollment for greater than three months requires new drug testing and a new background check. This requirement applies to veterans returning to Nebraska Methodist College.
Nebraska Methodist College is committed to assisting students who have served in the Armed Forces in the successful completion of their programs of study. For specific information about readmission procedures for veterans, including acceptable forms of service verification documentation, contact the NMC Director of Registration and Records.

**Retention of Records**

In compliance with federal regulations the following retention of records is required.

- One year for received application materials.
- Three years for students who apply for admission and do not matriculate.

**Request to Waive Admission Application Fee**

The College will waive the $25 admission application fee for individuals who are supported by or participating in an agency or program that seeks to guide first-generation, prospective students to post-secondary education. An applicant must provide written requests from the agency/program to validate their eligibility and participation for support and services.

**Transfer of Credit**

Credit for courses taken elsewhere may be accepted for transfer from another college provided:

1. Course credits are listed on the official, raised-seal transcript mailed to the College from the former institution.
2. The educational institution is accredited by a regional accrediting body and, where applicable, the program is approved by the state and is accredited by professional organizations.
3. Course is determined to be comparable to one required in the curriculum or is considered to be appropriate as an elective.
4. Grade of ‘C-’ or better is achieved at the certificate and undergraduate levels and a grade of ‘B’ or better at the graduate level. Grades earned in transfer courses will not be used in determining the student’s cumulative grade point average, unless the student has already matriculated and has been given permission to enroll at another institution. All courses accepted for transfer will be noted on the transcript. Such transfer courses will be included in the total number of hours passed.

The Registrar is responsible for interpreting and implementing the transfer of credit policy.

1. The Registrar reviews official transcripts of the student from accredited educational institutions. In consultation with the General Education Department, the Registrar authorizes transferability of general education courses. The Program Director is responsible for the determination of the transferability of professional/technical and graduate courses.
2. Courses older than five years will be evaluated on a case-by-case basis for transferability. To maximize the chance of student success in any program, the College recommends that a student retake any course older than five years regardless of whether or not the course is transferable.
3. Syllabi for nursing courses taken previously will be evaluated for transfer of credit if taken within three years of the time of application. Nursing courses between three and five years old will be considered but not necessarily awarded credit. Nursing courses five years and older will not be awarded transfer credit. [Note: This does not apply to LPN, MSN or RN advanced-standing applicants.]
4. Courses considered for transfer are reviewed to assure that they are comparable to ones required in the curriculum or meet requirements to be used as an elective.
5. Partial credit may be considered with directed study to meet deficiencies.
6. The Registrar will work with the appropriate Associate Dean on a case-by-case basis to determine equivalency for quarter credit hours from transfer institutions.
7. The student and the student’s academic advisor are notified in writing by the Registrar of courses recognized for transfer.
8. If the student has a question about any course(s) not being recognized for transfer, such questions are to be directed, in writing, to the Registrar within 30 days of receipt of official transferred courses.
   a) Undergraduate Students: No course with a grade below –C-” is considered for transfer of undergraduate credit.
   b) Graduate Students: No course with a grade below –B” is considered for transfer of graduate credit.

Credit for Prior Learning
Validation of prior learning and/or clinical competencies can be demonstrated through several methods. Credits earned by validation are not applicable toward the residency requirement. Grades of –CR” will be issued for all credit earned through these methods. In all cases, the appropriate program director is responsible for whether or not credit can be earned, although review of any credit for prior learning will be done in consultation with the Academic Standards Committee of the Faculty Senate. In cases where the student is attempting to receive credit for a General Education course, approval must come from both the program director and the Associate Dean for General Education. All credit for prior learning must have approval of the Vice President for Academic Affairs.

Validation Methods
Placement Testing: Nebraska Methodist College accepts the veracity of the following placement tests, provided the student achieves the minimum required score.
   1. Advanced Placement Examination Program (AP). Credit will be given for a score of 3 or above.
   2. College Level Examination Program (CLEP). Credit will be given for a score of 50 or above.
   3. Excelsior College Examinations. Credit will be given for a grade of C or better.
   4. DANTES Subject Standardized Tests (DSST). Credit will be given according to the recommendations given by the American Council on Education (ACE).

Professional Certification: Students may hold certifications from professional organizations that reflect a level of competence and cognitive ability. College credit for certifications will be awarded as block credit (i.e., in one lump sum total) after completion of NMC required courses. Those certifications currently approved as valid for credit in specific programs (provided all other requirements are met) are listed below. Students with certifications potentially relevant to their area of study that are not addressed below may request a review of the certification by the appropriate program director to determine if the certification can be awarded credit for relevant program requirements.
   • Medical Assistant certification (Certified Medical Assistant (CMA) through the American Association for Medical Assistants (AAMA)) as applied to undergraduate degree completion programs
   • Physical Therapist Assistant certification (Registered Physical Therapist Assistant through Federation of State Boards of Physical Therapy) as applied to undergraduate degree completion programs
   • Radiologic Technology certification (Registered Technologist Radiography (R.T.(R)(ARRT)) through The American Registry of Radiologic Technologists (ARRT)) as applied to undergraduate degree completion programs
   • Respiratory Care certification (Certified Respiratory Therapist (CRT) through the National Board of Respiratory Care (NBRC)) as applied to undergraduate degree completion programs
   • Sonography certification (American Registry of Diagnostic Medical Sonographers (ARDMS)-registered in at least one learning concentration from among general, ob/gyn, adult echo or vascular) as applied to undergraduate degree completion programs
   • Surgical Technology certification (Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting (NBSTSA)) as applied to undergraduate degree completion programs
**Course Challenge:** Students can demonstrate that they possess necessary competence to be awarded credit for a particular course by successfully completing a comprehensive examination for the challenged course. The student is required to present to the appropriate program director a rational reason (e.g., related on-the-job learning; certification training, etc) for why a course challenge is plausible. The following courses are not challengeable: Professional/Technical courses at the 200 level for associate degree students; Professional/Technical courses at the 400 level for baccalaureate students; General education courses CM230, CM245, CM252, CM320, HU152 and SS465. The program director then makes a determination as to the legitimacy of the request in consultation with appropriate faculty. If valid, the appropriate faculty will create a comprehensive examination designed to assess the student’s knowledge of the subject matter in the challenged class.

**Professional Portfolio:** Students who feel that they have life experiences that fulfill curricular requirements may earn credit by portfolio demonstration. The student is required to present to the appropriate program director a rational reason (e.g., related on-the-job learning; experiential learning, etc) as to why credit through portfolio is plausible. The portfolio will provide evidence for achievement of each relevant learning outcome associated with the course(s). Students will find specific guidelines in most Department Handbooks that guide this process. If at all possible, requests for credit through professional portfolio should be completed prior to the time of course offering so that student work not credited through the portfolio process can be accomplished during the regular course time.
Financial Information

Financial Obligation Policy
It is the responsibility of each student to satisfy all financial obligations to the College before course enrollment can be completed; prior to release of records; upon application for a degree; or before receipt of degree. The College may change all fees and charges at any time. A current listing of all tuition, fees and other expenses is available in the College Business Office. At the end of the semester, student accounts with an outstanding balance will be referred to a collection agency for pursuit and litigation. All fees associated with collection agency placement will be added to the outstanding balance and is the responsibility of the student.

Acceptable arrangements for payment of tuition must be made no later than the Friday before the end of the first week of each start of each semester. Securing adequate financial aid is considered payment on a student account up to the amount of the financial aid. In cases where financial aid is not sufficient to cover the total due, full payment or arrangements for a payment must be made prior to the start of classes. Payment can be made on-line by visiting our website at www.methodistcollege.edu/currentstudents/tuition/index.asp.

A student’s bill includes costs for tuition, student housing fees, books charged at the Bookstore (for those with approved financial aid), test fees and other fees. Note: Students not satisfying financial requirements will be ineligible to attend classes.

Tuition, Fees, Deposits and Refunds
The actual fees for subsequent academic years will be available from the Business Office after April 1 of the given year.

Tuition
Undergraduate Programs Tuition and Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per credit hour)</td>
<td>$465</td>
</tr>
<tr>
<td>Fees (per credit hour)</td>
<td>$20</td>
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<tr>
<td>Total per credit hour</td>
<td>$485</td>
</tr>
<tr>
<td>Audit</td>
<td>50 percent of tuition rate</td>
</tr>
<tr>
<td>Credit for Prior Learning</td>
<td>25 percent of tuition rate</td>
</tr>
</tbody>
</table>

Graduate Programs Tuition and Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per credit hour)</td>
<td>$564</td>
</tr>
<tr>
<td>Fees (per credit hour)</td>
<td>$25</td>
</tr>
<tr>
<td>Total</td>
<td>$589</td>
</tr>
<tr>
<td>Credit for Prior Learning</td>
<td>25 percent of tuition rate</td>
</tr>
</tbody>
</table>

Executive Graduate Programs

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$20,500</td>
</tr>
<tr>
<td>Tuition and Fees – Package price</td>
<td>$18,500</td>
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</table>

Accelerated Nursing Program (ACE)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$30,900</td>
</tr>
</tbody>
</table>
Certificate Programs
Medical Assistant
Tuition, Books, and Fees $11,995

Post Masters Certificate
Tuition and Fees $5,995

Other Fees and Deposits
Executive Graduate Programs Enrollment Fee (applied to tuition & fees) $500
Application Fee (all programs) $25
Enrollment Fee $60
Graduate Student Fee (per credit hour) $25
Undergraduate and Certificate Student Fees (per credit hour) $20
Student Activity Fee (per semester, allocated to Student Government) $25
Photo ID Card $15
Replacement ID Card $10
Drug Testing/Background Check (undergraduate program) $60
Laboratory Fee (SC 103, SC 200, SC 225, SC 226) $20
Student Health Fee:
(undergraduate programs, fall or spring semester) $40
(undergraduate programs, summer semester) $25
(certificate programs, per quarter) $25
Student Health Insurance (fall semester) $323
Student Health Insurance (spring and summer semesters) $479

Text Books
Book costs differ depending on the selected program of study. Refer to the department for this information.

Fees Associated with Specific Programs

Nursing
Uniforms/Supplies (estimated cost) $400
Testing Fee $70/term
ACE Testing Fee $125/term

Medical Assistant
Scrubs/Watch/Stethoscope (estimated cost of supplies not included in package price) $150

Physical Therapist Assistant
Clinic Dress Code (polo shirts) $60
Mock National PTA Certification Exam $70

Radiologic Technology
Uniforms/Supplies (estimated cost) $150
NE Society of Radiologic Technologists Student Membership $20

**Respiratory Care**
- Respiratory Care Outcome Exams $225
- Uniforms/Supplies (estimated cost) $200

**Sonography**
- Uniforms $150
- Supplies $50
- ARDMS SPI Examination $200

**Surgical Technology**
- Membership AST Student $45
- CST Exam $190
- PAE Exam $30

**Fees for Short Career Courses**

**Diagnostic Medical Sonography-Advanced Skills Certificate in Vascular Sonography**
- Course tuition for 90 contact hours. (Does not include textbook.) $2,500
- Textbook required for course $115

**Phlebotomy Career Certificate Program**
- Course tuition (includes ID badge and services of NMC) $825
- Textbook required for course $55
- Closed-toed shoes are required (not nurses' shoes)

**Nursing Assistant Career Certificate Program**
- Course tuition (includes textbook and State Registry exam fee) $575

Students are required to purchase the following items:
- Watch with second hand
- White uniform and white shoes (leather tennis/nurse shoes)

**Housing Costs and Deposits (2010-2011)**

**Josie’s Village**
Rates: (Includes utilities and wireless internet service. Students are responsible for cable & phone)
Housing deposit: $150 non-refundable room reservation fee must be submitted within housing contract.

**PACKAGE A – FULL ACADEMIC YEAR (FALL, SPRING & SUMMER SEMESTER) – 12 Months**
**Financial aid does not cover the charges for summer housing unless the student is given an award letter specific for summer enrollment.**
<table>
<thead>
<tr>
<th>Package</th>
<th>Single Apartment (1 bedroom)</th>
<th>Single Apartment (2 bedrooms)</th>
<th>Double Apartment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package B – FALL AND SPRING SEMESTER – 10 Months (excludes June and July)</td>
<td>$7692 ($3205 fall semester, $3205 spring semester, $1282 summer semester)</td>
<td>$9792 ($4080 fall semester, $4080 spring semester, $1632 summer semester)</td>
<td>$6564 ($2735 fall semester, $2735 spring semester, $1094 summer semester)</td>
</tr>
</tbody>
</table>

*This package is available only to students graduating in May or to freshman students.

**Refunds**

**Tuition Refunds**

**Procedure to Withdraw**

- Students dropping some or all of their courses at Nebraska Methodist College may request a refund of tuition and fees based on the schedule found at [http://www.methodistcollege.edu/currentstudents/tuition/refundpolicy/index.asp](http://www.methodistcollege.edu/currentstudents/tuition/refundpolicy/index.asp).
- To obtain a refund, students must complete a Drop/Add Form, available from the Registrar's Office.
- A refund will not be given without a Drop/Add form on record.
- Refunds due a student who completes a withdrawal of all courses and has federal financial aid will first be applied to NMC’s share of repayment of unearned federal aid (if any), then to the student's share of repayment of unearned federal aid (if any), then to the student. (See Return of Financial Aid Policy.)

**Withdrawal/Leave of Absence**

Students withdrawing or taking a leave of absence must contact the College Financial Aid and Business Offices to make necessary financial arrangements. Students are responsible for all costs as determined by the refund policy. A week is defined as beginning on Sunday and ending at the end of the day on Saturday.

**Housing Contract Cancellation after Facility Open**

Unless the Contract is cancelled prior to the established deadlines in the following chart, the Contract may not be terminated without approval from the Housing Director. In the event of termination of occupancy without College approval, the obligation to pay rent will continue for the length of the contract. If the Resident does not enroll in classes at Nebraska Methodist College, the contract will be cancelled, and the deposit will be forfeited after the following dates.

**Fall/Spring Contracts**

Prior to May 1 – Cancellation with no penalty. $150 deposit if forfeited.
After May 1 – Student is assessed $500 cancellation fee. $150 deposit is forfeited.

**Spring only Contract**

Prior to November 1 – Cancellation with no penalty. $150 deposit if forfeited.
After November 1 – Student is assessed $500 cancellation fee. $150 deposit is forfeited.

**Summer Contract**

Prior to May 1 – Cancellation with no penalty. $150 deposit if forfeited.
After May 1 – Student is assessed $500 cancellation fee. $150 deposit is forfeited.
**Graduating Students**

Graduating students must contact the College Business Office at least 10 business days prior to graduation. Students who do not make appropriate financial arrangements concerning their accounts during the exit procedure will have their transcripts and diplomas or certificates held until the required arrangements have been made.
Financial Aid

For those who qualify, Nebraska Methodist College offers a variety of student financial aid programs. Scholarships, grants and loans are available singly or in combination to meet the difference between what a student/family can provide and the actual annual cost of attending NMC. See Financial Aid Programs Available for a description of these programs.

Eligibility Requirements for Federal Aid at NMC

• Financial need (except for some loan programs)
• High school diploma or a General Education Development Certificate (GED)
• Enrolled in an eligible certificate, associate, bachelor's or graduate degree program
• U.S. citizen or eligible non-citizen
• Valid Social Security number
• Maintain satisfactory Academic Progress (see the section containing this policy)
• Certify that Federal funds will be used solely for educational expenses and that the student is not in default on a Title IV educational loan nor owes an overpayment on a Title IV loan or grant (Certification can be found on the Free Application for Federal Student Aid [FAFSA].)

Establishing Federal Financial Need

The information reported on the Free Application for Federal Student Aid (FAFSA) is used in a formula established by the U.S. Congress. The formula determines a student's Expected Family Contribution (EFC). This is an amount the student and/or family are expected to contribute toward the student’s education. The EFC is used to determine Pell Grant eligibility. It is also used in an equation to determine financial need:

\[
\text{Financial Need} = \text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} - \text{Other Resources}
\]

*The estimated cost of attendance includes tuition, fees and living expenses for the student. At no time may students receive more aid than their estimated cost of attendance.

Dependency Status

When a student applies for federal student aid on the FAFSA, the answers to a specific set of questions will determine whether a student is considered:

• Dependent on the student’s parents: must report both the student’s and the parents’ income and assets.
• Independent of parents: must report only his or her (and spouse’s, if married) income and assets.

Financial Aid Appeals

An Appeals Committee is available to review the circumstances of students who:

• Believe that they have unusual financial circumstances.
• Believe they should be considered independent.
• Want to appeal a satisfactory progress suspension based on mitigating circumstances.

Unusual circumstances may include unusual medical expenses, tuition expenses for private elementary or secondary education, unemployment or changes in marital status due to death or divorce in the family. Students will be asked to submit documentation to support their claims. Each request will be carefully considered. The decision will be final and cannot be appealed to the U.S. Department of Education.
Applying for Financial Aid

**Required Forms:** Students apply for financial aid on the *Free Application for Federal Student Aid* (FAFSA). This application determines a student’s eligibility for aid such as grants and loans. If a student is determined eligible for loans, additional loan applications must be submitted. The FAFSA does not apply to scholarships. The FAFSA is available online at www.fafsa.ed.gov.

**When to File:** The FAFSA may be filed after January 1 for the following Fall/Spring/Summer semesters. It must be submitted each year for which the student wants funding.

**Deadlines:** The following grant funds are awarded on a first-come, first-served basis each semester: Supplemental Educational Opportunity Grant, Nebraska Opportunity Grant and the NMC Grants. **Early application is advisable.**

**Process:** After submission of the FAFSA, applicants will receive a Student Aid Report. Students should review it carefully to make sure it’s correct and inform the Financial Aid Office if corrections need to be made. The College will receive an electronic copy of this report if the student lists Nebraska Methodist as a college to receive this information. The NMC Federal School Code is 009937. Each admitted student will receive a letter from the Financial Aid Office, usually within 1-2 weeks. The letter will either ask for more information which the student will be required to furnish or an Award Letter stating the aid for which the student is eligible. The Award Letter shows eligibility for aid based on information available at that time. It may be adjusted by the Financial Aid Office depending upon the student’s actual enrollment status, additional resources received by a student, eligibility restraints of various programs or fund availability. New students will be asked to return an Acceptance Letter stating that they have read the *Financial Aid Handbook* and understand it completely.

**Financial Aid Handbook:** The *Financial Aid Handbook* is available on-line in the Financial Aid section of the college website at www.methodistcollege.edu. Students are expected to read, understand and comply with all policies and steps in the Handbook. Copies of the *Financial Aid Handbook* are available in the Financial Aid Office upon request.

**Renewal of Aid:** Federal aid and scholarships are not automatically renewed. Students must reapply each year.

**Transfer Students:** Aid does not automatically transfer from one college to another. Students transferring mid-year, who have applied for financial aid for the same year at the previous institution, must forward the FAFSA results to NMC by adding the Nebraska Methodist College code to their FAFSA (009937).

**Definition of Enrollment:** For financial aid purposes, the definition of full-time enrollment for undergraduate programs is 12 credit hours per semester, including the Summer semester. For certificate programs, full-time is determined by a prorated formula prescribed by federal regulations and may vary between terms.

**Summer Financial Aid:** Summer aid is generally limited to Pell Grants and loans. Loan eligibility is based on the same *Free Application for Federal Student Aid* (FAFSA) submitted for the previous fall/spring semesters. Pell Grant eligibility is based on the FAFSA submitted for the previous academic year, whichever provides the student with the largest eligibility. Loan applications must be submitted to the Financial Aid Office no later than June 1. Funding received during summer terms may affect aid for the ensuing fall/spring terms.

**Bookstore Waivers**

Students who have more approved financial aid than their NMC tuition and fees (and on campus housing) may charge their textbooks in the Bookstore. Books may be charged to a student’s account prior to or during the first week of classes. Students are expected to pay for books out of their own funds after the first week of classes.
Disbursement of Aid
Financial aid is not applied to the student’s account until the student attends classes. Satisfactory Progress in a student’s academic program will be determined prior to disbursement (See Satisfactory Progress Policy). All requested financial aid documents must be received prior to disbursement. Many grants and scholarships are prorated according to a student’s actual enrollment status. The actual enrollment status is determined at the end of the day on Friday of the first week of class.

After Satisfactory Progress and enrollment status are determined, financial aid for each semester is credited to a student’s account. The funds remaining after NMC charges are paid are available to the student in a refund check from the Business Office.

Student Rights and Responsibilities for Financial Aid
Rights – Applicants for financial aid have the right to know the following:
• Availability of financial aid programs at NMC.
• How aid is distributed, who determines the distribution and on what basis it is made.
• How a student’s financial need is assessed and what resources are considered in the calculation of need.
• What portion of the financial aid must be repaid.
• The interest rate on loans, the total amount to be repaid, the repayment procedures, the date for beginning repayment and the length of the repayment period.

Responsibilities – Applicants for financial aid have the responsibility to do the following:
• Inform the Financial Aid Office of additional sources of funding such as (but not limited to) scholarships, Vocational Rehabilitation, Veteran’s benefits or tuition reimbursement. Failure to do so may cause an over-award of financial aid which the student may have to repay.
• Inform NMC and the students’ lenders of any change in permanent address.
• Acquaint themselves with financial aid deadlines, forms and application requirements for receiving aid.
• Read and understand the Financial Aid Handbook
• Read and understand the Satisfactory Progress Policy.
• Read and understand the Refund of Nebraska Methodist College Tuition Policy.
• Read and understand the Return of Unearned Federal Financial Aid Policy.
• Supply any additional documentation, verification, corrections or new information requested by the Financial Aid Office.
• Attend required Entrance and Exit Interviews regarding a student’s obligations for their loans.

Refund of Nebraska Methodist College Financial Aid
(Used only for students withdrawing from all courses. Do not confuse with the Return of Unearned Federal Financial Aid.)

Students receiving Methodist Scholarships or Grants will be allowed to keep the scholarship or grant earned on the census day (the Friday of the first week of class). However, the amount the student is allowed to keep will not exceed the amount of tuition, fees and campus housing charges which Methodist College retains.

Note: If a student drops to less than half-time prior to or on the census date (the Friday of the first week of class) the student will not receive a state grant.

RETURN OF UNEARNED FEDERAL FINANCIAL AID FOR STUDENTS IN THE DEGREE PROGRAMS
Applies to Students Who:
• Withdraw from all classes, and
• Receive federal financial aid, and
• Withdraw up to and including the 60% of the payment period.

Awards Affected:
• Pell Grant
• SEOG Grant
• Perkins Loan
• AC Grant
• Stafford Loan
• PLUS Loan
• Perkins Loan

Students should be aware that this policy may result in a student owing funds to the College and/or federal government.

Federal regulations require that Nebraska Methodist College determine the amount of federal financial aid that the student has earned at the time of complete withdrawal at Methodist College. The amount of unearned financial aid must be returned to program funds.

Earned Federal Aid
A student must repay a portion of his financial aid if he/she withdraws from all courses prior to completing 60 percent of the semester/term (measured in days). If the student prior to withdrawing from all courses, completes more than 60 percent of the semester/term, he/she has earned all of his/her financial aid.

Repayment of Unearned Aid
Repayment of unearned aid is shared by Methodist College and the student in proportion to the aid each is assumed to possess. Federal formula determines each share and the allocation to each program.
• Nebraska Methodist College will return the lesser of the amount of unearned aid or the institutional charges times the percent of unearned aid. Institutional refunds due a student will first be applied to the NMC share of repayment of unearned aid, then to a student’s share (if any) and then to the student (if any). If the institutional refund does not cover all of the Nebraska Methodist College’s share, the balance will be charged against a student’s account.
• The student will return the amount of unearned financial aid less the amount Nebraska Methodist College returns. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. Any amount that a student owes to a grant program is then reduced by half.

Grant Overpayment
A student does not have to repay a grant overpayment of $50 or less.

A student owing an overpayment will continue his eligibility for Federal aid for 45 days from the earlier date:
• Date the College sends notification to a student.
• Date the College was required to notify the student of the overpayment.

During that time, the student will have an opportunity to either:
• Repay the grant in full to the institution.
• Sign a repayment agreement with the Department of Education.

For students temporarily ceasing enrollment at Nebraska Methodist College, a student may (at the College’s option) instead sign a repayment agreement with the College. If the student does not take one of these three actions during the 45 day period, the student becomes ineligible for Title IV funds from the 46th day and beyond. The maximum repayment period is two years.

Post Withdrawal Disbursements
Financial aid that could have been disbursed (but was not disbursed) may be disbursed late up to the amount of the earned financial aid. Only certified Stafford Loans may be disbursed late. Late disbursements will only be made for students who:
• Submitted a valid Student Aid Report by date of withdrawal.
• Completed verification (if required) by date of withdrawal.
• Submitted all required documents for disbursement by date of withdrawal.

Students will be notified within 14 days of receipt of a post withdrawal disbursement of any funds available to them after the credit has been applied towards their unpaid institutional charges. Students will have 14 days to accept or reject these funds. If the student does not respond to the notice, these funds will be returned to the program.

Effect of a Leave of Absence
Students receiving an approved Leave of Absence from the College and indicating intent to return the next enrollment period will not be considered as withdrawn for purposes of the Federal Unearned Financial Aid Calculation or Tuition and Fees Refund Calculation. However, if the student does not return the following term (including Summer for a Spring withdrawal), the date of the Official Leave of Absence will be used to determine the Unearned Financial Aid Calculation and the Tuition and Fees Refund Calculation. Students should be aware of their responsibilities regarding their loan repayments when taking an Official Leave of Absence. Only one Leave of Absence for purposes of refunds will be granted in any 12 month period unless for reasons of jury duty, military service or circumstances covered under the Family and Medical Leave Act of 1993.

Order of Return of Title IV Funds
Unearned funds will be returned in the following order:
1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant
7. Federal SEOG

Relevant Definitions
• Withdrawal Date. The withdrawal date to determine earned financial aid is the date when the student begins the withdrawal process or officially notifies the College of the intent to withdraw or the midpoint (50 percent) of the period of enrollment for a student who leaves without notifying the institution. The student may begin the withdrawal process either orally or in writing but the student must ensure that the withdrawal date is documented by a College Official. If there is a conflict of when the student stated his or her intent to withdraw and the official withdrawal, the earlier date will be used in the calculation of Federal aid earned. A student may rescind his or her withdrawal by declaring, in writing, his or her intent to continue attendance and complete the term.
• College Official. The student may begin the process to withdraw with any of the following College Officials: his or her advisor, his or her instructor, Registrar, College Counselor, Financial Aid Officer, or Student Accounts Representative.

RETURN OF UNEARNED FEDERAL FINANCIAL AID FOR STUDENTS IN THE MEDICAL ASSISTANT PROGRAM

Applies to Students Who:
• Withdraw from all classes, and
• Receive federal financial aid, and
• Withdraw up to and including the 60% of

Awards Affected:
• Pell Grant
• SEOG Grant
• AC Grant
• Perkins Loan
• Stafford Loan
• PLUS Loan
Students should be aware that this policy may result in a student owing funds to the College and/or federal government.
Federal regulations require that Nebraska Methodist College determine the amount of federal financial aid that the student has earned at the time of complete withdrawal at Methodist College. The amount of unearned financial aid must be returned to program funds.

**Earned Federal Aid**
A student must repay a portion of his financial aid if he/she withdraws from all courses prior to completing 60 percent of the scheduled hours in the student’s payment period. If the student withdrawing from all courses completes more than 60 percent of his/her scheduled hours in the student’s payment period, he/she has earned all of his/her financial aid for the payment period. Institutional costs for these calculations will be prorated for the student’s payment period.

**Repayment of Unearned Aid**
Repayment of unearned aid is shared by Methodist College and the student in proportion to the aid each is assumed to possess. Federal formula determines each share and the allocation to each program.
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- The student will return the amount of unearned financial aid less the amount Nebraska Methodist College returns. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. Any amount that a student owes to a grant program is then reduced by half.

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7. Federal SEOG

Relevant Definitions
• Withdrawal Date. The withdrawal date to determine earned financial aid is the date when the student begins the withdrawal process or officially notifies the College of the intent to withdraw or the midpoint (50 percent) of the period of enrollment for a student who leaves without notifying the institution. The student may begin the withdrawal process either orally or in writing but the student must ensure that the withdrawal date is documented by a College Official. If there is a conflict of when the student stated his or her intent to withdraw and the official withdrawal, the earlier date will be used in the calculation of Federal aid earned. A student may rescind his or her withdrawal by declaring, in writing, his or her intent to continue attendance and complete the term.

• College Official. The student may begin the process to withdraw with any of the following College Officials: his or her advisor, his or her instructor, Registrar, College Counselor, Financial Aid Officer, or Student Accounts Representative.

• Payment Period. A payment period is not an enrollment term. The Medical Assistant program consists of two payment periods, each consisting of one-half of the program or 465 clock hours. For students with transfer hours, a payment period is calculated by deducting the number of transfer hours from the program total of 930 and then dividing by two for the number of hours in each payment period.
SATISFACTORY PROGRESS POLICY

Students in Degree Programs

To be eligible for Financial Aid, a student must be maintaining three criteria showing progression towards graduation:
1. A Cumulative Grade Point Average (CGPA) of 2.0 or better at the end of each term.
2. Complete 66 percent of hours attempted at the end of summer semester for the previous fall, spring and summer terms.
3. Complete the degree requirements within 150% of the required credit hours for the program.

QUALITATIVE PROGRESS

A student must maintain a Cumulative Grade Point Average (CGPA) of 2.0 or better at the end of each semester or summer term.

- Effects of course withdrawals or repeated courses on CGPA are stated in the Catalog.
- Incomplete courses will be treated as hours not completed for these calculations. If the student subsequently completes an incomplete course, he or she may request a recalculation from the Financial Aid Office of the percentage completed.
- New or Transfer students will be considered to be making Satisfactory Progress for the first semester.
- Readmitted students with a prior Satisfactory Progress suspension from Methodist College, see below.

Probation

Students not attaining a minimum CGPA 2.0 at the end of each semester or summer term will be placed on probation for the next semester/summer that they are enrolled. Students will be eligible to receive financial aid for the probationary term. At the end of the probationary period a minimum CGPA of 2.0 must be attained. Students not achieving a minimum 2.0 by the end of the probationary term will be suspended from receiving financial aid.

An Exception to the Probation Policy

Federal regulations require a student to attain a CGPA of 2.0 or better at the end of the 4th semester. **If the student is enrolled during a summer session, it is counted as a semester.** A semester is counted regardless of the number of credit hours enrolled. If the student does not have a minimum CGPA of 2.0 by this point, he or she will not be given a probationary period and the student will no longer be eligible for financial aid.

QUANTITATIVE PROGRESS

There are two quantitative criteria students must meet to show progression in their programs.
1. Incremental Progress (hours attempted versus hours completed within academic year): Students must complete **66 percent** of the total hours attempted for the previous fall and spring and summer semesters. Hours attempted are measured at the end of the last day of the first week of each semester. Students are allowed to freely drop and add courses prior to and during the first week. The total hours attempted is measured annually at the end of summer for the previous fall, spring and summer. Withdrawals after the first week of classes are considered hours attempted. Failure to complete at least **66 percent** of the hours attempted will result in suspension from receiving all financial aid. The student is not given a probationary period for failure to meet this criteria.
2. **Cumulative hours for program (complete degree within 150% of degree requirements):** Students are required to complete their degree requirements within 150% of the required credit hours. This will be measured at the end of each semester.

In assessing Quantitative Progress:
• Hours transferred in and applying to the student’s degree will be counted.
• Students attempting a second degree or two degrees concurrently must satisfy quantitative progress. Hours will be based on degree program of longer length.

Students will not be eligible for financial aid after earning the above number of credit hours toward their degree. The student is not given a probationary period for failure to meet this criteria.

NOTICE
Students will be given written notification of probationary status, termination, or re-establishment of Title IV Financial Aid eligibility.

REINSTATEMENT AFTER SUSPENSION
Students must correct the problem that resulted in the suspension in order to reinstate their eligibility.
• Students who have been suspended because of a CGPA below 2.0 may reinstate their eligibility by completing coursework and achieving a CGPA of 2.0 or greater.
• Students who have been suspended for failure to complete a minimum 66 percent of attempted credits must complete at least nine semester credit hours (need not be taken in one semester) without financial aid and must complete at least 66 percent of the of the credits attempted.

A student re-establishing their financial aid eligibility may be paid financial aid after the period in which he or she re-establishes satisfactory progress, but not during the period(s) when the student was attempting to re-establish satisfactory progress. Example: During the Fall semester, the student is establishing eligibility for financial aid and is not receiving financial aid. After attaining the above criteria, the student is eligible to receive financial aid during the following period, which would be the Spring Semester.

APPEALS
A student may appeal the decision based on these mitigating circumstances:
1. Injury or illness to the student.
2. Death of a relative.
3. Undue hardship as a result of special circumstances.

Appeals to this policy may be submitted in writing to the Appeals Committee. The Committee’s decision may be appealed to the Vice-President of Student Affairs or (in the case of an advising conflict), the Dean of Students, whose decision is final.

Probation is limited to 2 terms.

SATISFACTORY PROGRESS POLICY
Students in Certificate Programs

Satisfactory Progress compliance insures that a student will:
1. Graduate within the maximum allowed amount of time.
2. Maintain the minimum requirements to remain in school.
3. Be entitled to receive federal aid (grants and/or loans) at each disbursement.

Satisfactory Progress is measured in two ways:
• Qualitative – in terms of quality of work
• Quantitative – in terms of cumulative clock hours
QUALITATIVE PROGRESS
A student must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0.
- The effects of course withdrawals or repeated courses on CGPA are stated in the Catalog.
- Incomplete courses will be treated as hours not completed for these calculations. If the student subsequently completes an incomplete course, he or she may request a recalculation from the Financial Aid Office of the percentage completed.
- New or transfer students will be considered to be making Satisfactory Progress for the first term.
- Readmitted students with a prior Satisfactory Progress suspension from Methodist College, see below.

Probation and Suspension
Students not attaining a minimum CGPA of 2.0 at the end of each term will be placed on probation for the next term that they are enrolled. Students will be eligible to receive financial aid for the probationary term. At the end of the probationary period, a minimum CGPA of 2.0 must be attained. **Students not achieving a minimum 2.0 by the end of the probationary term will be suspended from receiving financial aid.**

An Exception to the Probation Policy
Federal regulations require a student to attain minimum CGPA of 2.0 at the end of the 4th term. A term is counted regardless of the number of clock hours enrolled. **If the student does not have a minimum CGPA of 2.0 by this point, he or she will not be given a probationary period and the student will no longer eligible for financial aid.**

QUANTITATIVE PROGRESS
Federal regulations require that no more than 150% of the total clock hours in their program are eligible for Federal financial aid.
To ensure that the student does not receive federal financial aid over this amount, students will be measured incrementally at the end of each term they have completed. Students must complete 66 percent of the **scheduled** clock hours less transfer hours for each term in order to maintain satisfactory progress. Review of the student’s progress will be made at the end of each term. To remain eligible for federal financial aid, the students must meet the minimum clock hours during the respective term:

<table>
<thead>
<tr>
<th>Medical Assistant</th>
<th>Term I</th>
<th>Term II</th>
<th>Term III</th>
<th>Term IV</th>
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<tbody>
<tr>
<td></td>
<td>133</td>
<td>133</td>
<td>133</td>
<td>220</td>
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</tbody>
</table>

An example of Calculating 66 Percent of Clock Hours of each Enrollment Period Where Financial Aid Has been Earned assuming no transfer hours

By following the above schedule, students ensure that they will complete their programs within their scheduled contract time. The number of hours that a student can accumulate far exceeds this minimum requirement when attending on a regular daily basis. Only students who qualify and maintain satisfactory progress are eligible to receive Title IV assistance. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress at the time of each scheduled disbursement as outlined on the Disbursement Schedule.

Excused Absences
Excused absences must be made up.

Suspension
Failure to attain the minimum clock hours at the end of the term will result in the student’s suspension from federal financial aid. No probationary period will be granted. The student will be notified in writing of his/her suspension. The student will not be eligible for federal financial aid.
**REINSTATEMENT AFTER SUSPENSION**

Students must correct the problem that resulted in the suspension in order to reinstate their eligibility.

- Students who have been suspended because of a CGPA below 2.0 may reinstate their eligibility by completing coursework and achieving a minimum CGPA of 2.0 or greater.
- Students who have been suspended for failure to complete a minimum 66 percent of attempted clock hours must complete at least 200 clock hours (need not be taken in one semester) without financial aid and must complete at least 66 percent of the clock hours attempted.

A student re-establishing their financial aid eligibility may be paid financial aid after the period in which he or she re-establishes satisfactory progress, but not during the period(s) when the student was attempting to re-establish satisfactory progress. Example: During the Term III, the student is establishing eligibility for financial aid and is not receiving financial aid. After attaining the above criteria, the student is eligible to receive financial aid during the following period, which would be Term IV.

**APPEALS**

A student may appeal the decision based on these mitigating circumstances:
1. Injury or illness to the student.
2. Death of a relative.
3. Undue hardship as a result of special circumstances.

Appeals to this policy may be made in writing to the Appeals Committee. The Committee’s decision may be appealed to the Vice-President of Student Affairs or (in the case of an advising conflict), the Dean of Students, whose decision is final.

**Financial Aid Programs Available at NMC**

The major types of financial aid available to eligible students at NMC are scholarships, grants and loans. Inquiries about eligibility and the application process should be directed to the Financial Aid Office.

**Scholarships**

Scholarships are free funds to students provided by a variety of donors and organizations. Methodist Hospital Foundation provides a large number of substantial scholarships to NMC students. (See the following section on these scholarships for more information.)

**Grants**

Grants are free aid based on the federal definition of need. Students must complete the FAFSA to determine grant eligibility. Funding is limited for all grants (except Pell Grant). Early application is advisable. All grants (except NMC grants) are limited to students seeking their first baccalaureate degrees.

**Federal Pell Grant** is awarded to undergraduate students who meet federal eligibility requirements. The amount awarded is determined by a federal formula. The grant can be paid for less than half-time enrollment.

**Federal Supplemental Educational Opportunity Grant (SEOG)** is a grant administered by the College and is distributed to eligible undergraduate students based on need. The SEOG can be paid for less than half-time enrollment.
**Academic Competitiveness Grant (AC Grant)** is a Federal grant for Pell-eligible students. Eligible students must be enrolled in their first or second academic year and must have completed a rigorous secondary school program. Other criteria may apply.

**Nebraska Opportunity Grant** is a grant provided by the state of Nebraska and the federal government. Awards are made to students who are Nebraska residents, who are enrolled at least half-time and demonstrate high need.

**NMC Grants** are provided by funds from the Methodist Hospital Foundation. This need-based grant is available to non-Pell-eligible students. Students must be enrolled on at least a half-time basis to qualify for this grant.

**Federal Work Study (FWS)**
Federal Work Study positions are available for students with need. A FAFSA and Methodist Health System applications are required. Students generally work 10 hours a week and may work through the summer. Students are subject to pertinent federal regulations. Students are considered employees of the Methodist Health Care system but are not eligible for benefits.

**Loans**
Eligibility for most loans is determined by the results of the FAFSA. Students must submit a loan application if they want to apply for a loan. There are two types of loans: loans that replace need (need-based loans) and loans that replace the Estimated Family Contribution (EFC) (non-need loans). If students feel they need more aid than shows on their Award Letter, they are encouraged to talk to the Financial Aid Office to find out if they have additional eligibility and what types of loans are available. *Students are cautioned, however, loans must be repaid. Students should consider carefully their cumulative loan burden before borrowing for living expenses. All loans require half-time attendance.*

**Note:** Recently enacted changes to the Higher Education Act of 1965, as amended, may alter the terms, award amounts, eligibility requirements, deferments and other aspects of the federal loan programs described below. Information under each federal loan program is subject to change without notice.

**Need-Based Loans**
**Federal Direct Subsidized Stafford Loan** is a loan available to students based on need. The federal government pays the interest while a student is enrolled at least half-time, and for a six-month period after half-time status ceases. The amount a student may borrow is determined by a student’s need, annual loan eligibility determined by student’s grade level and the cost of education.

**Federal Perkins Loan** is available to students enrolled in Allied Health Programs. This need-based loan has a 5 percent interest rate. *Funds are limited, early application is advisable.*

**Nursing Student Loan** is a loan available to students enrolled in Nursing Programs. The interest rate of this need-based loan is five percent. Students must be credit-worthy to be approved for this loan. *Funds are limited, early application is advisable.*

**Non-Need-Based Loans**
**Federal Direct Unsubsidized Stafford Loan** is a loan available to students. It is similar to the Federal Direct Subsidized Stafford Loan but is not need-based and the federal government does not pay the interest while the student is in school. Other restrictions may apply.
Nurse Faculty Loan is a Federal loan for students in the Masters in Nursing – Nurse Educator Track. Students who graduate and work as nursing faculty in a school of nursing can cancel up to 85% of this loan. Funds are limited.

Parent Loan for Undergraduate Students (PLUS) is a loan for parents of a dependent student. The parent must be credit-worthy to be approved for this loan. Other restrictions may apply.

Alternative Loans. Methodist College works with a variety of private lenders that provide private funds for students needing additional funding.

The Methodist Health Care System provides benefits to employees of the Health Care System.

Tuition Assistant Program (TAP) is available after 6 months if working a minimum of 16 hours a week. The benefit is up to $2000 a calendar year.

Employee Development Grant is a benefit for employees of 2 or more years attending Methodist College. Employees must be working a minimum of 16 hours a week and must attain a minimum GPA of 2.0 in their courses. The benefit is up to $1600 an academic year.

External Resources
Students are encouraged to seek other resources to finance their educations such as Vocational Rehabilitation, Reserve Officer Training Corps (ROTC) or other programs.

Private Scholarships are available through a variety of civic organizations in a student's hometown and in the Omaha area. Students are urged to seek scholarships from hometown service organizations. High school counselors may be able to offer assistance. The Financial Aid Office will notify students by their college email of new scholarships that are made available. John Moritz Library staff will assist students in using the Internet to locate other sources of private scholarships.

Reserve Officer Training Corps (ROTC) is an option for baccalaureate nursing students. Students in the ROTC program take military science courses at Creighton University and have access to scholarships and leadership training. Upon graduation, the student is commissioned as an officer in the Army Nurse Corps.

Vocational Rehabilitation benefits exist for college students with physical disabilities that impede pursuit of gainful employment or threaten continued employment. Applications and requests for additional information should be made to the local bureau of the Vocational Rehabilitation Office.

NMC Scholarships
The College assists students at NMC by providing supplementary financial resources based on academic performance, leadership potential demonstrated by participation in activities outside the academic setting and service to the College or community. With the exception of restricted funds, which are awarded according to donor intent, the NMC Scholarship Committee will have sole responsibility for establishing regulations governing scholarships.

Scholarship Eligibility
1. Students must be admitted to and remain in good standing at NMC.
2. Currently enrolled students must complete the scholarship application form each year by the required deadline. The deadline is January 15 for current students.
3. New students are encouraged to submit a scholarship application during the admissions process. New student scholarships are awarded on a continuous basis. The Admissions Office will provide application deadline information.
4. Scholarships will be applied according to a student’s enrollment status for the semester during which the scholarship will be utilized.

5. Scholarship awards are made on a yearly basis with one-half of the award given each semester. Students attending only one semester of the award period will be eligible for only half of the value of the scholarship.

6. The Scholarship Committee has the discretion to award or deny scholarships to eligible students.

7. Applications are available in the Admissions Office on the Main Campus and online.

8. In addition, the Committee urges students to seek scholarships from business, civic, service and professional groups within his/her community.

**Methodist Hospital Foundation Scholarship Donors**

Donors who believe in the future of our individual students support the Methodist Hospital Foundation Scholarship fund. Students who apply for a College Scholarship may receive a scholarship in the name of a particular donor. The following is a list of individuals who have generously supported the Foundation Scholarship Fund.

Alice & Berchel Harper Scholarship  Wava M. Bush Memorial Scholarship
Carolyn Scott Scholarships: Distinguished Student  Edna Fagan Alumni Scholarship
Dr. William & Jeanette Schlichtemeier Scholarship  Eugene E. Erks Memorial Scholarship
Gary & Kathy McConnell Scholarship  Florence C. Danforth Memorial Scholarship
Gertrude M. Shrivers Wischmeier Memorial Scholarship  Gertrude May Memorial Scholarship
Gladys A. Roberts Memorial Scholarship  Gloria Thornton Kratzke, Jean Thornton and Smith
Jamie Jacquelyn Scott Memorial Scholarship  Thornton Memorial Scholarship
John Becker Memorial Scholarship  Harriet N. Hunt Leadership Scholarship
Kathleen Montgomery Memorial ACE Scholarship  Harvey Applegate Memorial Scholarship
Ken Bush Family Memorial Scholarship  Helen & Gordon Harvey Memorial Scholarship
Laura Watson Dalton Memorial Scholarship  Helen Bush Scholarship
Alumni - Global Future Scholarship  Helen Cherniack Memorial Scholarship
Alumni - Methodist College Spirit Scholarship  Helen Kremer Memorial Scholarship
Alva H. Clark Scholarship  Howard & Leila Buffett Memorial Scholarship
Anesthesia West Scholarship  Jack Elder Memorial Scholarship
Ardis Buffington Scholarship  James M. Paxson Memorial Scholarship
Basil Hazer Memorial Scholarship  James R. Kovarik MD Memorial
Bernice Hanson Memorial Scholarship  Jeanne Hopper Memorial Scholarship
Betty Cropper Memorial Scholarship  Jesse & Opal Moritz Memorial Scholarship
Beverly Limbeck Memorial Scholarship  Jo Ann & Dale LeBaron Scholarship
Buddie William Stull Memorial Scholarship  John and LaVaughn Fries Scholarship
Carolyn Kay Clark Memorial Scholarship  Karen Krall Murphy Scholarship
Centennial Scholarship  Katherine Shreffler Memorial Scholarship
Charlotte Schultz Alumni Scholarship  Lloyd & Donna Haack Scholarship
Class of ‘55 Memorial Scholarship  Louise M. Martin Memorial Scholarship
Dora E. Vandas Memorial Scholarship  M. Cooper Smith Memorial Scholarship
Dorothy Bower Memorial Scholarship  Margaret M. Ernst Scholarship
Dorothy Chung Becker Memorial Scholarship  Marie Beckwith Kilmer Memorial Scholarship
Dorothy Manoli Memorial  Marjorie M. Raynor Memorial Scholarship
Dr. & Mrs. Dennis Beavers Scholarship  Mead Johnson Scholarship
Dr. Charles W. McLaughlin Memorial Scholarship  Methodist Hospital Medical Staff Scholarship
Dr. John & Alma Calvert Memorial Scholarship  Minna A. Lahn Memorial Scholarship
Dr. L. Thomas Hood Scholarship  Mr. & Mrs. Benjamin Gottschalk Scholarship
Dr. Patrick McCarville Scholarship  Nancy K. Vail Memorial Scholarship
Dr. Raymond G. Lewis Memorial Scholarship
Dr. Willis H. Taylor Jr. Memorial Scholarship
Earl & Fay Bailey Scholarship
Earl & Ina Jorgenson Memorial Scholarship
Edith Clark Memorial Scholarship
Edith Meyer Anderson Scholarship
Lawrence & Jean Beyer Alumni Scholarship
Linda Waters Memorial Scholarship
Lois Turner Jones Memorial Scholarship
Lola Hoffman Bell and William Harris Bell Scholarship
Methodist Student Nurse Association Scholarship
Oliver & Ferrol Barklage Scholarship
Pamela Turner Larsen Memorial Scholarship
Robert D. Wilson Memorial Scholarship
Walter & Madeline Rebello Memorial Scholarship
Janis J. Waynar Memorial Scholarship
Evelyn D. Schwalm Memorial Scholarship
Faculty Scholarship
Fay Southwell Memorial Scholarship
Grace R. & Earl R. Leinart Scholarship
Harold O. Polian Memorial Scholarship
Nick & Rosella Lalich Scholarship
Parents & Students Scholarship
Paul and Margaret Gessaman Scholarship
Plummer & Ida Purdham Memorial Scholarship
Professional Freedom Scholarship
Randy Fleming Scholarship
Raymond F. & Hildegarde M. Conley Memorial Scholarship
Roger A. and Nancy Koehler Scholarship
Ronald & Mary Patton Scholarship
Ruth B. Werblow Memorial Scholarship
Sara West Grissinger Memorial Scholarship
Shellie Noelle Gillespie Memorial Scholarship
Shirley Robins Alumni Scholarship
St. Luke United Methodist Church Scholarship
Susan D. Cropper Memorial Scholarship
Theodore & Adele Hazer Scholarship
Vernon & Virginia Lindstrom Scholarship
Volunteers in Partnership Scholarship
Walter Bruce Remington Memorial Scholarship
Walters - Fisher Memorial Scholarship
Wilber & Velma Case Scholarship
Student Developmental Services

Student Developmental Services offers a variety of developmental programs and services which are designed to assist students in defining, clarifying, and achieving educational and personal goals. The Student Developmental Services Department provides opportunities to enhance holistic life skills throughout the NMC experience. This department supports a total college student development plan that includes:

- Orientation
- academic advising
- counseling and special services
- academic skills development
- student governance
- student life
- residence life
- leadership development
- student health
- career advisement
- honoring ceremonies
- student activities
- community service
- multiculturalism
- tutoring
- first year experience
- supplemental instruction

Professional staff members who provide the following services are available by calling (402) 354-7211.

Academic Advising

To facilitate effective decision-making and completion of academic coursework in an educationally sound manner, matriculated students work with an advisor to monitor and assist progress through their program of study. Academic advisors work closely with students, helping them achieve professional and/or personal goals through registration and program planning.

Students enrolled in the certificate and allied health programs are assigned to their program director or coordinator as their academic advisor and maintain this advisor throughout program completion.

Nursing students work with an advisement and retention specialist, or an advisement and outreach coordinator during the course of their studies.

Academic Skill Building

The Academic Skills Specialist provides academic skill building services to students in one-to-one or group interactions designed to help each student fully realize his/her academic potential. Students receive instruction in academic skills designed to enhance performance in all of their courses.

Individual assessments provide students with personal profiles of learning modalities, strengths, and needs. Follow-up sessions focus on assisting students to achieve maximum growth through development of basic skills, study strategies, motivation, and time management. Additional workshops are offered in response to student requests.

Community Service

Reaching out and serving others allows us to truly live out the core values of the College. We encourage active participation in our community through service-learning, volunteer opportunities and service-immersion experiences. To learn more about service and volunteer opportunities, contact the advisement & outreach coordinator, or the director of The Center for Health Partnerships.

Counseling

Confidential counseling services are provided to assist students in making positive adjustments in their academic and personal life. Professional counselors offer assistance in dealing with personal crises, self-esteem
building, assertive skill development, problem solving, decision-making, time and multiple role management, test anxiety and career development. Counselors do not provide diagnosis or treatment for severe emotional difficulties, but can provide immediate referral resources. Counseling sessions may be short-term or long-term depending upon need and desire. Services are confidential and free-of-charge.

**First Year Experience (FYE)**

First Year Experience (FYE) is a program designed for the incoming freshman student who just graduated from high school. FYE is a semester long series of programming that assists in the transition to college and student success. NMC resources are highlighted and made easily accessible. This program provides the opportunity for students to become familiar with NMC, their fellow students, and college life.

**Multicultural Support**

Nebraska Methodist College is committed to creating a harmonious community characterized by awareness, integrity, cooperation, and mutual respect for diversity. We strive to identify and eliminate cultural barriers that inhibit success and to affirm, respect, and celebrate cultural differences. The College has a deep commitment to building a culturally-inclusive environment that values all of its members. Various College departments and committees exist that:

- Promote a collegiate atmosphere supporting a sense of belonging for students from diverse backgrounds.
- Organize activities promoting cultural appreciation and awareness.
- Provide holistic support to students from diverse backgrounds in their pursuit of both academic and personal goals.

**New Student Orientation**

New student orientations are planned each year to assist students in building a solid foundation for success. Information is presented to students and family members to increase familiarity with day-to-day routines and essential resources. Orientations also assist in building an understanding of the many strategies for achieving personal and academic success at NMC.

**Professional Development**

As a part of the professional development of students, opportunities are available for students to learn job search skills including resume writing, interviewing skills and job search strategies. Placement opportunities are made available to all graduating students. Contact the Academic Skills Specialist or review the jobs and opportunities binder located in the Student Center for further information.

**Services for Students with Disabilities**

NMC endeavors to provide qualified students with disabilities equal access to the College’s educational opportunities, facilities, programs and activities in the most integrated setting appropriate to the needs of the individual. When necessary to accomplish this goal, the College will make reasonable modifications to policies, practices or procedures or provide auxiliary aids and services, as long as doing so will not fundamentally alter the nature of the College’s programs or impose an undue burden. It is the student’s responsibility to request accommodations.

Since some actions may not be possible without advance notice, students who may require such assistance must notify the College at least two months in advance. Students requesting such assistance will be required to provide information and documentation regarding their disabilities and their limitations, including appropriate medical information. In addition, students must participate in evaluations arranged by the College for the
purpose of collaborating on appropriate learning strategies. All personal and medical information will be considered confidential. For more information, contact the Academic Skills Specialist.

Student Employment
Employment opportunities are posted on the college web site. These opportunities include health care, retail sales, fast food and baby-sitting. The Human Resources and Supervisory teams of Methodist Health System are especially interested in talking with students about employment throughout enrollment and upon graduation. There are several employment options/positions. Human Resources offices are located at the Corporate Office (8601 W. Dodge Road), Methodist Hospital (8303 Dodge St.) and Shared Services (1725 S. 20th St.). Students are invited to visit any of these locations to review job postings and complete an application.

Additionally, students may review open positions and apply to Methodist Health System online by visiting www.bestcare.org or by e-mailing their resumes with cover letter to www.hrbus@nmhs.org. As employees of Methodist Health System, NMC students may be eligible for a wide variety of benefits, which include tuition assistance, the Employee Development Scholarship, flexible hours, paid time off, health and dental benefits and others.

Student Health
NMC believes in a proactive approach to sustaining health. Undergraduate and certificate students are required to have a health assessment at the NMC Student Health Center or from their own health care provider prior to beginning classes at the College. All students must provide documentation of required immunizations. **Students will be withdrawn from classes if current health records are not submitted by the required deadlines.** See the Student Health Insurance, Immunization and Infectious Disease policies in the “General Student Policies” section of this catalog. For further information, contact the Student Health Office or refer to the Student Handbook.

Student Housing
The Student Housing Program at NMC is an integral part of the educational program and academic support services of the institution. The Josie’s Village provides students with a dynamic living/learning environment that enhances individual growth and development. See the Housing Handbook for more information.

Student Publications and Handbooks
The *Campus Housing Handbook* is issued to each resident of the Josie’s Village upon moving in. The handbook contains policies, procedures, information and regulations important to daily life in residence. The *Financial Aid Handbook* is given to financial aid recipients (students) with the first Award Letter. Students are held responsible for knowing and following these financial aid regulations, policies and procedures. Program Handbooks are available to all prospective students through the College website, during program orientation or at the beginning of the student’s first clinical course.

Supplemental Instruction
Supplemental Instruction (SI) consists of peer facilitated academic support provided outside of class time each week. SI is provided as a complement to our historically difficult courses across our academic curriculum. The SI leader attends the actual class and conducts SI sessions to supplement the learning that occurred during class time. Students are encouraged to take advantage of this group study time that is offered at no cost.
Transportation and Parking
Students are responsible for their own personal transportation. Public transportation is available to and from affiliating agencies. Some clinical experiences necessitate the use of an automobile. Students must park in designated lots at all facilities.

All students are required to register their vehicles with the Security Department of Methodist Health System. Students who register with Security receive a red parking sticker which must be displayed on their vehicle. Students who are also employees receive an employee parking sticker and are not required to display a red sticker. Vehicle registration forms and parking stickers are available at the Clark Center Information Desk. Vehicle registration is especially important in the case of winter storms, when plowing is a priority and vehicles must be moved. Vehicles belonging to unregistered students are subject to towing at the owner’s expense.

Full-time students residing in Omaha and driving a vehicle with license plates registered in a county other than Douglas must apply for a City of Omaha wheel tax student exemption sticker. Students failing to apply for an automobile identification tag may be subject to a fine, as well as towing and storage charges. Vehicle exemption stickers may be secured at the Clark Center Information Desk. There is a $5 charge for the sticker.

Part-time students who reside in Omaha and have a car registered outside Douglas County must also pay the wheel tax. Students must register their vehicle with the County Treasurer, either at the main office, branch office or the city cashier’s office in the City-County Building, 1819 Farnam. The cost of the wheel tax is $18. The fine for failing to register with the city is a minimum of $46, including court costs. Each day may be considered a separate violation. The minimum cost for towing to the Police Impound Lot is $46, plus $5 per day storage.

The wheel tax does not apply to students who reside outside Douglas County and/or have out-of-county license plates.

Tutoring
Free tutoring is available to NMC students. Peer tutors are instructor referred and have completed the courses they are tutoring. Tutors can help clarify concepts, review class notes, answer questions, and suggest note-taking and test taking strategies. Tutoring is offered in both group settings and individual sessions. To sign up for a tutor contact the Academic Skills Specialist.
Campus Life

Student Leadership and Governance
Campus activities and organizations offer students opportunities to become an integral part of the College community through participation, investment and an increased understanding of the community. Significant opportunities for leadership development are available.

Student Government
Student Government is the official organization of the NMC student body. The purpose of Student Government is to serve all students of NMC by developing a sense of community and understanding, coordinating the collaboration of student organizations and enriching the educational environment through community service and leadership. Five student officers are elected each spring. Additionally, in the fall semester there are seven students elected as committee chairs. Each organization is responsible for sending one representative to general meetings. The Student Activity Fee is allocated directly to the Student Government. The coordinator of leadership development serves as the Student Government advisor.

Ambassadors
Ambassadors are students who assist the Admissions and Student Developmental Services Departments in recruitment and orientation activities. Members provide support and encouragement to new students while drawing on their own experiences with multiple role management. Members also have opportunities to enhance public speaking ability, interpersonal communication and leadership skills.

Peer Ministers
A Peer Minister must be a student who is at the sophomore level or above and is interested in learning to provide peer support and spiritual leadership on campus. The Peer Ministers meet with the Director of Spiritual Development on a regular basis and are provided a small stipend for their work of planning and leading spiritual activities and meeting with students one-to-one or in small groups.

Methodist Allied Health Student Association
The Methodist Allied Health Student Associations (MAHSA) are composed of students enrolled in allied health programs, including Physical Therapist Assistant, Radiologic Technology, Respiratory Care, Sonography and Surgical Technology. Each chapter elects its own officers and functions independently. The chapters often collaborate on professional development and community-service activities.

Student Housing Association
All residents of Josie’s Village are considered members of the Student Housing Association. Each year an executive council is elected, as well as representatives for first-year students and various committees. The Student Housing Association is responsible for responding to student issues and concerns as well as planning social and educational events for the members of the village community.

Resident Assistants
The Resident Assistants (RAs) are students who live in Josie’s Village and oversee residential functions. The RAs are responsive to residents‘ needs. Problems, complaints and input on residence issues should be communicated to RAs in written and/or verbal form. RA selection is held each spring.
Methodist Student Nurse Association
The Methodist Student Nurse Association (MSNA) prepares students for professional responsibility and serves as a way for student nurses to communicate at the local, state and national levels. The National Student Nurse Association is the largest independent student organization in the country.

Campus Crusade for Christ
Campus Crusade for Christ is a Christian interdenominational organization on college campuses throughout the world. Students have the opportunity to attend Bible studies, missionary outreach trips, leadership retreats, join events with local campuses and other social venues.

NMC Sorority
The NMC Sorority promotes service to humanity and forms lifelong bonds of friendship among students, no matter the gender, race or belief system. The sorority believes in the promotion of personal development and intellectual growth.

Leadership Development – Pathfinders
Pathfinders is a leadership development program open to all students. Participants develop a personal philosophy of leadership, reflect upon their values and participate in group processes and planning. Pathfinders plan and implement Carpe Diem, an overnight team-building experience for incoming students. Reflection, discussion and community service form the foundation of Pathfinders. Membership is by application. Applications are available from the Coordinator of Leadership Development.

Honor Societies
Lambda Beta- Lambda Beta is the national honor society for respiratory care. Students who meet the standards of excellence and have achieved a GPA in the top 25 percent of respiratory care Associate and Bachelor graduates are nominated by the Nebraska Methodist College Chapter. Nominees are eligible to join the Lambda Beta Society and become eligible for scholarships and recognition.

Lambda Nu- The Nebraska Beta Chapter of Lambda Nu is the national honor society chapter for radiologic and imaging sciences at NMC. Students who successfully meet national and chapter standards of academic excellence and service are inducted into the Society prior to commencement. Members are granted lifetime membership and privileges, including eligibility for scholarships and professional development.

Nursing Honor Society- The Nursing Honor Society is committed to fostering excellence, scholarship and leadership in nursing to improve health care. Membership is by invitation to students in baccalaureate and graduate nursing programs meeting criteria and to qualified community leaders. The Tau Tau Nursing Honor Society is a chapter of Sigma Theta Tau International.

Surgical Technology National Honor Society- The mission of the AST National Honor Society (NHS) is to recognize the achievement of surgical technology students and to support the learning and professional development of our members who strive to improve the surgical technology profession.

Recreation
Campus facilities include a Student Center and the Fitness Center. There are a variety of activities planned throughout the year according to student interests, including sports, musical, social and educational events. The Coordinator of Leadership Development has the most current information about campus activities. All NMC students have access to activities and facilities on campus.
College Facilities

Bookstore
Textbooks for all classes, as well as some reference and general books, may be purchased through the College Bookstore located in the Clark Center. Also available are supplies, sportswear, gift items, greeting cards, candy and snacks, health and beauty aids, stethoscopes, lab coats and other medical supplies. Bookstore hours are posted on the bookstore windows.

Chapel
The Chapel at Nebraska Methodist College - A Place to 'Be'… Alone to think and reflect and pray; along with a friend or friends; part of a group for prayer or study.

Things of Note –
Stained Glass - depicting the four seasons of nature; Look for biblical and broader religious themes.
Water wall - creating a soothing sound; It is said that nothing clears the mind like the melodious sounds of a water fall.
Circular nature of the space - This unique shape depicts unity, equality and the eternal and cyclical nature of life.
The Cross is a symbol and reminder of our Christian heritage and affiliation with the United Methodist Church.
The Sculpture - 'Unity amidst Diversity' is to be a reminder that we are open persons of various cultures and religions.

Computing Centers
The College has 22 computers in the Computer Lab (Clark Center 2256), 8 computers in the Library, 8 systems in the Study Rooms adjacent to the Library, and 2 computers in the Student Lounge. The Computer Lab systems are intended for individual use and group work. There will be times when this lab is scheduled for a particular class. These times will be posted outside of the Computer Lab door. If there is a class scheduled in the Computer Lab, we ask that you use a computer in one of the other areas so as not to disrupt the class. With the exception of scheduled class time in the Computer Lab, all computers are available to students during the operating hours of the College.

Fitness Center
The Fitness Center, located on the 1st level of the Clark Center, is an un-staffed facility which requires a signed Release from Liability and Consent to Participate form before being authorized to use. Signature of parent or legal guardian is required for students 19 years or younger. You will be able to gain access to the Fitness Center with your student ID card after approval and authorization has been granted.

Food Service
Breakfast and lunch items are offered for sale in the Dining Area of the Clark Center on most work days. Dinners and weekend meals are available at the Methodist Hospital Cafeteria. Microwaves and vending machines are available in the Clark Dining Area. A refrigerator is located in the Student Center.

Housing Facilities
NMC offers student housing at 588 North 88 Plaza. Housing contracts and additional housing information will be mailed to students following admission to the College.
Josie’s Village- All units are apartment style with private bedrooms and full kitchens. They are fully furnished. The dining rooms are equipped with a table and chairs. The living rooms will include a couch, lounge chairs, a coffee and end table. Each bedroom contains a twin-sized bed, dresser, night stand, desk and chair. Each of the buildings within Josie’s Village includes secured access, laundry facilities and wireless internet access. Students are expected to furnish bed linens and accessories, bath linens and accessories and cooking utensils. Students are expected to care for their own apartments. The Resident Assistants and Student Housing Coordinator are available to assist new students with questions regarding living on-campus.

Library Services
John Moritz Library supports the teaching, learning, and research of students and faculty in healthcare education at Nebraska Methodist College through user-focused services and an organized and accessible collection of both print and electronic resources. Collection emphasis is nursing, nursing education, women’s health, obstetrics and gynecology, oncology, and select allied health disciplines. Through its Web pages, the library provides both on-campus and remote access to biomedical and health sciences databases including CINAHL, MEDLINE, and ProQuest Nursing & Allied Health Source as well as multi-disciplinary academic databases such as ProQuest Research Library. Library staff maintains an outstanding collection of e-journals and a growing collection of e-books. Books and journal articles not in the library’s collection are procured through interlibrary loan service.

Library staff provides core reference services; offers guidance with research assignments; advises database search strategies; and assists in evaluation of information sources. Information literacy is promoted through development of content for Web pages, the College course management system, research guides, tutorials, and handouts. Staff members collaborate with faculty to integrate scholarly information sources into the curriculum and also design and deliver instruction in the classroom and in online courses.

The library, located on the second level of the Clark Center, is an inviting, student-centered facility that accommodates both individual and group study. All library computers are equipped with Microsoft Office 2007. Printers, photocopy machines, TV/DVD players, microphones, and a scanner are available to students.

Learning Laboratories and Spaces

Cadaver Laboratory
Nebraska Methodist College offers a human cadaver laboratory component of Anatomy and Physiology courses. The laboratory experience consists of lectures and demonstrations given by qualified anatomy instructors utilizing prospected human cadavers in newly remodeled laboratory space. Students have the unique opportunity to learn about the structure and function of the human body from the human cadavers during designated lab times as well as during times scheduled outside of class and lab hours.

Medical Assisting Laboratory
This Medical Assisting laboratory is fully equipped and designed as an outpatient medical office setting. Students establish competency for the entry-level skills they will bring to the clinical setting in their program externship. The laboratory contains anatomy models, a full-size manikin, skeletons, EKG equipment, suture and staple removal kits, minor surgical instruments, exam tables, as well as many other types of clinical equipment. The laboratory is utilized during class periods and scheduled as requested on an individual basis. The Medical Assisting classroom is adjoined to this laboratory due to the frequent integration of didactic and hands-on learning utilized in the program.
Nursing Assistant Laboratory
The Nursing Assistant laboratory is a fully equipped laboratory area with 5 beds and practice areas designed to provide a safe, learning environment. Students establish competency for the skills they will bring to the clinical setting through practice that incorporates the use of manikins and a variety of patient care equipment. The laboratory is utilized during class periods and scheduled as requested on an individual basis. The Nursing Assistant classroom is adjoined to this laboratory due to the frequent integration of didactic and hands-on learning used in the program.

Nursing Skills Laboratory
The nursing skills laboratory consists of two state of the art laboratory areas, fully equipped with 12 beds, designed to facilitate student learning and increase critical analysis. There is a high tech simulation room with video feedback to a classroom where students and faculty can observe and critique clinical scenarios. This learning centered laboratory design integrates classroom knowledge with practice and promotes application, comprehension, and analysis through the nursing process. The structured environment allows students to safely perform high risk skills and develop competencies before and during actual clinical experiences.

Phlebotomy Laboratory
Students in the phlebotomy program are able to practice blood-draw techniques in a supervised laboratory setting that includes learning resources, anatomical models, and general medical supplies that the phlebotomist uses in clinical practice. The lab experience is purposefully integrated with classroom material.

Physical Therapist Assistant Laboratory
The majority of PTA classes are held in the laboratory space, allowing students to practice techniques at the time of instruction. During laboratory sessions, students work with current equipment as well as physical modalities (ultrasound, electrical stim) commonly used in physical therapy clinics. Students gain hands-on experience and competency with therapeutic equipment prior to starting their clinical coursework. The lab is also equipped with anatomical models, reference books, and a computer to which PTA students have access at all times.

Radiography Laboratory
The Radiography laboratory is equipped with a non-energized radiographic machine that allows students the ability to simulate exams and fine-tune their positioning skills. The laboratory contains a variety of equipment and supplies including films, grids, Q.A. equipment, sterile supplies, computer and text references, and radiographic models. The lab is designed to support integration of classroom material with experimental learning in a controlled environment.

Respiratory Care Laboratory
This laboratory offers Respiratory Care (RC) students the opportunity to gain competency with diagnostic and therapeutic equipment similar to that used in their clinical practice. Students practice simulations with a mechanical test lung which demonstrates compliance and resistance changes in cardiovascular disorders. Experienced respiratory therapists serve as instructors to guide students in learning procedures in the laboratory. In addition, RC students may use the area outside of scheduled times to practice on their own. The laboratory is also available for RC students for private or group study using models, reference books and computer – assisted instructional aids. It is located on the second floor of the Clark Center.

Sonography Laboratory
The Sonography laboratory offers students the opportunity to practice with real-time ultrasound equipment. Students learn how to operate equipment, explore physical properties of sound-tissue interaction, and develop
and practice exam protocols prior to entering clinical practice. The laboratory experience is designed to integrate classroom knowledge with ultrasound instrumentation, and does not replace clinical hands-on experience. In addition, the laboratory contains audiovisual aids, textbooks, 3-D models and other educational reference material.

**Student Center**
The Katherine Shreffler Student Center, located in the Clark Center, is available for student gatherings, relaxation and refreshments. The Center is equipped with a refrigerator, microwave, telephone, tables for meetings and/or studying, a big screen TV and couches for relaxation.

**Student Quiet Study**
Quiet study rooms are available on the second floor of the Clark Center. Students may use study rooms individually or as a small group.

**Surgical Technology Laboratory**
The Surgical Technology lab was built to closely mimic a complete and functional operating suite. It contains an operating room table, back tables and mayo stands to assemble sterile supplies and instruments for the sterile field, scrub sinks, anesthesia machine, treatment modalities, patient positioning aids, completely stocked suture locker, functional laparoscopy suite and trainer, and a wide variety of surgical instruments for all surgical specialties and supplies. Completing “surgeries” on simulators under the watchful eye of the integrated ceiling camera allows the student to critique and improve skills prior to entering the clinical component of the program.
General Student Policies

Administrative Withdrawal for Mental Disorders
A student may be subject to involuntary administrative withdrawal if convincing evidence demonstrates that a student is suffering from a mental disorder, and because of the mental disorder, the student engages or threatens to engage in behavior that poses a threat of harm to self or others.

Alcohol and Drug Policy
Nebraska Methodist College encourages all members of the college community to maintain civic and social responsibility when making decisions regarding the use of alcoholic beverages. If a student demonstrates unsafe and/or unprofessional behavior and fails to achieve the standard of care, violates professional standards or state practice acts of each academic program, or calls into question the professional accountability of the student, corrective action will follow. Students are expected to adhere to the standards of behavior required of healthcare professionals. Depending upon the degree of actual or potential harm a client may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.
In accordance with the College’s position on alcoholic beverages or drugs (illegal or prescribed), students practicing in a clinical setting or coming to class under the influence of alcohol and/or drugs is prohibited and warrants corrective action. The College may require a student to submit to a blood, breath, and/or urine test for drugs or alcohol for reasonable cause.

A student may request assistance with a drug or alcohol-related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests will maintain the student’s confidentiality.

- It is a violation of the alcohol policy for students to consume or possess alcoholic beverages on campus.
- NMC students are expected to abide by federal, Nebraska State law, and local Omaha laws.
- Student possession or consumption of alcohol on campus or at any College-sponsored student event shall constitute misconduct. A College-sponsored event is any gathering where students are in attendance that is arranged or is endorsed by the College.
- Should a student attend class, clinicals, laboratory sessions, practicums or College-sponsored or approved events while under the influence of alcohol or drugs (illegal or prescribed), this shall constitute misconduct.
- Any student or student organization which violates this policy will be subject to disciplinary action which may include immediate dismissal from the College.
- The manufacture, sale, possession, distribution or use of illegal drugs is prohibited.
- The College will cooperate fully with state and federal laws. Section 5301 of the Anti-Drug Abuse Act of 1988 states in part, “If a student is convicted of drug distribution or possession, the court may suspend his eligibility of Title IV financial aid. "If a student is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial aid”.

Procedure for reasonable cause testing:
1. A student who reports to class or clinical and is suspected of being under the influence of alcohol/illegal drugs or who is suspected of impairment due to legally prescribed medication will be removed and will be required to provide specimens for a drug and/or alcohol analysis at that time.
2. The site supervisor/instructor will notify the program director/clinical coordinator immediately of suspected impairment and that the student has been removed from patient care.
3. If the student is at an Omaha site, they will be escorted to Employee Health (located at Methodist Hospital, 8601 West Dodge Road, phone 354-5684) for specimen collection on the day of the incident. Employee Health can be used Monday-Friday from 8am-4pm. Midwest Minor Medical (5310 So 84 Street, phone 827-6510) can be used 7 days a week between the hours of 8am-8:30pm. Work Fit Occupational Services (Lisa
O’Neal 614-4056 (home) or 813-4365 (work) OR Pat Upson 291-6657 (home) or 669-9495 (work) can be used 7 days a week between the hours of 8:30pm and 8am. The clinical site supervisor/instructor will inform the student they are required to be transported by a friend or family to the testing site. Students at an off-campus site, the clinical site supervisor/instructor should check with the program director or clinical coordinator for further instructions. Student confidentiality will be maintained.

4. The program director/coordinator will to notify the testing site a student is in route to be tested for suspected drug or alcohol use.

5. The student will be required to meet with the program director/coordinator within 24 hours or the next working day.

6. Students who refuse testing or fail to comply with any step in the process will be required to follow up with a counselor and may be suspended or dismissed from NMC.

7. All positive alcohol or drug screens will be referred to a counselor for evaluation. Students are required to follow through with treatment recommendations. When the student is released, they will be informed that clinical placement will be based on availability and may not be guaranteed. This incident may significantly deter academic progression.

**Campus Security Information**

In accordance with the Student Right to Know and Campus Security Act of 1990 (20 USC, section 1092), Nebraska Methodist College provides information related to crime statistics and policies concerning campus security to current students, employees and applicants for enrollment and employment.

The Blue Light System enables immediate access to assistance in the event of an emergency. There are four blue light stations within the parking lots of the Josie Harper Campus. The stations are easily located by finding the blue lights attached to various parking lot lights.

The station locations are as follows:

- South parking lot
- West parking lot (back of Riley-Leinart Center)
- North parking lot – west end (near north door of Clark Center)
- North parking lot – northeast end (far corner)

In addition, there are 5 blue light stations within the parking lots of Josie’s Village. The station locations are as follows:

- South parking lot near the stairs
- North side of the parking island entering the A-B building (buildings #563 & #567)
- South side of the clubhouse
- Parking lot island outside the main entry to the E building (building #564)
- Parking lot island outside the main entry – north of building F (building #628)

In the event of an emergency, press the button on the call box (also attached to the respective parking lot light pole). Once this button is pressed, the caller will be connected to the Methodist Hospital Operator. In emergency situations, the Operator will then contact 911 and the Security Department.

Blue lights are to be used for life-threatening emergency situations only.

**Confidentiality of Patient Records**

In accordance with federal HIPAA regulations, every student must be aware of the importance of maintaining patient confidentiality at all times. Removing any patient records (including film or video tapes) is expressly prohibited by HIPAA unless the patient has signed a release form or the material has been thoroughly stripped of all personal identifiers. The student must abide by the individual policies and procedures set forth by each clinical site pertaining to HIPAA, including rules on the use of patient case records for educational purposes.
Failure to abide by this policy may result in suspension or dismissal from the College and/or legal action brought against the student. Student liability insurance provided by the College will not protect the student who violates this policy.

**Equal Opportunity/Non-Discrimination Policy**
It is the intent and desire of the College to create an environment for all students and employees that promotes fairness, responsibility, ability and performance. The College shall not unlawfully discriminate against individuals in any of its programs, services or benefits on the basis of gender, disability, race, color, religion, age, sexual orientation, financial status, marital status, veteran status or national or ethnic origin. All programs and procedures are designed and administered in a manner intended to enhance and not limit, equal access. The College shall comply with all applicable federal, state and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable.

It is essential that any complaints related to discrimination be reported immediately to a College administrator so an investigation and corrective action can be taken. Any student or employee who engages in discrimination in violation of this policy is subject to disciplinary action.

**Family Educational Rights and Privacy Act**
Nebraska Methodist College complies with the regulations and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. The act provides specific rights to students with respect to their education records. They are:

1. The right to inspect and review student's records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of student's education records that a student believes is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Information which the act allows the College to release to a third party without the consent of a student (directory information), is limited to the following items:

- Student’s name, address and telephone listing.
- Date and place of birth (if known).
- Field of study (major).
- Previous schools attended.
- Academic class (freshman, sophomore, junior, senior).
- Enrollment status (full-time/part-time, undergraduate/graduate).
- Dates of attendance.
- Academic awards and degrees.
- Photographs.
- Email address.
- Graduation date (anticipated and official).
- Advisor.
- Achievements in campus organizations.
- Class rosters.
- Class schedules.
**Students have the right to withhold the disclosure of this information.** Students who wish to restrict the disclosure of this information or desire additional detailed information regarding student rights outlined in the Family Educational Rights and Privacy Act should contact the Director of Student Records.

**Harassment Policy**

Harassment is defined as verbal or physical conduct that has the intent or effect of negatively influencing or interfering with an individual’s or group’s personal, educational and/or work experience at the College. It is the policy of the College to promote an environment free from conduct that can be construed as abrasive, offensive, intimidating or minimizing to any individual’s self-esteem. Harassment of any kind is not acceptable. Harassment conflicts with the philosophy and policies of NMC and will not be tolerated.

NMC has a diverse student body and openly strives for increased cultural competence. It is against the policy of the College for any student, staff or faculty member to be subjected to attacks or comments related to any aspect of diversity. If the complaint has not been handled effectively through discussion with the offending party, it should be discussed immediately with a College administrator.

**It is essential that any incidents be reported to a College administrator so that an investigation and corrective action can be taken.** If you are uncertain as to whether a specific behavior constitutes harassment, please discuss it confidentially with a College counselor. Any student, employee or other individual is subject to disciplinary action upon violation of this policy.

**Identity Theft**

In accordance with federal regulations effective May 1, 2009, Nebraska Methodist College has established a program with comprehensive procedures intended to prevent, detect, and mitigate student identity theft. The detection of “red flags” is central to the program. A red flag is defined as a pattern, practice, or specific activity that indicates the possible existence of identity theft. NMC service providers (e.g., lenders, collection agency, etc.) are also in compliance with the Red Flag Rule.

If a student experiences identity theft unrelated to business at Nebraska Methodist College, he or she should immediately contact the dean of students. A student who wishes to change his/her name or address on file at NMC should contact the registrar’s office for assistance.

**Matters of Conscience**

A student may be assigned to a situation that may pose an ethical dilemma for them. The student who objects to providing care for assigned clients based on matters of conscience will notify the instructor as soon as possible. The student will remain aware that their first responsibility is to the client, and that they should complete the necessary care to meet the immediate needs of the client. The student will not abandon the client. The faculty will provide individual guidance to the student in the immediate situation.

**Non-Academic Suspension/Dismissal**

Students who willfully and deliberately violate College regulations or regulations of an agency while representing the College or the rights of fellow students, faculty, clients and others; who maliciously or deliberately abuse College, agency or another’s property by theft or destruction; who have possession of, consume or are under the influence of alcohol or illegal drugs while on the College campus and/or at another agency; or who willfully and deliberately violate civil or criminal codes are liable to immediate suspension and/or dismissal from the College.

Suspension from classes and/or the College property may occur for a period of up to one regular semester. Students wishing to re-enroll at the end of the suspension period must notify the Vice President of Student
Affairs in writing six weeks prior to the start of the semester. Dismissal will constitute expulsion from the College. Students who have been dismissed are not eligible for return or re-application.

**Peer-To-Peer (P2P) File Sharing Policy**
Methodist Health System (MHS) maintains the computer network that supports the academic and administrative needs of Nebraska Methodist College (NMC) students, faculty, and staff. MHS Internet Access Policy states that all users are responsible for using the network in a professional, lawful, and ethical manner. MHS will monitor the use of P2P file sharing and pursue all violations in accordance to current federal laws and NMC policies.

Downloading copyrighted music and movies from the Internet to a personal computer without the permission of the copyright owner is illegal, and may result in criminal and civil penalties. Civil penalties may include actual damages and profits, statutory damages (ranging from $750-$30,000 per work that is infringed). The court can also award attorney’s fees and costs. Criminal penalties can include fines and imprisonment. Sharing copyrighted works, as is easily done with P2P programs, also violates MHS Internet Access Policy and the **NMC Code of Conduct Policy**. Any NMC student, employee, or other individual will be subject to disciplinary action and elimination of internet access upon violation of this policy. For the full policy refer to the library page on the NMC website.

**Personal Conduct Policies**

**College Code of Conduct Policy**
Being a student at NMC communicates an intention and commitment to join the College community. Each student’s enrollment therefore obligates him or her to demonstrate civilized behaviors — those reflective of the College's core values and student policies.

Behavior is recognized as a reflection of professional and personal integrity, which conveys to the community an image of the College and ultimately of health care professions. Through the delivery of health care, a student assumes serious responsibility for others. Based upon these factors, the College believes a student, as an adult, has the personal responsibility for understanding the potential impact of personal, as well as professional, behaviors upon others. Adherence to College policies and regulations is required.

NMC students are expected to conduct themselves as health care professionals and as responsible citizens of their communities. The personal conduct of NMC students is expected to reflect the high regard in which the public holds health care professionals.

The following behaviors are expected of NMC students:
- Honor all individuals or groups. This means that any physical or verbal abuse, harassment, or disrespect of others is unacceptable and will not be tolerated.
- Do no deliberate harm. This means that thefts, vandalism, possession of weapons, fireworks, illegal devices or substances are prohibited.
- Strive to facilitate in self and others behavior that maximizes potential and self-responsibility.
- Adhere to the highest personal and professional ethical standards.
- Assume accountability for self and actions taken.
- Refer peers to appropriate professional resources when necessary.
- Maintain the confidentiality of other’s personal information.
- Support the community in its efforts to improve the quality of life.

Any student, employee or other individual will be subject to disciplinary action upon violation of this policy.
Guidelines for Disciplinary Procedures
Range Of Student Sanctions for Policy Violations

Individuals found to be in violation of various rules and regulations may be subject to disciplinary sanctions. It is the belief of the College that sanctions should maximize safety for all students and College constituents, relate to the nature of the behavior, and provide an opportunity for growth and learning. Thus, these examples are not meant to represent the only sanctions that may be used by the College.

Reprimand: A written warning to a student for a violation of College policy. The warning shall include notice that further violations of the same or other regulations will result in a more severe disciplinary sanction. A copy of the warning letter is placed in the student's academic file.

Apology: A required formal apology, given either verbally or in writing (as designated by the sanction), either private or public, to an individual, outside agency, or the College. Evidence of the offering of the apology may be required.

Restitution: In the event of damage, destruction, or theft, a student may be required to make a full and complete reimbursement to the College or others. Restitution for College property, damage, or theft may take the form of financial payment, appropriate service, or other compensation. Failure to make arrangements to pay may result in a hold being placed on the student's NMC account.

Monetary Fine: The student is required to pay a specific monetary fine to the College. Failure to pay or to make arrangements to pay such fines may result in a hold being placed on the student's NMC account.

Work Project: The student is assigned a specific work or service project, as outlined in a work agreement. This sanction will normally be assigned to help the student reflect upon the negative implications of his/her behavior.

Disciplinary Warning: This sanction is administered to serve as a notice to the student that his/her behavior was unacceptable and inconsistent with the College's values and standards of behavior. The Warning will note that any future violations of the policy could result in the imposition of more severe sanctions. In some cases, it may be the preliminary step to Disciplinary Probation. This sanction may also involve specific conditions that may include, but are not limited to:

a. Removal from campus housing or relocating within the apartments.
b. Restriction of access to specific campus facilities.
c. Loss of privileges, to include, but not limited to, the following:
   1. Active participation in any or all public events sponsored by the College or by students;
   2. Attendance at any or all public events sponsored by the College or by students;
   3. Normal visitation rights.
d. Work project requirements/assignment.

If a student is found responsible for a violation of the College's Sexual Misconduct policies, a Disciplinary Warning could also include one or more of the following:

a. Required consultation with a member of the College's counseling staff, as well as required participation in any on-going counseling and/or educational programming recommended by the counselor.
b. Issuance of a public apology by the student.
c. Prohibited contact for a specific period of time between the violator and the victim.

Disciplinary Probation: This sanction may involve specified conditions that may include, but are not limited to:

a. Removal from campus housing or relocating within the apartments.
b. Restriction of access to specified campus facilities.
c. Loss of privileges to include, but not limited to, the following:
   1. Active participation in any or all public events sponsored by the College or by students;
   2. Attendance at any or all public events sponsored by the College or by students;
   3. Representation of the College in specified manners;
   4. Holding office in a College-approved organization;
   5. Participating in specific extracurricular activities;
   d. Required participation certain groups and/or educational programs as they relate to the violation.
   e. Required period of appropriate work project.

Disciplinary Probation can also carry other sanctions imposed by certain campus organizations and academic departments. For example, a student on Disciplinary Probation may be ineligible to hold positions in Student Senate, participate in clinical rotation, or hold positions on the student housing staff. Any such sanctions are considered independently by those organizations or departments and may be imposed in addition to the sanctions identified above. Notification of Disciplinary Probation may be sent to a minor student's parents, subject to regulations governing a student's right to privacy.

**Suspension:** Suspension from classes and/or the College property may occur for a period of up to one (1) regular semester. A student wishing to re-enroll at the end of the suspension period must notify the Vice President of Student Affairs in writing six (6) weeks prior to the start of the semester.

**Dismissal:** Dismissal constitutes expulsion from the College. Students who have been dismissed are not eligible for return or reaplication.

**Required Assessment and/or Counseling:** Counseling and referral may be required, not as a disciplinary measure, but as an attempt to facilitate growth and/or safety relating to a disciplinary issue. A student may be referred to counseling in addition to, or in place of, other sanctions. In the event a student is believed to be in immediate danger to himself/herself or to others due to psychological difficulties, the student may be required to obtain professional evaluation and treatment to remain enrolled. Failure to comply with this requirement can result in additional action by the College, including suspension for an indefinite period or mandatory withdrawal from the College. Under certain circumstances, a student may be immediately suspended until such time as a mental health professional has determined that the student is no longer a threat to himself/herself or others, and is capable of functioning in the College environment. Any decision made to suspend or withdraw a student may be made only by the Vice President of Student Affairs and the College President.

**Pet Policy**
With the exception of service animals, pets are not permitted on the Nebraska Methodist College Campus.

**Release of Reference Information**
The purpose of this policy is to ensure the appropriate release of reference information regarding NMC students in accordance with federal and state requirements and to provide documentation of signed student requests and information released.

College personnel may provide, upon written request, written reference information regarding the student’s performance at NMC. Only written references will be provided upon completion of the Permission to Release Information Form. The form is available at the Clark Center Information Desk.

**Resolution Process for Academic and Non-Academic Student Concerns**
The processes in place for resolving conflict at Nebraska Methodist College allow all parties to be heard. It is important for students to be aware of these processes should they be involved in a conflict, disagreement, or misunderstanding.

Nebraska Methodist College is required to share with its accredditor information about written complaints received from students. However, the information shared relates to the nature of the complaint and does not include the identity of the student(s) who submitted the complaint. Therefore, the identities of students who submit written complaints remain anonymous to the accredditor.

The Vice President for Student Affairs is responsible for the administration of the Student Code of Conduct and the Resolution Process for Nonacademic Concerns. The Vice President for Academic Affairs is responsible for
the Resolution Process for Academic Concerns. These two processes are explained below. Changes to the resolution processes due to unforeseen obstacles (e.g., unavailability of an involved party, legitimate need for waiver of time constraints, etc.) must be approved by both the appropriate Vice President and the Dean of Students.

Academic and nonacademic decisions made by any officer of the College (the President or a Vice President) are final and are not subject to the resolution processes.

Resolution Process for Academic Student Concerns

Phase One:
The student must initiate phase one of the resolution process no later than one month from the occurrence of the action being appealed.

Step 1: The student will discuss the concern with the involved faculty to find a solution. If a resolution is not reached, the student will initiate step two. If the student does not wish to confront the involved faculty, the student will begin the process with step two by contacting the Dean of Students.

Step 2: The student will initiate a meeting with the Dean of Students within five working days of the meeting outlined in step one. The Dean of Students will conduct an investigation and determine if a formal appeal is warranted. A formal appeal is warranted if the Dean of Students can identify a prima facie case of capricious, arbitrary, or prejudiced behavior against the student by the other involved party or parties. Examples of situations that do not warrant a formal appeal include situations that are applied equally and fairly to all students, such as course policies, teaching and/or learning styles, differing personalities, and physical or psychological environment.

If a formal appeal is warranted, a meeting with the student, the Dean of Students, the involved faculty, and the Associate Dean or designee will be scheduled by the Dean of Students to take place no later than ten working days after the student’s request. The Associate Dean or designee will communicate a decision to the student within three working days of the meeting. If the student is not satisfied with the outcome of phase one of the resolution process, the student has the option of initiating phase two (below).

If it is determined that a formal hearing is not warranted, the student’s only remaining option is to file a formal complaint with the appropriate Vice President. After the filing of this complaint, no further judicial action is available.

Phase Two:
Within five working days of the communication from the Associate Dean or designee, the student will inform the Vice President for Academic Affairs if he or she intends to pursue phase two of the resolution process. If the student decides to pursue phase two, a meeting with the Dean of Students will initially be scheduled so the Dean of Students can advise the student on the application process to initiate an Academic Review Board meeting.

• The application must be submitted by the student to the Dean of Students within five working days of obtaining the application.
• The Dean of Students will determine the appropriateness and involvement of witnesses. Witnesses may be submitted for consideration up to three working days before the hearing. Academic Review Board members will know the names of both parties’ witnesses prior to the hearing.
• The Dean of Students will finalize the date for the Academic Review Board meeting within five working days of receipt of the student’s application.
Phase Three:
The Academic Review Board will render its recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs has the final decision-making authority. Within five working days of the Academic Review Board meeting, the VPAA will notify in writing the decision to all parties involved.

Resolution Process for Nonacademic Student Concerns

Phase One:
The student must initiate phase one of the resolution process no later than one month from the occurrence of the action being appealed.

Step 1: The student will discuss the concern with the other involved party to find a solution. If a resolution is not reached, the student will initiate step two. If the student does not wish to confront the other involved party, the student will begin the process with step two by contacting the administrator of the department/program.

Step 2: The student will initiate a meeting with the administrator of the department/program within five working days of the meeting outlined in step one. The administrator will conduct an investigation and determine if a formal appeal is warranted. A formal appeal is warranted if the administrator can identify a prima facie case of capricious, arbitrary, or prejudiced behavior against the student by the other involved party or parties.

If a formal appeal is warranted, a meeting with the student, the administrator, the other involved party, the Dean of Students, and the Associate Dean (if appropriate) will take place no later than ten working days after the student's request. The Associate Dean or appropriate administrator will communicate a decision to the student within three working days of the meeting. If the student is not satisfied with the outcome of phase one of the resolution process, the student has the option of initiating phase two (below).

If it is determined that a formal appeal is not warranted, the student’s only remaining option is to file a formal complaint with the appropriate Vice President. After the filing of this complaint, no further judicial action is available.

Phase Two:
Within five working days of the communication from the Associate Dean or administrator, the student will inform the Dean of Students if he or she will pursue phase two of the resolution process. If the student decides to pursue phase two, a meeting with the Vice President for Academic Affairs (VPAA) will be scheduled so the Vice President can advise the student on the application process to initiate a Judicial Board Hearing.

- The application must be submitted by the student to the VPAA within five working days of the last meeting.
- The VPAA will determine the appropriateness and involvement of witnesses. Witnesses may be deemed appropriate for either party. Additional witnesses may be submitted for consideration up to three working days before the hearing. Judicial Board Members will know the names of both parties’ witnesses prior to the hearing.
- The VPAA will finalize a date for the Judicial Board Hearing within five working days of receipt of the complainant’s application.

Phase Three:
The Judicial Board’s recommendation, the taped record of the hearing, and supporting evidence are forwarded to the Vice President for Student Affairs (VPSA) for a final decision. Within five working days of receiving such information, the VPSA will notify in writing the complainant, the respondent, and the Judicial Board Chairperson of the decision. Within three working days of receipt of the Vice President's decision, the Judicial Board Chairperson will notify in writing Board members of the Vice President's decision.
The decision of the Vice President for Student Affairs is final.

**Sexual Harassment Policy**
Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as any unwanted communication of sexual nature, whether verbal, physical, written or pictorial, which has the purpose or effect of intimidating the person receiving the communication or any solicitation of sexual contact of any nature when submission to or rejection of such contact:
1. Is used as the basis for either implicitly or explicitly imposing favorable or adverse terms and/or conditions of academic/employment standing.
2. Is used as a basis for decisions affecting employment/academic standing of an individual.
3. Has the purpose or effect of unreasonably interfering with an individual’s personal, educational or work experience or creating an intimidating, hostile or offensive work environment.

If students feel this policy is being violated, they should report such harassment immediately. Violations of this kind can be discussed with a residence advisor, a counselor, an instructor or a College administrator. **First, it is important that the offended party speak with someone to get assistance in ending the victimization. Secondly, it is essential that the facts be reported to a College administrator in order for the College to investigate and take appropriate corrective action.** Any student or employee who engages in sexual harassment in violation of this policy is subject to disciplinary action.

Amorous relationships between an employee and a student can pose potentially serious concerns to the College. Accordingly, such relationships are highly discouraged and are absolutely prohibited when they involve individuals of unequal authority or power within the College, such as teacher-student and supervisor-student relationships.

**Sexual Misconduct Policy**
Any form of sexual misconduct, whether physical, mental or emotional in nature, is unacceptable behavior and will not be tolerated at NMC. Sexual misconduct includes, but is not limited to:
1. Any act done by force against the will of another person. If consent or acquiescence is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep or is otherwise in a state of unconsciousness, said act is considered against the will of the other person.
2. Any act done against another person who is incapable of giving consent because of mental, developmental or physical disability or lack of legal age to give legal consent (under 18 and not married).

**Sexual misconduct offenses need to be reported immediately to a College administrator.** Following the initiation of a complaint by the victim and where there is reasonable cause to suspect a violation of College policy regarding sexual misconduct, the College will investigate and undertake disciplinary action against the accused. In all cases, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and both shall be informed of the outcome of any institutional disciplinary proceeding. Compliance does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). The outcome refers only to the College’s final determination with respect to the alleged sexual misconduct and any sanction that is imposed against the accused. Full College disciplinary action may be imposed. Additional sanctions are listed in the “Guidelines for Disciplinary Procedures” section. After an alleged sexual misconduct is reported, at the victim’s request, the College will make changes to his/her academic and on-campus living situations if options are reasonably available.

College action against violators of this policy does not in any way preclude the possibility of criminal action by civil authorities, should the victim wish to pursue this course of action. Victims have the option of notifying law enforcement authorities. College personnel will assist the victim in reporting the alleged offense to the local...
police if the victim requests such assistance. In addition, the importance of preserving evidence for proof of a
criminal offense is conveyed to the victim at the time of first reporting.

**Smoking/Tobacco Policy***
In accordance with Methodist Health System policy and efforts to promote and encourage healthy lifestyles,
Nebraska Methodist College is a tobacco-free environment. Use of tobacco products is prohibited inside and
outside all buildings on the NMC campus and in private vehicles parked on College property. Tobacco
products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking. Individuals
covered by the tobacco-free policy include, but are not limited to, students, employees, visitors, vendors, leased
tenants, and contractors.

NMC students, employees, and visitors are expected to be good neighbors by refraining from using tobacco
products on the property of nearby businesses and residences.

*Adapted from the Methodist Health System policy for a tobacco-free environment.

**Student Health Requirements**

**Degree-Seeking and Certificate Students**
Prior to enrolling, all certificate- and degree-seeking students admitted to NMC must have a pre-entrance health
assessment and must complete the Student Health Service Pre-Entrance Report. Although students are welcome
to use a health care provider of their choice, the NMC Student Health Center will provide the health assessment
and necessary immunizations at greatly reduced costs. The pre-entrance health assessment at the Student
Health Center is $25. The Student Health Center is located in Room 1233 of the Clark building on the Josie
Harper campus. Students are encouraged to make appointments by calling 354-7211. Once enrolled, students
are required to have an annual PPD test. Documentation must be submitted to the Student Health Office at the
College. Students who are not compliant with health record requirements will be withdrawn from classes. See
Student Health Services for more information.

**Graduate and Online Students**
All graduate and online students must complete the Graduate/Online Student Health Form which can be found
on the college website.

**Immunization**
All NMC students are required to keep all necessary immunizations up-to-date. This is in accordance with the
policies recommended by the Centers for Disease Control and the National Institutes of Health. All NMC
students must show proof of immunization prior to enrollment at the College or complete a waiver through the
College. Students must report their immunization status with their pre-entrance health assessment. Any changes
in status must be reported to Student Health at 354-7211. Failure to do so may result in an ineligibility to enroll
and/or continue in NMC courses.

**Infectious Disease Policy**
NMC policies and procedures for control of infectious diseases are adapted from the American College Health
Association and the guidelines of the Centers for Disease Control. They are in compliance with section 504 of

Within the clinical experience, students are required to employ standard precautions in working with all clients
in order to minimize the risk of disease transmission from student to client or from client to student. In some
settings, due to infection control standards, specific clinical experiences may not be available to students who
are infected with blood-borne viral diseases or other communicable diseases. In those cases, the College will
work with students to make efforts to redesign a student’s curriculum and to provide the student with
appropriate educational experiences consistent with a student’s academic and career goals. Students or prospective students with concerns in this area or any related concerns should familiarize themselves with the College’s policies as they consider their career choices and are welcome to discuss their concerns with the College’s administration or counseling staff. For more specific information regarding College policies, refer to the Student Handbook.

Student Health Insurance Coverage
All Nebraska Methodist College students taking 3 or more credit hours are required to purchase the UnitedHealthcare StudentResources insurance plan, unless proof of comparable coverage is provided. (This excludes online, nursing assistant, and phlebotomy students.) Information on the policy can be found at www.uhcsr.com.

Student Responsibilities
Decisions of the U.S. Supreme Court, while insuring a student’s freedom, have assigned two responsibilities to a student that are congruent with the First and Fourteenth Amendments of the United States Constitution:

- First Amendment – Students have a right to free speech and to assemble and petition to air grievances. Students may not interfere with another person’s right to participate or decline to participate in this manner.
- Fourteenth Amendment - Section 1 – Students may not “materially or substantially” interfere with the requirement of appropriate discipline in the operation of a school.

Violations of these constitutional amendments are subject to disciplinary action.

Unauthorized Access
Unauthorized access is defined as gaining access to space, materials and information without the consent and permission of designated personnel who have responsibility for the specified space, materials and information. In accordance with College policies and rights to privacy, only authorized personnel may have access to designated College space, materials and information. Authorized personnel include designated personnel with responsibility for the specified space, materials and/or information and students and College employees who have obtained permission and consent from designated personnel.

Unauthorized entry or use of College facilities (including residence hall and/or resident rooms, either through forced entry or other means), the reproduction or unauthorized use of College keys, unauthorized accessing, destruction of or interference with computer programs, data bases, files or information stored in College computer systems is prohibited. Further inappropriate use of a computer system and/or medical records at any clinical site for the purpose of accessing a patient’s protected health information is prohibited. Students violating this policy are subject to disciplinary action.

Waiver of Liability
NMC is not liable for damage, theft or loss of personal property. Students are advised to check personal household insurance for coverage. All students participating in off–campus programs and activities are to sign and submit a waiver of liability and hold harmless agreement.
Academic Policies

Academic Responsibility
The Vice President for Academic Affairs (VPAA) is the official representative of the College in matters pertaining to the scholastic life of the student body. Regulations made by the VPAA in addition to, in abrogation of, or in interpretation of the following regulations have the same force as the regulations themselves.

In case of discrepancy between the College catalog and other publications or academic information provided by any faculty or staff member other than the VPAA, the catalog takes precedence.

The College reserves the right to terminate or modify program requirements, content and sequence of courses, and program offerings. Students withdrawing from the College completely for a period of one calendar year or more are bound by the catalog in effect when they re-enter.

It is the responsibility of each student to be acquainted with all requirements for his or her degree program and to assume responsibility for meeting those requirements. In case of ambiguity, discrepancy or disagreement, the regulations and requirements stated in this catalog and any subsequent modifications or interpretations by the VPAA will prevail.

Academic Integrity
Students of Nebraska Methodist College are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty and personal conduct are fundamental to the integrity of professionals. Any student who fails to follow the academic integrity policy is subject to disciplinary procedures. Disciplinary actions will be taken against students whose academic behavior is not congruent with the expectations of the College.

Violations of Academic Integrity
Academic or academic-related misconduct includes, but is not limited to:
1. Plagiarism from any source. Plagiarism is the act of using another’s writing or ideas without giving proper credit.
2. Cheating or assisting another student to cheat on any examination or assignment.
3. Alteration of grades by any means.
4. Submission for credit of any work that is not the work of the student.
5. Falsification of participation and/or documentation in clinical/lab/field assignments.
6. Misrepresentation to avoid academic work.

Students found to be acting dishonestly are subject to disciplinary actions ranging from reprimand to dismissal. Depending on the severity of the offense, the consequences may include suspension or dismissal at any level of offense.

Procedure for Violations and Sanctions
Course Level
- Course syllabi clearly identify sanctions for violations of academic integrity.
- Faculty member and student meet when violations are identified (either can request a witness) and complete reporting form for violations of academic integrity and personal conduct.
- Specific penalties (e.g. loss of points, failure of assignment, alternative learning activity, or failure of course) determined by course faculty and department policies and reported to the office of the Registrar.
• Student can appeal the decision – refer to Resolution Process.

**Administrative Level**
• The Registrar will review all forms. Academic Standards will review all subsequent violations. Upon review of cases, Academic Standards will make recommendations for disciplinary action to the Associate Dean and VPAA.
• Documentation of violation(s) may be removed from the student’s permanent file and shredded after the student graduates or withdraws. Suspension or dismissal for violations of academic integrity will be recorded on the student’s academic transcript.

**Remediation/Action Options for Violations of Academic Integrity**
As faculty work with students, options for remediation and/or other actions include:
* Referral to Student Services for assistance with personal and academic needs
* Direction to the resources on ANGEL, including the WAC website
* Referral to external sources for remediation on academic expectations and ethical decisions
* Referral to the Academic Standards Committee
* Referral to the VPAA for recommendation of suspension or immediate dismissal

**Writing Across the Curriculum Resources**
Short of plagiarism, faculty often encounter papers that do not meet college-level writing standards. To distinguish between violations of citation style and violations of academic integrity, faculty should send significant writing errors to the WAC coordinator. Should the WAC coordinator find repeated carelessness with citation, the coordinator may contact the student for directed assistance and/or forward evidence of the student’s disregard for faculty instruction on citation to the Registrar as a violation of academic integrity.

**Philosophy of Reporting All Violations**
All violations of academic integrity must be reported for the process to work. The process is such that a faculty member will determine the appropriate consequence in the course. By forwarding the incident to the Registrar, the faculty member ensures that documentation is recorded as to what steps were taken to inform the student of the academic integrity policy. Should a subsequent violation occur, it is clear what assistance was offered to the student previously. Once the faculty member determines the appropriate consequence for his/her course and meets with the student to complete the reporting form, the faculty member’s responsibility is met. This process relies upon faculty understanding the long-term benefit of reporting each violation. The intent of the report is to correct initial minor errors before they develop into egregious later errors.

**Student Classification for Degree-Seeking Students**
NMC undergraduate students are classified according to the total number of semester hours earned:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>30 or fewer</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31 – 60</td>
</tr>
<tr>
<td>Junior</td>
<td>61 – 90</td>
</tr>
<tr>
<td>Senior</td>
<td>more than 90</td>
</tr>
</tbody>
</table>

There are no similar classifications for graduate students.
**Attendance Policy**
Students are expected to be prompt and attend all classes and clinical/practicum experiences in their entirety. Instructor expectations for attendance will be made available to the students in writing via the course syllabus during the first week of class. Extenuating circumstances will be dealt with on an individual basis.

**Auditing a Course**
An individual who registers to audit a course may attend course sessions but will not earn course credit. Permission to audit a course must be granted by the program director or associate dean in consultation with the faculty member. Audit enrollment is permitted on a space available basis with priority given to students enrolling in the course for credit. Tuition will be 50% of the for-credit tuition rate and no fees will be assessed. An individual should declare audit status at the time of registration. Registration to audit may not be changed to credit after the first week of the course. Participation in course activity is at the discretion of the faculty member.

**Campus Closure Policy**
Occasionally, the College will be delayed in opening, close early, or close completely due to severe environmental conditions. College Administration will announce a delay in opening or closure prior to 5:00 am if at all possible, and will be communicated to students via the “College Hot Line” voice mail at 354-7222. Local radio and TV stations will also be notified and will broadcast the news of the College closing. Students are not to report to the College if it is declared closed, as college closure includes all classes, clinical, and laboratory sessions for the calendar day. Faculty and staff are to report to the College when able, but should keep in mind that personal safety is paramount, and is the responsibility of the individual.

**Credit Hour Allocation**
Credit hour allocation is based on the following ratio:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom (didactic)</td>
<td>15 Class</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>Laboratory</td>
<td>30 Lab</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>NS/Clinical</td>
<td>45 Clinical</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>NS Preceptorship</td>
<td>96 Clinical</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>PTA Clinical</td>
<td>45 Clinical</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>RA Clinical</td>
<td>85 Clinical</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>RC Clinical</td>
<td>50 Clinical</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>SO Clinical</td>
<td>72 Clinical</td>
<td>= 1 credit</td>
</tr>
<tr>
<td>ST Clinical</td>
<td>60 Clinical</td>
<td>= 1 credit</td>
</tr>
</tbody>
</table>

**Drug and Background Check Policy**
All students involved in clinical or fieldwork experiences are required to provide evidence that they are drug free, and also submit to a background check before being allowed to participate in any clinical or fieldwork experiences. If the background check and drug screening are not completed you will not be permitted to enroll in clinical courses.

Your background check and drug screening process will be initiated at new student orientation. All necessary directions and forms, and other details associated with the drug and background testing are available on-line and at orientation, including specific details regarding privacy rights and disclosure.

Evidence of a criminal background and/or history of adult or child abuse as evidenced in the Nebraska Adult and Child Abuse Registry will be referred to the Associate Dean for follow-up. Be advised that a positive result on a drug test will be forwarded to a counselor at Nebraska Methodist College as well as the student’s Associate Dean. Both the Counselor and the Associate Dean will follow up with the student on the ramifications of the
positive drug test. Possible consequences will vary depending on the level of severity and the need for additional treatment. At the very least the student will be unable to attend a clinical or field site until cleared to do so by the Counselor as well as the requirement of passing another drug test. Because drug use is illegal and therefore in violation of the Student Code of Conduct, there is also a possibility of suspension from the College or other disciplinary action.

Disruption of enrollment for greater than three months requires new drug testing and an affirmation statement of the background check. Students who complete a transfer-of-program request and are admitted into a different program with uninterrupted enrollment (not including summer term) are not required to repeat the background check or drug test.

Examinations and Grading

Grading Policy
To ensure consistent awarding of course grades throughout the College, the grading system is as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Quality Points</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>96-100</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>90-95</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>86-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80-85</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>76-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>70-75</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>&lt;60</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>*</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>*</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>*</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>*</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>*</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>*</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>*</td>
</tr>
<tr>
<td>WX</td>
<td>Withdrawn</td>
<td>*</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td>*</td>
</tr>
</tbody>
</table>

*Not used in calculating grade point averages.

Every undergraduate course uses the “70” mark as the minimum grade required for passing the course as a whole. However, certain assignments within a course may carry additional requirements that are more stringent (e.g., a required minimum ‘75’ on all tests), and are determined at the discretion of the instructor. Students must meet all requirements of the course at the level determined by the instructor in order to successfully complete the course.

Certificate and Undergraduate Students: A grade of less than “C-” in any course is unacceptable and must be repeated. Clinical/practicum courses are graded on a satisfactory/unsatisfactory basis. See specific policies in Nursing Department Handbook (nursing students only).

Graduate Students in Nursing Programs: Graduate students are expected to maintain a 3.0 GPA. A grade below “B” in any course triggers an automatic progression review, and may result in suspension or dismissal. A grade below “B” in two courses is unacceptable and results in dismissal from the program. In the MSN program, any grade below “B” for NS 523, NS 524, NS 558, or NS 559 is unacceptable, and results in the student having to retake the course.
Graduate Students in Health Professions Programs: Students enrolled in the NMC Master’s programs must maintain a cumulative GPA of 3.0 to graduate. All programs at NMC require satisfactory progression be made during the student’s academic career. Graduate students may not receive more than one grade below ―B‖ during their time in an NMC program. A student receiving a course grade of ―C‖ for the first time will receive credit for the course, but will be advised that a second grade below ―B‖ will result in dismissal from the College. If a student receives a course grade below ―C‖ the student will be required to re-take the course the next time it is offered; however, they will remain in the program and may continue to take additional courses. All required coursework for the Master’s degree must be completed within six calendar years from the program matriculation date.

Cumulative Grade Point Average
Cumulative grade point average (CGPA) is computed based on final course grades. The CGPA is not affected by ―S‖, ―U‖, ―AU‖, ―CR‖, ―NC‖, ―NR‖, ―F‖, ―W‖, ―WX‖. When a student repeats a course, the latter grade will be computed in the CGPA. Both grades will appear on the official transcript. Each letter grade equals the quality points per credit hour as shown above.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
<tr>
<td>WX</td>
<td>Withdrawn Administratively</td>
</tr>
</tbody>
</table>

The Registrar will compute the cumulative grade point average (CGPA) based on quality points and credit hours earned for courses completed after matriculation to this campus. Only courses in which quality points are assigned are computed in the CGPA. The CGPA is computed by dividing total quality points earned by total credit hours attempted in didactic class work.

Course Incomplete
An ―F‖ is given to a student who has substantially completed a course, but who as a result of serious illness or other justifiable cause cannot complete all requirements of the course by the end of the term. The ―F‖ is not granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the end of the term without an exceptionally good reason. The student faced with extenuating circumstances that prevents satisfying course requirements according to the established schedule must contact the faculty in the course. The faculty reviews the situation and agrees or disagrees with the student request. If a faculty member agrees, the student and the faculty member will complete and endorse an Incomplete Approval Form (available from the Registrar) detailing the requirements and plan for completion of the course. This agreement will specify the final grade to be assigned if course work is not completed by the deadline specified. The faculty member will forward the agreement to the appropriate Associate Dean for final approval. Upon approval, the faculty member will provide the student, Registrar, and Associate Dean with a copy of the Incomplete Approval Form.

The responsibility for completing all coursework rests with the student. The maximum time allowed for clearing a grade of ―F‖ is one year from the START of the course. If, after one year, the student has not completed the necessary requirements to finish the course, the instructor will assign the final grade as agreed to in the Incomplete Approval Form. The student must be passing the course at the time of the request for the incomplete. Completion of the course material should be done within a month of the last day of class if at all possible.

Change of Course Grade
A permanently recorded grade may be changed by the person(s) who assigned it or, in case of change of personnel, by the appropriate Associate Dean.
If a student believes a grade is recorded incorrectly, it is the responsibility of the student to notify the course faculty within 30 days of receipt of the grade report from the Registrar. If a change in personnel has occurred, the appropriate Associate Dean is to be contacted. Evidence should be reviewed. If a grade change is indicated, a Change of Grade Notice is initiated by the faculty member, forwarded for appropriate signatures and then entered in the student’s permanent record by the Registrar. The Registrar replaces the course grade with the corrected grade. A copy of the Change of Grade Notice is mailed to the student, the student's Academic advisor and to the Department by the Registrar.

Repeating Courses
When certificate students or undergraduates have an unsuccessful academic experience resulting in a final course grade of “D” or “F,” students may be allowed to repeat the course depending on the progression policy of the program. If a student is granted special permission to repeat a course at an institution other than NMC, that course repeat will be calculated into the student’s semester grade point average and cumulative grade point average, and probation/suspension/dismissal policies will apply if the student is not successful. Graduate students should refer to “Grading Policy.”

When a course is failed, the student must meet with his/her Academic Advisor to create a written Developmental Plan. The Academic Advisor will consult with Student Services personnel as appropriate. The plan will be presented to the appropriate Associate Dean for approval. The Developmental Plan must be implemented prior to the student’s re-enrollment in the course. Re-enrollment in the course is on a space-available basis and the student must wait until general registration to register for the course to be repeated.

Graduation Requirements
NMC retains the exclusive right to judge academic proficiency and may decline to award any degree, certificate or other evidence of successful completion of a program, curriculum or course of study based thereupon. All College and Program requirements must be satisfied prior to commencement in order to participate in the ceremony.

Certificate Programs
Successful completion of Certificate Programs includes student compliance with program and College policies. Students must also satisfy all classroom, laboratory, clinical, and examination requirements. Students must also complete appropriate clinical requirements described in the program section of this catalog.

Undergraduate
Undergraduate study comprises two areas: general education requirements and professional/technical education requirements. Students are expected to assume responsibility for understanding the requirements of the program and for seeking appropriate assistance to do so. Students must complete the general education and professional education requirements described in the program section of this catalog.

Students should expect to fulfill the requirements for the program under which the initial enrollment occurred. However, students taking longer than six (6) academic years to meet the requirements of a baccalaureate or three (3) academic years of an associate program of study may be required to meet curriculum changes and/or modifications regardless of the coursework previously completed.

Graduation is dependent upon a student attaining a “C” (2.0) minimum cumulative grade point average for the required course of study. A minimum grade of “C” (2.0) must be attained for each course. Additionally, the student must satisfactorily complete all requirements for the Student Portfolio Assessment in order to graduate.

The minimum credit hours required per program are as follows:
## Program and Minimum Credit Hours

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS Medical Assisting</td>
<td>61</td>
</tr>
<tr>
<td>AS Physical Therapist Assistant</td>
<td>75</td>
</tr>
<tr>
<td>AS Radiologic Technology</td>
<td>80</td>
</tr>
<tr>
<td>AS Respiratory Care</td>
<td>79</td>
</tr>
<tr>
<td>AS Sonography – Multispecialty</td>
<td>78</td>
</tr>
<tr>
<td>AS Sonography – Cardiovascular</td>
<td>78</td>
</tr>
<tr>
<td>AS Surgical Technology</td>
<td>65</td>
</tr>
<tr>
<td>BS Nursing</td>
<td>127</td>
</tr>
<tr>
<td>BS Degree Completion Programs (hours vary depending on area of study)</td>
<td>121-125</td>
</tr>
</tbody>
</table>

### Graduate

The following graduation requirements apply to the NMC Master's Degree Programs:

- **Students in the NMC Master’s Programs must maintain a cumulative GPA of 3.0 to graduate.**
- **Graduate students are allowed to incur a grade below “B” in no more than one course. In the MSN Program, students are not allowed to incur a grade below “B” in NS 523, NS 524, NS 558, or NS 559.**
- **Students must complete the minimum number of credit hours required for the program in which they are enrolled.**
- **All work for the Master’s degree must be completed within six calendar years from the date of credit for the first graduate course in the program.**

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Health Promotion Mgmt</td>
<td>33</td>
</tr>
<tr>
<td>MS Medical Group Administration</td>
<td>33</td>
</tr>
<tr>
<td>MS Nursing</td>
<td>36</td>
</tr>
</tbody>
</table>

### Residency Requirement

To ensure that students have met College residency requirements for graduation, certificate students must complete the prescribed plan of study in residence to receive the certificate of completion for the program. Undergraduate students must complete 30 of the last 36 hours in residence to receive a baccalaureate degree. Students must complete 15 of the last 18 credit hours in residence to receive an associate’s degree. Graduate students may transfer in a maximum of nine credits toward their master’s degree. Exceptions to the residency requirement can be made in extreme circumstances but require the approval of the Vice President for Academic Affairs, in consultation with the President of Faculty Senate to ensure curricular integrity.

### Graduation Candidacy

After confirmation of intent to graduate from the Academic Advisor, the Registrar will audit the academic record to identify variances from compliance with graduation requirements for certificate- and degree-seeking students. Students and advisors will be notified of any deficiencies. If all degree requirements are not completed before the anticipated graduation date, students must wait until the next semester to graduate.

### Academic Progression

All programs at NMC require that satisfactory progression be made during the student’s academic career. Students who experience difficulties are notified through the various mechanisms as described below. Unsatisfactory performance can have serious consequences for the student, both in relation to the program in which the student is enrolled as well as the student’s standing at the College.
Each semester, the Registrar reviews the academic performance of all students at the College, and identifies students whose academic performance is unsatisfactory. The Vice President for Academic Affairs notifies students of changes to student status relative to the College by letter, sending copies of the letter to the Program Director, Advisor, Registrar, Financial Aid Director, and Dean of Students.

**Cohort Programs**
Sonography, Radiography, Respiratory Care, Surgical Technology, and Physical Therapist Assistant are cohort programs, meaning that the programs are designed to be completed by the student in a lockstep fashion from beginning to end, according to a preset schedule. Satisfactory progression with the cohort is necessary to maintain one’s position in the clinical portion of the program because of limited clinical availability.

Regarding the **Radiography, Respiratory Care, Surgical Technology, and Physical Therapist Assistant Programs**, if a student fails a course, the student cannot progress in the program until the course is successfully repeated. Because most professional/technical courses are only offered once per year, students are advised that progression may be delayed by as much as one year. Furthermore, when a student is unable to progress with their cohort, they forfeit their clinical position. Therefore, enrollment in subsequent clinical courses will be determined by clinical space availability. Refer to specific program handbook for additional related policies.

If a student enrolled in the **Sonography** program fails to progress within the professional curriculum (including all pre-requisite courses), the student will be discharged from the program and will be eligible to apply for readmission into a subsequent cohort, but readmission is not guaranteed. Exceptions based on extenuating circumstances will be reviewed on a case-by-case basis.

**Academic Probation**
**Undergraduate Students:** All students are expected to maintain satisfactory academic progress while enrolled at the College. Academic progress is considered unsatisfactory if the student fails to maintain at least a 2.0 cumulative GPA, or if the student earns a GPA of less than 2.0 while enrolled in at least six credit hours in any given semester. Students who have unsatisfactory academic progress are placed on academic probation. When a student is placed on academic probation, an Academic Developmental Plan will be established as dictated in the section below.

**Academic Suspension**
**Medical Assisting Program:** Students who fail to complete all coursework with a grade of 70 or above will be suspended. An Academic Developmental Plan will be established to articulate requirements that must be completed before the student can make the request for reinstatement to the College. Reinstatement to the College after suspension is not automatic. The request for reinstatement must be in writing to the Vice President of Academic Affairs and be accompanied by evidence of completion of the Academic Developmental Plan. Assuming successful completion of the Academic Developmental Plan and subsequent reinstatement to the College, the student will be allowed to reenter the program as a member of the next available class.

**Undergraduate Students:** A student will be suspended if placed on academic probation for two consecutive semesters, if placed on academic probation three or more times or if an unsatisfactory grade (below ―C‖) is received in the same course twice. Individual programs may also have additional circumstances that warrant suspension and are valid as approved by the Vice President for Academic Affairs. Upon suspension, a student is required to meet with his or her advisor and initiate an Academic Developmental Plan as dictated in the section below.

The length of suspension will be determined by the Vice President for Academic Affairs after consultation with the student's advisor, program director, and/or Associate Dean. Reinstatement to the College after suspension is
not automatic. After the time of suspension has elapsed, the student may request reinstatement to the College from the Vice President for Academic Affairs. The request must be in writing, and will be accompanied by evidence of completion of the Academic Developmental Plan. To maximize the chance of reinstatement the student should strictly adhere to the Academic Developmental Plan, although completion of the plan is not the sole determinant of reinstatement.

If a student feels that extenuating circumstances contributed to the suspension, the student may appeal the suspension to the Vice President for Academic Affairs. The student must submit a written appeal to the Vice President for Academic Affairs within thirty days from the date of suspension and should include any supporting evidence as well as a detailed plan for academic improvement.

Academic Developmental Plan
An Academic Developmental Plan (ADP) may be established for a variety of reasons, including academic performance, behavioral issues, or violation of program or college policies. The student may also request an ADP to support the student’s learning goals. The ADP can be initiated by any professional at the college, but will in all cases be developed in collaboration with the student’s advisor and the relevant academic administrator. In some cases (e.g., academic probation) the student may be required to initiate the creation of an ADP, and carries the responsibility of initiating the ADP in a timely manner. Failure to maintain an active Academic Developmental Plan while on probation or suspension may result in dismissal from the college.

A Developmental Plan will be established with the student, the academic advisor, and appropriate college personnel who are related to the specific nature of the student’s concerns. Copies of the ADP will be provided to the student, the academic advisor, the program director, Associate Dean, and any faculty or staff directly involved in the Plan. Each student’s ADP will be reevaluated according to ongoing student needs or performance changes each semester, or according to the timetable outlined in the Plan. A student will have only one ADP at any given time, which will address all expectations of the student and College. All ADPs require approval of the appropriate Associate Dean.

Academic Dismissal
Certificate and Undergraduate Students: Students suspended more than once will be dismissed from the College.

Graduate Students: Receipt of a second course grade below –B” will result in dismissal from the College.

Dismissal is considered a permanent action, although appeals for readmission in exceptional circumstances will be considered after three calendar years from the date of dismissal. Upon dismissal, all official ties to the college are terminated, including email, ID card access, and access to campus spaces. Former students wishing to access campus personnel or spaces must check in with the front desk before doing so to obtain proper permission.
Academic Processes and Procedures

Enrollment Status
Student enrollment status at the college is classified as active or inactive.

Active Status
Active students are:

- **Undergraduate Students:**
  - Full-time when enrolled in a minimum of 12 credit hours per semester (six credit hours for summer session).
  - Part-time when enrolled in fewer than 12 credit hours per semester (or fewer than six credit hours in a summer session). Refer to financial aid information for further delineation of part-time status.

- **Graduate Students:**
  - Full-time when enrolled in a minimum of six credit hours per semester and/or 12 credit hours per year. In addition, MSN students must be enrolled a minimum of 4 credit hours in the summer term.
  - Part-time when enrolled in fewer than six credit hours per semester and/or fewer than 12 credit hours per year.

Inactive Status
Students are classified as inactive when they do not register for and enroll in at least one course per semester.

Academic Honors

Honor Roll
Upon completion of a term, all certificate students earning a grade point average of 3.75 or above will be listed.

Dean’s List
All full-time undergraduate students earning a semester grade point average of 3.75 or above will be listed. Students with an incomplete on their semester grade report are not eligible for the list.

Graduation Honors
Graduates with an Associate Degree or a Certificate in Medical Assisting will be awarded honors based on cumulative grade point averages as follows:

- **Highest Distinction** 3.87 – or above
- **Distinction** 3.64 – 3.86
- **Honorable Mention** 3.50 – 3.63

Graduates with a Baccalaureate Degree will be awarded honors based on cumulative grade point averages as follows:

- **Summa Cum Laude** 3.87 – or above
- **Magna Cum Laude** 3.64 – 3.86
- **Cum Laude** 3.50 – 3.63

Graduates who complete exemplary portfolio and portfolio presentation will be awarded Portfolio of Distinction.
Registration

New Student Orientation and Registration
Depending on the program of study, most first-time students will register as a part of Registration Day prior to the start of their first semester. Students will be notified of the registration process with their letter of acceptance. Admissions distributes dates for Registration Day and Orientation to new students. This information is also available on our website, www.methodistcollege.edu, under New Student Information.

Current Student Registration
1. Students meet with their Academic Advisors each semester to validate completion of prerequisites and begin the registration process.
2. Students register for courses online during designated registration weeks.
3. Academic Advisors view and approve online registration submissions.
4. If special permission is required to enroll in a course for which students do not have all prerequisites, they must obtain the signatures of the department chairperson/program director and course faculty prior to obtaining signature of the academic advisor.
5. Students are required to withdraw from any course if prerequisites have not been met unless exceptions have been made.

Processes Associated with Registration

Course Sequencing
Students are to follow established course sequences so that they will have the requisite knowledge and skills for undertaking the learning required. There are three sequencing requirements to be adhered to:
1. Prerequisites: A prerequisite course is one that must be completed prior to enrollment in a given course.
2. Corequisites: A corequisites course is one that must be taken at the same time as or with another course.
3. Some courses may be identified as either prerequisite or corequisites. In such cases, the course may be taken either before or concurrently with a given course. It may not be taken after the course for which it is designated as pre-requisite or corequisites.
4. It is the student’s responsibility to meet the established prerequisites and/or corequisites for any given course.
5. Withdrawal from a course will be required if prerequisites/corequisites have not been met, unless the student has obtained written permission for an exception from the Program Director.

Developmental Coursework
Courses that are less than freshman level or remedial in nature will not be accepted for credit toward graduation. Remedial coursework cannot be used for either transfer or support purposes.

Directed Study
Directed study credit can be earned for professional and general education coursework. Directed study allows students the opportunity to complete a course of study when there is a deficiency in course requirements; it is determined by the Program Director of the department in which a student is majoring. General education coursework is determined by faculty responsible for each course and approved by the Associate Dean of the General Education Department. See the Student Handbook for additional information.

Independent Study
Independent study allows students the opportunity to complete a course of study in an area that is of special interest. A maximum of six credit hours may be earned through independent study. A student wishing to complete course work via independent study should initiate such through his or her Academic Advisor.
meeting with his or her Academic Advisor, the student will be referred to the Program Director of the appropriate department in which the student will work toward the independent study. The Program Director will then direct the student to the appropriate faculty member. After consulting with the faculty member, the student will develop a proposal for the independent study. The faculty member will then develop evaluation criteria and submit the entire proposal to the Department Program Director for approval.

**Transient Study**

Students in good standing may be permitted to enroll in courses at other regionally accredited institutions, although the following limitations will apply:

- Courses in the professional program cannot be taken at another institution.
- Students cannot transfer in more than 12 hours of credit after matriculation at Nebraska Methodist College.
- For the BS degree, at least 30 of the last 36 credit hours must be taken at Nebraska Methodist College. For the AS degree, at least 15 of the last 18 credit hours must be taken at Nebraska Methodist College.
- Students must be in good standing at the College.
- Students must get prior approval for taking a course at another institution by submitting a "Petition to Enroll in Non-NMC Course" form to their advisors. Upon approval, the advisor then submits the form to the Vice President for Academic Affairs for final approval. No credit for the course will be given without prior approval. If approval is given, the final grade for the course(s) will be added to the student's academic record and counted in the semester and cumulative grade point average, and probation/suspension/dismissal policies will apply.
- Students must earn a grade of "C-" or better in order for the course to count toward undergraduate requirements.

Permission to take a course at another institution is at the discretion of the Vice President for Academic Affairs and is based on a variety of factors, including the availability of the course at NMC, the effect of the course on a student's academic progression, travel distance for the student, academic ability of the student and the best academic interests of the student.

**Program/Course Changes**

**Change of Program**

Should students choose to change their programs, they should initially meet with their academic advisor to initiate the admissions process. Admission into another program is not guaranteed. Student applicants must complete the admissions process and are subject to the evaluative criteria for that program.

**Dropping or Adding Courses**

A course may be dropped or added during the first week of a course for semester courses and during the first day for summer courses. Students must meet with their academic advisors to complete a course schedule change form. This form is submitted to the Registrar's Office.

Courses dropped after the first week of classes for each semester or the first day for summer courses are considered withdrawals. Refer to “Withdrawal from a Course” below.

**Withdrawal from a Course**

The student must see his or her academic advisor when it is necessary to withdraw from a course and must file an official withdrawal form with the Registrar. If a student is withdrawing from all courses, the student must follow the College policy for Withdrawal from College. Student responsibility for tuition, fees, etc., still owed is determined by the Tuition Refund policy.
If a student officially withdraws from a class prior to the end of 55% of the course being completed, the student's record will be marked as a withdrawal, "W." After this point, if a student drops or withdraws from a course a grade of "F" will be recorded. If the student officially withdraws from the course by the end of the semester Add/Drop deadline as published by the Registrar (usually within the first week of classes), no record of the course will appear on the student's transcript.

If a student withdraws from a course, which is designated as a co-requisite for another course in which the student is enrolled, withdrawal from such course(s) may also be required. Exceptions can be made in unusual circumstances, but will require the approval of the relevant Associate Dean(s) responsible for the courses affected.

If a student is withdrawing from an NMC course offered through the OCICU consortium, different rules and fees for withdrawal apply. Substantial fees for OCICU courses are incurred if a student drops any later than the first week of class, and are the sole responsibility of the student.

Under extenuating circumstances, deadlines applying to withdrawal may be waived by the appropriate Associate Dean or the Vice President for Academic Affairs.

Withdrawal from the College
The student considering withdrawal from the College makes an appointment with the appropriate academic advisor to discuss options before withdrawal, as students who have officially withdrawn from the College must reapply for admission if they wish to return. When the decision to withdraw has been made, the student obtains a Petition to Withdraw form from the Office of the Registrar. The Petition to Withdraw form is routed by the student to designated departments/individuals for signatures, and is then returned to the Registrar for processing. Certificate students present the Petition to the appropriate program coordinator rather than the Registrar. All College property must be returned to the College before withdrawal is complete. The student also has to make arrangements to take care of any financial obligations before allowed to withdraw.

Leave Of Absence Policy
A leave of absence may be permitted for a maximum period of one year without reapplying for admission. Students wishing to initiate a leave of absence should complete a Student Leave of Absence Request Form and Petition to Withdraw Form. Students who do not return or require a leave in excess of one year will be administratively withdrawn and must reapply for admission to the College. Upon return, enrollment in specific professional course work is contingent on individual class and space availability. Re-enrollment will be on a space available basis and is determined by the program director.

Transcripts
Transcripts will be issued only upon written request of the student. The student submits a Transcript Request Form to the Registrar, who will then verify with the Business Office that the student's account is current, as the student must be in good stead with the College for a transcript to be issued. If the student account is current, the Registrar will process the request. The College is not responsible for loss of transcripts due to incorrect or insufficient addresses.

Maintenance of Student Records
Faculty are responsible for maintaining complete and accurate records of students enrolled in their course(s), electronically when possible. Faculty are to submit the grade records for all classes taught to the appropriate administrator upon termination of employment or when requested. Support documentation of student
performance over and above assigned grades (i.e., submitted papers, projects, copies of tests, etc) must be maintained at least 45 days from issuance of final course grade before being destroyed.

Student records will be maintained by the Office of the Registrar in accordance with guidelines provided by the American Association of Collegiate Registrars and Admissions Officers, as official student records provide documentation of the student’s progress through a program of study. Upon student's matriculation into the College, student records are forwarded from the Office of Admissions to the Office of the Registrar. Permanent academic records for current students will be kept up to date, stored in the Office of the Registrar, and will contain the following items as applicable:

- College transcript(s)
- High School transcript(s)
- GED transcript
- Application
- ACT/SAT report
- Any applicable correspondence (e.g., letters of acceptance to the College)

Upon graduation from any graduate program or four-year program of study, the following items of student records will be maintained for five (5) years as applicable:

- Application
- High School transcript(s)
- Other college transcript(s)
- GED transcript
- Application for Degree
- Degree Audit (undergraduates)

Upon graduation from any two-year certificate program of study, the entire student record is maintained in the event the student should return to engage in a four-year program of study. When a student withdraws from the College, the entire student record is maintained for a period of five (5) years. At the end of five years, the contents of the student record will be destroyed. Academic departments may also maintain permanent records as dictated by accrediting entities.

**Licensure, Certification, Registration**

While the academic programs described herein are designed for the purpose of qualifying students for licensure, certification or registration in a profession, successful completion of any such program in no way assures licensure, certification or registration by another agency.

**Military Commitments**

Nebraska Methodist College recognizes the valuable contributions of the service men and women who are also students at the institution. NMC is dedicated to assisting these students in the successful completion of their programs of study and fulfillment of their service to our country.

**Holidays and Recesses**

Students of all races, cultures and heritages bring to the College a rich and valuable perspective. We welcome the attendance of all students and will endeavor to be supportive of various faiths and practices. Although the designated holidays for the College are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, we expect that students of various faiths will request excused absences for other religious holidays. Please direct requests to the instructor. Refer to the Academic Calendar for specific recess periods.
General Education

All students seeking to complete an undergraduate degree at Nebraska Methodist College must complete a set of General Education courses entitled "The Educated Citizen Core Curriculum." These are requirements that are asked of all students, regardless of program. Additionally, there are program-specific General Education requirements identified within each professional program description.

Philosophy of General Education

General Education focuses on three questions:

• The knowledge focus asks the question: What should people in an educated society know?
• The skill focus asks: What should people in an educated society be able to do?
• And the character focus asks: What should people in an educated society value and how then should they behave?  

Mission of General Education

General Education serves as scaffolding for students in the health professions to become educated and engaged citizens of the world.

Philosophy of the Educated Citizen

An educated citizen exhibits breadth of learning through the liberal arts and sciences traditions to explore, explain and express the diversity of human thought and experience.

The process of becoming an educated citizen requires three facets of development: to be a reflective individual, to be an effective communicator, and to be a change agent. The model below reflects the iterative nature of this process: as each facet is developed it informs the nature of the other facets.

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Students will develop habits of inquiry through the humanities, natural and applied sciences, and social sciences and both transfer them to professional coursework and apply them to challenges in the future. The ability to access information in a variety of contexts, to test hypotheses, to assess the validity of sources, and to communicate findings in a manner that matches the particular situation are all essential skills. Students will engage with primary texts (i.e. speeches, essays, historical documents, music) to broaden their understanding of the body of knowledge that exists beyond textbooks.

**General Education Distribution Areas**

General Education courses are grouped into the following four distribution areas:

**Communications:** Communications is the study of the spoken word, written word, artifacts, gestures and symbols. Representative areas of study include English composition, language, speech and leadership.

**Humanities:** The humanities explore, explain and express human thought and experience through literature, philosophy and the arts. The humanities foster development of skills and habits of inquiry that support responsible citizenship in a global community. Representative areas of study include arts, history, creative writing, critical thinking, dance, drama, ethics, literature, music, philosophy, spirituality and religion.

**Social Sciences:** Social sciences study the fundamental principles governing the individual behavior and group interactions within human experience that have shaped the past and are shaping the future. Representative areas of study include anthropology, economics, gerontology, political science, psychology, sociology and social research and statistics.

**Natural & Applied Sciences:** The natural and applied sciences study the fundamental physical laws that are present in the natural universe. The natural and applied sciences rely on a systematic method of questioning, observing, experimenting and theorizing. The natural sciences include the operation of general laws concerning the physical world and its phenomena whereas the applied sciences reconcile practical ends with scientific laws. Representative areas of study include biological sciences, chemistry, mathematics, nutrition, physical sciences and physics.

**Minimum Requirements for Core Curriculum in the General Education Distribution Areas:**

**Baccalaureate Degree: 48 Credit Hours**

**Communications:** 9 credit hours that must include:
- CM 101 English Composition
- **CM 230** or Language and Culture in Healthcare
- **CM 245** Healthcare Collaboration and Leadership

**Humanities:** 15 credit hours that must include:
- **HU 150** The World of Ideas: Critical Reasoning and Rhetoric
- HU 210 Introduction to Ethics
- HU 220 The World of Ideas: The Arts
- HU 255 The World of Ideas: Historical Perspectives
- HU 270 The World of Ideas: Human Connection

**Natural & Applied Sciences:** 9 credit hours determined by program

**Social Sciences:** 15 credit hours that must include:
- SS 215 Lifespan Psychology
- SS 235 The Sociology of Culture
- SS 360 Introduction to Statistics
Courses required to take at NMC - 12 credit hours

- Students matriculating with a Bachelors degree or who took a 3-credit public speaking course and a 3-credit critical thinking course are given 2 credits for HU 150 and will take 1 credit HU 152 Introduction to Portfolio.
- Students matriculating who took a 3-credit Spanish or Sign Language course are given two credits for either CM 230 or CM 245 and will take CM 252 Cross-Cultural Service Learning in Health Care for one credit.

**Associate Degree: 21 Credit Hours**

**COMMUNICATIONS:** 6 credit hours that must include:

- CM 101 English Composition
- **CM 230** or Language and Culture in Healthcare
- **CM 245**

**HUMANITIES:** 6 credit hours that must include:

- *HU 150 The World of Ideas: Critical Reasoning and Rhetoric
- HU 2 ____ The World of Ideas: Elective

**NATURAL & APPLIED SCIENCES:** 3 credit hours determined by program

**SOCIAL SCIENCES:** 6 credit hours that must include:

- SS 215 Lifespan Psychology
- SS 235 The Sociology of Culture

Courses required to take at NMC: 6 credit hours

- Students matriculating with a Bachelors degree or who took a 3-credit public speaking course and a 3-credit critical thinking course are given 2 credits for HU 150 and will take 1 credit HU 152 Introduction to Portfolio.
- Students matriculating who took a 3-credit Spanish or Sign Language course are given two credits for either CM 230 or CM 245 and will take CM 252 Cross-Cultural Service Learning in Health Care for one credit.

**Service Learning**

Nebraska Methodist College holistically educates students by encouraging integrated teaching strategies. Service-learning is a pedagogy that incorporates community service into academic coursework. As a teaching strategy, service-learning allows students to provide services that enhance understanding of course concepts and meet course objectives while simultaneously meeting community-identified needs.

Learning occurs in a twofold manner:
1. The service experience allows students to test skills and concepts they learn in the classroom.
2. Students derive insights from the community service that challenge, complement or relate in other ways to skills and concepts they encounter in the classroom.

Faculty members prepare students for their service-learning sites. They also facilitate students' critical analysis and reflection on the service in order that students deepen their commitment to civic responsibility, experience themselves as positive agents of social change and become culturally competent.
Service-learning is one of many teaching strategies used by faculty at Nebraska Methodist College to promote the education and development of students. Discussion and reflection are facilitated during service-learning activities to create a deeper understanding of the service-learning experience. Faculty and community members work together with students to ensure that the service-learning benefits both the students and the community.

**Writing Across the Curriculum**
The Writing Across the Curriculum (WAC) program offers instruction in writing within professional courses, through resources on the WAC Website, and by specialized tutoring. Students who are having difficulty in writing are encouraged to discuss problems with their instructors, who may refer students for additional tutoring.

Faculty incorporate writing as a learning tool in their professional courses. In these courses they also teach advanced writing skills and the documentation of research. Graduate students as well as students enrolled in nursing and in surgical technology use the APA documentation system, while students in all other allied health fields apply AMA documentation.

The WAC Website, which is linked under "Academic Skills Building" in the Student Services area of the College website, provides resources in grammar and usage, in research writing, and in documentation systems.

Faculty members can refer students with individual needs to a Writing Specialist in the General Education Department.

**Student Portfolio Assessment**
Initiated in 1998, the NMC portfolio is both an outcomes assessment measure and a documentation source for student personal, professional and academic development. Research indicates that we learn best when we are aware of how we learn. One goal of the NMC Portfolio is to develop students’ skills of reflection and cognition. By exploring the significance of a particular experience, assignment, or interaction, students learn to be aware of the interconnections among topics and apply their learning to future situations.

Students who matriculated prior to fall 2006 document their attention to five Integrated Concepts: Communication, Critical Thinking, Cultural Competence, Humanities, and Writing. These five areas were identified by faculty and staff as areas essential for student learning, regardless of program. Students place written reflections on each concept in a portfolio binder.

Students who matriculate in fall 2006 or later maintain either an electronic portfolio or paper portfolio. This portfolio documents the outcomes related to the Educated Citizen Core Curriculum as well as student personal and academic development. The Educated Citizen includes three primary outcomes: the Reflective Individual, the Effective Communicator, and the Change Agent. The electronic portfolio will allow students to maintain a more interactive portfolio that can include audio/video clips and digital images, and be adapted and sent to various audiences, using a secure password.

Whether students maintain paper or electronic portfolios, they will update their portfolios annually with evidence of their learning. As students prepare to graduate, they develop oral presentations that summarize learning and synthesize the most significant experiences documented in the portfolio.

Every student is responsible for completion of a portfolio. Though the portfolio is the student’s responsibility, faculty and staff members are available for support to the student. The successful completion of a portfolio and portfolio presentation is a graduation requirement for all associate and bachelor degree students.
Academic Programs

HEALTH PROMOTION MANAGEMENT: On-line Master of Science Degree

Mission Statement
The Master of Science in Health Promotion Management integrates the art and science of Wellness with leading-edge business practices in change management. In keeping with the mission and traditions of Nebraska Methodist College, the Health Promotion Management Program develops competent and ethical professionals who positively impact their personal and professional communities.

Description
The curriculum is aimed at the highest level competencies in the field of health promotion. Graduates are equipped with the most advanced technological, legal, financial, communication and management skills to institute and improve organizational wellness. Nebraska Methodist College prepares leaders who are educated in the design, implementation, and evaluation of wellness programs geared toward improved employee health, increased employee satisfaction, and dramatically reduced organizational health care costs.

Program Goals and Objectives
1. Health Promotion Management: Design, implement, and evaluate health promotion programs, policies, and procedures within the human, cultural, technological, legal and budgetary constraints of the organization.
   i. Understand the value of holism as it relates to self and corporate culture identify
   ii. Identify strategies to create/sustain a corporate culture that supports a holistic approach to work-life quality
   iii. Assess individual and community needs for health education
   iv. Plan health education strategies, interventions and programs
   v. Implement health education strategies, interventions and programs
   vi. Conduct evaluation and research related to health education
   vii. Administer health education strategies, interventions, and programs
   viii. Serve as a health education resource person
   ix. Communicate and advocate for health and health education
   (*adapted from CHES competencies)

2. Change Management: Effectively implement change at the administrative level.
   i. Identify best practices through critical analysis of research, statistical data, and literature
   ii. Perform cost/benefit analysis of health promotion, health care utilization managements and benefits/compensation programs
   iii. Create persuasive business case for change based on best practices
   iv. Identify strategies to better understand and overcome resistance to change
   v. Develop skills for effective collaboration to garner support and buy-in at all levels
   vi. Employ communication strategies (written, electronic, individual consultation, group interactions, etc) to maximize organizational effectiveness

3. Ethical Leadership: Demonstrate integrity by being open, accountable, and accessible in interactions with others
   i. Understand the value and impact of ethical decision-making processes
   ii. Develop self awareness of strengths and weakness
   iii. Ensure that decisions and actions are in compliance with federal, state, and local laws and regulations
Admission Criteria/ Prerequisites

• Bachelor of Science or Arts from a regionally accredited institution.
• Bachelor's degree GPA of a 2.50 or above.

Curriculum:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPM 508</td>
<td>Theories and Principles of Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>HPM 505</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>HPM 538</td>
<td>Critical Analysis of Research</td>
<td>3</td>
</tr>
<tr>
<td>HPM 515</td>
<td>Change Management</td>
<td>3</td>
</tr>
<tr>
<td>HPM 518</td>
<td>Organizational Diagnosis and Needs Assessment</td>
<td>3</td>
</tr>
<tr>
<td>HPM 528</td>
<td>Program Design and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>HPM 525</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HPM 542</td>
<td>Human and Financial Return on Investment</td>
<td>3</td>
</tr>
<tr>
<td>HPM 535</td>
<td>Ethical Leadership and Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>HPM 590</td>
<td>Marketing Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>HPM 591</td>
<td>Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Total Hours: 33

HEALTH STUDIES – Bachelor of Science

BSHS Mission
The Bachelor of Science Health Studies Program offers students the opportunity to obtain an advanced degree that includes courses designed to maximize interdisciplinary interaction among students who represent various health care disciplines including Physical Therapist Assistant, Radiologic Technology, Respiratory Care, Diagnostic Medical Sonography, and Surgical Technology.

Description
The BSHS is an on-line degree completion program for allied health practitioners. In the workforce, the baccalaureate degree is widely recognized as a stepping stone to professional advancement in administration, education and research. The synergy of the curriculum provides a leading edge focus of what a competitive person in the health professions workforce values and understands. The successful graduate will excel in their professional discipline and be compelled to challenge assumptions, engage in critical thinking, be an effective communicator and ultimately become a change agent on key issues in health care.

Valued Skills that will be further developed include:
• Use of technology for accessing, retrieving, and using information
• Verbal and written communication skills
• Leadership and Management skills
• Problem solving, reasoning, and critical thinking
• Critical analysis of assumptions and systems
• Validation of sources
• Advocacy for self and client

Program Goals and Objectives
The graduate will be able to:
• Employ problem-solving, critical thinking and decision-making skills in a variety of settings and situations
• Identify and evaluate effective operational, organizational, and management strategies common in health care delivery systems and environments.
• Articulate best practices on the basis of evaluation of relevant literature
• Identify ways to demonstrate personal accountability for ethical, legal, political, and environmental, concerns within the realm of health care.
• Integrate communication skills (written, oral, visual) into professional roles, including educator, leader, and practitioner.
• Apply fundamental economic principles that affect health and health care delivery
• Demonstrate information literacy through the acquisition, synthesis and utilization of a variety of types and formats of information.
• Explore the historical and contemporary social determinants of health that shape health status, health behavior and health inequalities.
• Explain how ethical and moral reasoning can be used to illuminate important questions of choice and to guide ones conduct in health care settings.
• Identify specific roles in an emergency environment, both as a citizen and health professional.

Admission Criteria/ Prerequisites
Refer to the program details in the major area of study of interest on the college website (www.methodistcollege.edu): Physical Therapist Assistant, Radiologic Technology, Respiratory Care, Diagnostic Medical Sonography, and Surgical Technology

Curriculum
To earn the Bachelor of Science Degree in Health Studies, students must earn *120-128 credits in three areas including general education, health studies requisites, and the declared major of study (which determines the primary emphasis of the degree).
• General Education Courses: 45-49 credits (some variation by program; refer to the major area of study on the college website for details)
• Health Study Requisites: 18 credits
  HS/HCA 330  Introduction to Management & Strategic Planning
  HS 350      Environmental Health
  HS 370      Principles of Adult Learning
  HS/HCA 465  Survey of U.S. Health Care Systems
  HS 440      Biomedical and Healthcare Ethics
  HS/HCA 430  Professional Communication
Major Area of Study: 50-64 credits** (may include professional/technical courses and relevant general education courses.)

* Note- the minimum residency requirement at Nebraska Methodist College is 30 credit hours.

**Licensed/ certified professionals in the health care disciplines of Physical Therapist Assistant, Radiography, Respiratory Care, Sonography, or Surgical Technology may be given credit for experience. Please consult program details in the major area of study of interest.

HEALTHCARE ADMINISTRATION: APPLIED CLINICAL OPERATIONS – Bachelor of Science

HCA:ACO Mission
The Healthcare Administration: Applied Clinical Operations Program provides a relevant, accessible, and affordable curriculum in healthcare management and administration that meet the needs of students, employers, and the communities they serve.
**Description**
Clinical managers typically have experience and education in a specific clinical area. Managers of clinical departments establish and implement policies and procedures for their departments; evaluate personnel and work quality and support professional development of staff; develop clinical operations reports and budgets; and coordinate activities with other managers. According to the Bureau of Labor Statistics, employment is projected to grow faster than average. Job opportunities should be good, especially for applicants — with work experience in healthcare and strong business management skills.”

The NMC Bachelor of Science in Healthcare Administration Degree with emphasis in Applied Clinical Operations is designed for the graduate of an associate degree program in a clinical-based healthcare discipline who has demonstrated clinical proficiency and leadership abilities, and seeks a position in healthcare management.

Graduates of the program will demonstrate business management skills to improve the quality and efficiency of healthcare at the department level. The philosophy of the degree is to not only teach essential clinical management practices, but to provide structure and support for the direct application of course content in the student’s respective department or area. Pillars of learning in each course include readings, threaded discussion forums, various assessments and a comprehensive project, whereby the student is called upon to synthesize course material into an applied and relevant capstone – examples include patient flow analysis, department strategic plan, financial analysis, and department policy and procedures review and updates.

**Admission Criteria/Prerequisites**
Applicants are evaluated on the basis of the following criteria:
- Minimum cumulative GPA of 2.5 in previous healthcare degree to be considered for admission.
- Associate degree (coursework should include hands-on experience in a healthcare setting).
- College record.

**Curriculum**

**Associate Degree in Healthcare Related Specialty with Licensure/Certification – Total Credits 60**
- Clinical Major 48
- Science Requirements 9
- English Composition 3

**General Education Courses – Total Credits 24**
- Social Science Courses 6
- Humanities Courses 12
- Elective Courses 6

**NMC Educated Citizen Core Curriculum 12**
- HU 150 World of Ideas: Critical Reasoning and Rhetoric 3
- CM 230 Language & Culture in Healthcare 3
- CM 320 Healthcare Collaboration & Leadership 3
- SS 465 Capstone: The Educated Citizen 3

**Healthcare Administration – Applied Clinical Operations 27**
- HCA 310 Foundations of Human Resources in Healthcare 3
- HCA 330 Introduction to Management & Strategic Planning 3
- HCA 340 Fundamentals of Financial Operations 3
- HCA 360 Applied Analysis of Healthcare Literature 3
- HCA 420 Clinical Operations 3
- HCA 430 Professional Communication 3
MEDICAL ASSISTANT: Certificate

Mission Statement
The mission of the NMC Medical Assistant Program is to prepare medical assistants who excel in the knowledge, skill, and professionalism required by employers and all patients they encounter.

Description
Students who successfully complete Program requirements will be awarded a Certificate in Medical Assistant. Features of this CAAHEP-accredited program include experience in a fully-equipped laboratory to simulate the clinic suite for skills practice and assessment prior to entering the clinical setting and 320 hours of hands-on clinical experience. Graduates are required to take the AAMA exam for professional certification prior to graduation, and are able to transfer their contact hours for college credit, should they decide to continue their education in the associate degree completion program.

Admission Criteria/Prerequisites
Applicants to the Medical Assistant Program must satisfy all Certificate Admissions Processes.

Curriculum:

<table>
<thead>
<tr>
<th>Term I</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 110</td>
<td>Structure and Function of the Human Body</td>
</tr>
<tr>
<td>MA 160</td>
<td>Written Communication</td>
</tr>
<tr>
<td>MA 175</td>
<td>Principles of Lifespan Development</td>
</tr>
<tr>
<td>MA 100</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MA 155</td>
<td>Applied Math Concepts</td>
</tr>
<tr>
<td>MA 120</td>
<td>Fundamentals for the Medical Assistant I: Introduction to Medical Assisting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term II</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 205</td>
<td>Human Diseases and Disorders</td>
</tr>
<tr>
<td>MA 250</td>
<td>Essentials of Pharmacology I</td>
</tr>
<tr>
<td>MA 225</td>
<td>Fundamentals II: Clinical Skills and Procedures</td>
</tr>
<tr>
<td>MA 230</td>
<td>Administrative Procedures for the Medical Assistant I</td>
</tr>
<tr>
<td>MA 263</td>
<td>Personal Interactive Skills for the Medical Office Professional</td>
</tr>
<tr>
<td>MA 120</td>
<td>Fundamentals for the Medical Assistant I: Intro to Medical Assistant*</td>
</tr>
</tbody>
</table>

* (may be taken in Term II if all of the other Term I classes are transferred into the program)

<table>
<thead>
<tr>
<th>Term III</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 340</td>
<td>Medical Laboratory Techniques for the Medical Office</td>
</tr>
<tr>
<td>MA 365</td>
<td>Applied Medical Ethics &amp; Law for the Medical Assistant</td>
</tr>
<tr>
<td>MA 353</td>
<td>Essentials of Pharmacology II</td>
</tr>
<tr>
<td>MA 335</td>
<td>Administrative Procedures for the Medical Assistant II</td>
</tr>
<tr>
<td>MA 328</td>
<td>Fundamentals of Medical Assisting III</td>
</tr>
</tbody>
</table>
Term IV
MA 400 Clinical Externship 320
MA 420 Critical Reflection on Externship 10
Program Total Hours: 930

MEDICAL ASSISTANT: Associate of Science Degree in Health Studies
With major in Medical Assistant

Description
The associate of science degree completion program is designed for students who have completed a CAAHEP-accredited medical assistant certificate program and wish to earn a college degree. The program is an end in itself or can be a stepping stone toward the Bachelor of Science degree. Courses are available for on-line delivery and the program can be completed on a full-time or part-time basis. Upon successful completion of the required general education credits, credit will be awarded for the medical assisting certificate program.

Admission Criteria/Prerequisites
- College GPA of 2.5 or above (cumulative) earned at a regionally accredited institution (courses considered for transfer must be completed with a –C-” grade or above)
- Successful completion of a CAAHEP-accredited Medical Assisting Certificate Program.

Curriculum:

<table>
<thead>
<tr>
<th>General Education Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>SS 235 The Sociology of Culture</td>
<td>3</td>
</tr>
<tr>
<td>HU 150 The World of Ideas: Critical Reasoning &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>HU The World of Ideas: Elective</td>
<td>3</td>
</tr>
<tr>
<td>Communications</td>
<td>6</td>
</tr>
<tr>
<td>CM 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CM 230 or 245 Language and Culture in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>CM 290 Portfolio Synthesis</td>
<td>0</td>
</tr>
<tr>
<td>Natural &amp; Applied Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SC Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SS 215 Life-Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Professional Course Credit</td>
<td>40</td>
</tr>
<tr>
<td>Credit for medical assisting certificate courses will be awarded following completion of all other program requirements</td>
<td></td>
</tr>
<tr>
<td>Program Total Hours:</td>
<td>61</td>
</tr>
</tbody>
</table>

* Note- the minimum residency requirement at Nebraska Methodist College is 15 credit hours.
MEDICAL GROUP ADMINISTRATION: On-line Master of Science Degree

Mission Statement
In keeping with the mission and traditions of Nebraska Methodist College, the Medical Group Administration Program develops competent and ethical professionals who positively impact their personal and professional communities.

Description
The Master of Science in Medical Group Administration program provides students more than general healthcare or business knowledge. Our program is unique providing students a solid foundation exclusively in medical group administration. Our core curriculum is designed around the American College of Medical Practice Executives (ACMPE)’s Body of Knowledge for Medical Practice Management, meaning our course work prepares students for certification. As a certification arm of the Medical Group Management Association (MGMA), the ACMPE is widely recognized as the gold-standard certification board for physician clinic administrators.

Program Goals and Objectives

Goal 1: Effective Medical Group Administration
Develop and apply skills required for effective management of a medical practice or clinic including:
   i. Financial Management
   ii. Human Resources Management
   iii. Planning and Marketing
   iv. Information Management
   v. Risk Management
   vi. Governance and Organizational Dynamics
   vii. Business and Clinical Operations
   viii. Professional Responsibility

Goal 2: Effective Change Management
   i. Effectively implement change at the administrative level.
   ii. Identify best practices through critical analysis of research
   iii. Create persuasive business case for change based on best practices
   iv. Identify strategies to better understand and overcome resistance to change
   v. Develop skills for effective collaboration to garner support and buy-in at all levels
   vi. Employ communication strategies (written, electronic, individual consultation, group interactions, etc) to maximize organizational effectiveness

Goal 3: Professionalism and Ethical Leadership
Demonstrate integrity by being open, accountable, and accessible in interactions with others
   i. Understand the value and impact of ethical decision-making processes
   ii. Develop self awareness of strengths and weakness
   iii. Ensure that decisions and actions are in compliance with accreditation guidelines and federal, state, and local laws and regulations

Admission Criteria/ Prerequisites
   • Bachelor of Science or Arts from a regionally accredited institution.
• Bachelor's degree GPA of a 2.50 or above.

**Curriculum:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGA 501</td>
<td>Business and Clinical Operations</td>
<td>3</td>
</tr>
<tr>
<td>MGA 505</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>MGA 512</td>
<td>Fundamentals of Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MGA 515</td>
<td>Change Management</td>
<td>3</td>
</tr>
<tr>
<td>MGA 522</td>
<td>Information Technology Management</td>
<td>3</td>
</tr>
<tr>
<td>MGA 525</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGA 532</td>
<td>Risk Management and Clinical Quality</td>
<td>3</td>
</tr>
<tr>
<td>MGA 535</td>
<td>Ethical Leadership and Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>MGA 538</td>
<td>Revenue Cycle and Billing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGA 542</td>
<td>Governance and Physician Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGA 590</td>
<td>Capstone-Synthesis</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Total Hours:** 33

**Nursing**

**Vision and Mission Statements**

Vision: Dynamic nursing education, for today and for tomorrow, for individuals and the global community.

Mission: The Department of Nursing is committed to providing quality education that prepares resilient professional nurses who are caring and practice holistically to meet the every-changing challenges of the 21st Century through a culture of evidenced-based practice. Faculty will support students, peers, the College and the community in this mission through a collaborative, accepting environment and through relationships fostered by mentoring and role modeling.

**Bachelor of Science in Nursing**

**Philosophy**

The philosophy of the Baccalaureate Program of the Department of Nursing is reflective of the values and beliefs from which the NMC mission and core values were formulated. The nursing faculty believe human beings are holistic and integrated. Each human being has dignity, basic rights and responsibilities, individual needs and a unique internal environment. The human interacts within the environment, which encompasses all external factors that affect the human’s well being and speaks to physical, social and existential dimensions as well as various settings. The client is the human recipient of care — individual, family, group or community.

Health is viewed as a dynamic state of mental, physical, social and spiritual well being that maximizes the individual’s ability to function in his or her environment. Illness is an alteration in the dynamic state of well being that leads to disharmony between the human self and the environment. Health promotion, illness prevention, maintenance and rehabilitation are facilitated by activities or programs directed toward enhancement, stabilization or restoration of a dynamic state of well being.

Nursing is a caring, creative, dynamic and interactive process that uses scientific and humanistic bodies of knowledge to assist the client in attainment of a dynamic state of well being with a focus on human responses to actual or potential health problems. The nursing curriculum focuses on Jean Watson’s science of caring* and is based on the following assumptions. Nursing is concerned with promoting health, preventing illness, restoring health, and caring for the sick and dying. The practice of caring is an integral part of nursing and consists of the carative factors, which are those interventions that result in the satisfaction of human needs. The caring
philosophy promotes health and human growth and accepts a human not only as he or she is now, but as whom he or she may become. A caring atmosphere is one that offers the development of potential while allowing the client to choose the best action at a given point in time. Caring is demonstrated and practiced interpersonally and uses the systematic nursing process approach.

The curricular framework incorporates a community-based approach that prepares students to build connections between knowledge and action in an increasingly interdependent world. Students develop the attributes of effective nursing professionals and responsible citizens through focused and meaningfully applied learning experiences. Community-based education encompasses the concepts of health promotion, self care, prevention, collaboration and continuity of care within the context of culture and community.

The nursing faculty believe that nursing education uses the science of caring and builds on the application and synthesis of the biophysical, psychosocial, computer and information sciences and the humanities. Learning is a lifelong, continuous process through which humans acquire knowledge that results in changes of behavior, attitudes and/or ways of thinking. The faculty view teaching as an interactive process that uses a system of actions to promote the acquisition, application, integration and synthesis of knowledge. Optimal learning is enhanced by interaction with faculty members who use a variety of instructional strategies and settings. Faculty members serve as teachers, facilitators, resource persons, evaluators and professional role models. Nursing education facilitates the student in developing interpersonal caring response skills and communication techniques that produce therapeutic interactions within the nurse-client relationship.

Completion of the baccalaureate nursing program prepares the graduate for professional practice as a nurse generalist, pursuit of advanced studies in nursing and enhancement of lifelong learning. The nurse generalist uses critical thinking, nursing theory, research, nursing process, carative factors and clinical skills while assuming responsibility and accountability for providing nursing care to clients in a variety of settings. Additionally, the nurse generalist is able to demonstrate leadership and management skills in organization, change, advocacy, coordination, collaboration and communication. Thus, the nurse generalist promotes the use of lifelong evidence-based and humanistic practice behaviors to change and respond to the health needs and well being of clients in a dynamic and diverse world.


**Course Requirements**

A student must earn a minimum of 127 total semester credit hours to be eligible for a Bachelor of Science degree in nursing. All course requirements as outlined below must be met. Additional degree requirements may be found elsewhere in the catalog.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION:</th>
<th>65 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS AND HUMANITIES:</td>
<td>15 credit hours</td>
</tr>
<tr>
<td>HU 150</td>
<td>The World of Ideas: Critical Reasoning and Rhetoric</td>
</tr>
<tr>
<td>HU 210</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>HU 220</td>
<td>The World of Ideas: The Arts</td>
</tr>
<tr>
<td>HU 255</td>
<td>The World of Ideas: Historical Perspectives</td>
</tr>
<tr>
<td>HU 270</td>
<td>The World of Ideas: Human Connection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNICATIONS:</th>
<th>9 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 101</td>
<td>English Composition</td>
</tr>
<tr>
<td>CM 230 or 245</td>
<td>Language and Culture in Health Care</td>
</tr>
<tr>
<td>CM 320</td>
<td>Health Care Collaboration &amp; Leadership</td>
</tr>
</tbody>
</table>
### SOCIAL SCIENCES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS 235</td>
<td>The Sociology of Culture</td>
<td>3</td>
</tr>
<tr>
<td>SS 215</td>
<td>Life-Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS 360</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SS 370</td>
<td>Principles of Research</td>
<td>3</td>
</tr>
<tr>
<td>SS 465</td>
<td>Capstone: The Educated Citizen</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 18 credit hours

### NATURAL & APPLIED SCIENCES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 103</td>
<td>College Chemistry - including lab</td>
<td>3</td>
</tr>
<tr>
<td>SC 225, 226</td>
<td>Human Anatomy &amp; Physiology I &amp; II - including labs</td>
<td>8</td>
</tr>
<tr>
<td>SC 240</td>
<td>Principles &amp; Concepts of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SC 265</td>
<td>Introduction to Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>SC 280</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>SC 315</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 23 credit hours

### PROFESSIONAL EDUCATION:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 100</td>
<td>Introduction to Community-Based Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NS 202</td>
<td>Health Assessment Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>NS 220</td>
<td>Community-Based Care with Adults</td>
<td>7</td>
</tr>
<tr>
<td>NS 240</td>
<td>Community-Based Care with Families</td>
<td>6</td>
</tr>
<tr>
<td>NS 245</td>
<td>Public Health Science I</td>
<td>1</td>
</tr>
<tr>
<td>NS 340</td>
<td>Community-Based Care Across the Life Span</td>
<td>9</td>
</tr>
<tr>
<td>NS 345</td>
<td>Public Health Science II</td>
<td>2</td>
</tr>
<tr>
<td>NS 350</td>
<td>Advanced Concepts in Community-Based Nursing</td>
<td>9</td>
</tr>
<tr>
<td>NS 445</td>
<td>Nursing the Global Society</td>
<td>3</td>
</tr>
<tr>
<td>NS 450</td>
<td>Community-Based Care: Complex Concepts Across the Life Span</td>
<td>9</td>
</tr>
<tr>
<td>NS 460</td>
<td>Community-Based Care: Complexity of Aging</td>
<td>4</td>
</tr>
<tr>
<td>NS 470</td>
<td>Senior Synthesis</td>
<td>1</td>
</tr>
<tr>
<td>NS 470P</td>
<td>Senior Preceptor Practicum</td>
<td>2</td>
</tr>
<tr>
<td>NS ____</td>
<td>Non-clinical nursing elective</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:** 62 credit hours

Math Competency: Following acceptance to the College, nursing student’s math competency will be assessed via a math exam. Students who do not achieve the designated competency score on any area in the exam are required to take a module in that specific area in the Mathematical Concepts course. Successful completion of the modules must be documented prior to enrollment in the first nursing course.

### Curriculum Structure

The following plan represents one option for full-time, never-before-nurses to progress from admission to graduation. However, the college recognizes that a majority of students do not elect to progress in this fashion due to other commitments. A 5-year plan in the Bachelor of Science Degree program is also available. Academic advisors/college liaisons are assigned to facilitate an individualized completion plan for academic requirements. Actual course availability in any given semester/session is dependent upon college practices.

### Year One:

#### FIRST SEMESTER:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HU 150</td>
<td>The World of Ideas: Critical Reasoning &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>SC 225</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Hours</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>SS 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SC 103</td>
<td>College Chemistry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>16 hours</strong></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER:**
- NS 100   | Introduction to Community-Based Nursing                 | 4     |
- SC 226  | Anatomy & Physiology II                                 | 4     |
- CM 230/245 | Language and Culture in Healthcare                      | 3     |
- SC 280  | Microbiology                                            | 3     |
- HU 220  | The World of Ideas: The Arts                            | 3     |
| **Total Hours** |                                                   | **17 hours** |

**Year Two:**
**THIRD SEMESTER:**
- SC 315  | Pathophysiology                                         | 3     |
- NS 220  | Community-Based Care with Adults                        | 7     |
- NS 202  | Health Assessment Across the Lifespan                   | 3     |
- SS 215  | Lifespan Psychology                                     | 3     |
| **Total Hours** |                                                   | **16 hours** |

**FOURTH SEMESTER:**
- NS 240  | Community-Based Care with Families                      | 6     |
- SC 265  | Intro to Pharmacology                                   | 3     |
- SC 240  | Principles and Concepts of Nutrition                    | 3     |
- SS 235  | The Sociology of Culture                                | 3     |
- NS 245  | Public Health Science I                                 | 1     |
| **Total Hours** |                                                   | **16 hours** |

**Year Three:**
**FIFTH SEMESTER:**
- NS ____  | Non-clinical elective                                   | 2     |
- NS 340  | Community-Based Care Across Life Span                  | 9     |
- SS 360  | Statistics                                              | 3     |
- CM 320  | Health Care Collaboration and Leadership                | 3     |
| **Total Hours** |                                                   | **17 hours** |

**SIXTH SEMESTER:**
- NS 350  | Advanced Concepts in Community-Based Nursing            | 9     |
- SS 370  | Principles of Research                                  | 3     |
- HU 210  | Introduction to Ethics                                  | 3     |
- NS 345  | Public Health Science II                                | 2     |
| **Total Hours** |                                                   | **17 hours** |

**Year Four:**
**SEVENTH SEMESTER:**
- NS 445  | Nursing the Global Society                              | 3     |
- NS 450  | Community-Based Care: Complex Concepts Across the Life Span | 9  |
- HU 255  | The World of Ideas: Historical Perspectives             | 3     |
| **Total Hours** |                                                   | **15 hours** |

**EIGHTH SEMESTER:**
- HU 270  | World of Ideas: Human Connection                        | 3     |
- NS 460  | Community-Based Care: Complexity of Aging              | 4     |
- NS 470  | Senior Synthesis                                       | 1     |
- NS 470P | Senior Preceptor Practicum                              | 2     |
- SS 465  | Capstone: The Educated Citizen                          | 3     |
A typical full-time student (first year student) following the above outlined pattern of enrollment can expect to complete the program in eight regular semesters or four years.

Clinical Facilities
The following facilities are used for major clinical experiences in the BSN program:
• Nebraska Methodist Hospital, Omaha, Nebraska
• Children's Hospital, Omaha, Nebraska
• Douglas County Hospital, Omaha, Nebraska
• Visiting Nurse Association, Omaha, Nebraska
• Thomas Fitzgerald Veterans Home, Omaha, Nebraska
• University of Nebraska Medical Center, Omaha, Nebraska
• Salvation Army – Renaissance Center, Omaha, Nebraska
• Alegent Health System, Omaha, Nebraska
• Jenny Edmundson Hospital, Council Bluffs, IA

RN – BSN Curriculum

RN Student Guidelines
Admission criteria in addition to College admission requirements:
   a. Applicants must provide proof of current unencumbered licensure as a registered nurse.
   b. Official transcripts documenting graduation from a state approved associate degree or diploma nursing program.

Transcript evaluation and validation of prior learning:
   a. The College Registrar will evaluate previous transcripts. The RN can validate nursing course outcomes through portfolio guidelines.
   b. Pre-requisite courses must be completed at a regionally accredited college or university with a grade of "C-" or above earned:
      - English composition 3 credits
      - Ethics 3 credits
      - Humanities (Arts, History, Human Connection) 9 credits
      - Psychology 3 credits
      - Life Span Psychology 3 credits
      - The Sociology of Culture 3 credits
      - Statistics 3 credits

The RN-BSN online program can be completed in a full-time or part-time study with the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU 150/152</td>
<td>Critical Reasoning &amp; Rhetoric or Portfolio</td>
<td>1-3 hours</td>
</tr>
<tr>
<td>NS 402</td>
<td>Health Assessment for RN's</td>
<td>3 hours</td>
</tr>
<tr>
<td>SC 315</td>
<td>Pathophysiology</td>
<td>3 hours</td>
</tr>
<tr>
<td>SS 370</td>
<td>Principles of Research</td>
<td>3 hours</td>
</tr>
<tr>
<td>CM 230/245</td>
<td>Language and Culture in Healthcare</td>
<td>3 hours</td>
</tr>
<tr>
<td>NS 430</td>
<td>RN Professional Seminar</td>
<td>3 hours</td>
</tr>
<tr>
<td>NS 476</td>
<td>Community Health Nursing</td>
<td>3 hours</td>
</tr>
</tbody>
</table>
In the RN-BSN online program, background checks and drug screening will be required based on clinical agency request during any practicum.

Note: If Critical Reasoning and Rhetoric credit is transferred, or if a Bachelor’s or Graduate degree was previously earned by the student, then Portfolio Introduction (1 credit) needs to be taken.

LPN Advanced Placement

LPN Student Guidelines
Admission criteria in addition to College admission requirements:
   a. Applicants must provide proof of current unencumbered licensure as a licensed practical nurse.
   b. Official transcripts documenting graduation from a state-approved technical or vocational program.

Transcript evaluation and validation of prior learning:
   a. The College Registrar will evaluate previous transcripts.
   b. Upon successful completion of the LPN Transition Course (lecture and clinical practicum validation), the LPN will be awarded credit for the following courses:

      NS 100/NS 100C  Introduction to Community-Based Nursing  4 hours
      NS 220/NS 220C  Community-Based Care with Adults  7 hours

   c. Two credit hours will be given for the LPN Transition Course.
   d. Upon successful completion of the LPN Transition Course and all required courses in the first three semesters, the LPN will be ready for enrollment in NS 240. The LPN student follows the curriculum structure of the Bachelor of Science in Nursing.

ACE – Accelerated Community-Based Education for Nursing

Fifteen-Month BSN Program
This program offers an accelerated format for those possessing a degree in a non-nursing field and meeting prerequisites. Any associate’s, bachelors’ or higher degree is acceptable. Students attend class full-time for 15 months — the last six weeks of which are spent in a one-on-one preceptorship.

General Education Requirements
Before enrolling in the ACE Program, students must have completed the following general education courses, totaling 49-52 hours:

   English Composition
   Humanities electives
   Life-Span Psychology
   Anatomy & Physiology I & II - including labs
   Microbiology

   Medical Terminology
   Psychology
   Chemistry - including lab
   Nutrition
   Research
General education courses may be completed at NMC prior to matriculation or transferred from accredited institutions. Various course validation options are available for the above general education courses.

Course Requirements
During the 15-month program, students will complete 74 credit hours of required coursework:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 100</td>
<td>Introduction to Community-Based Nursing</td>
<td>4</td>
</tr>
<tr>
<td>SC 265</td>
<td>Introduction to Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>SC 315</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>CM 230/245</td>
<td>Language &amp; Culture in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NS 202</td>
<td>Health Assessment Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>NS 220</td>
<td>Community-Based Care with Adults</td>
<td>7</td>
</tr>
<tr>
<td>NS 240</td>
<td>Community-Based Care with Families</td>
<td>6</td>
</tr>
<tr>
<td>NS 245</td>
<td>Public Health Science I</td>
<td>1</td>
</tr>
<tr>
<td>NS 340</td>
<td>Community-Based Care Across Life Span</td>
<td>9</td>
</tr>
<tr>
<td>NS 345</td>
<td>Public Health Science II</td>
<td>2</td>
</tr>
<tr>
<td>NS 350</td>
<td>Advanced Concepts in Community-Based Nursing</td>
<td>9</td>
</tr>
<tr>
<td>NS ___</td>
<td>Non-clinical nursing elective</td>
<td>2</td>
</tr>
<tr>
<td>NS 450</td>
<td>Community-Based Care: Complex Concepts Across the Life Span</td>
<td>9</td>
</tr>
<tr>
<td>NS 446</td>
<td>Collaborative Nursing Leadership in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>NS 460</td>
<td>Community-Based Care: Complexity of Aging</td>
<td>4</td>
</tr>
<tr>
<td>NS 470</td>
<td>Senior Synthesis</td>
<td>1</td>
</tr>
<tr>
<td>NS 470P</td>
<td>Senior Preceptor Practicum</td>
<td>2</td>
</tr>
<tr>
<td>SS 465</td>
<td>Capstone: The Educated Citizen</td>
<td>3</td>
</tr>
</tbody>
</table>

ACE students following the recommended pattern of enrollment and completing all required general education courses prior to beginning the program can expect to complete the program in 15 months.

Online Master of Science Degree Nursing

Philosophy
The philosophy of the Master of Science Program of the Department of Nursing is reflective of the values and beliefs from which the NMC mission and core values were formulated.

Nursing faculty believe that human beings are holistic and integrated. Each human being has dignity, basic rights and responsibilities, individual needs, and a unique internal environment. The human interacts within the environment that encompasses all the external factors that affect the human's well being and includes the physical, psychosocial, and existential dimensions. The client is the human recipient of care whether as an individual, family, group, or community.

Health is viewed as a dynamic state of mental, physical, social, and spiritual well being that maximizes the human's ability to function in his or her environment. Illness is an alteration in the dynamic state of well being that leads to disharmony between the human self and the environment. Health promotion, maintenance, rehabilitation, and restoration are facilitated by activities directed toward enhancement and stabilization of a dynamic state of well being.
Nursing is a caring, creative, dynamic, and interactive process that uses scientific and humanistic bodies of knowledge to assist the client in attainment of a dynamic state of well being. Nursing is concerned with promoting health, preventing illness, restoring health, and caring for the sick and dying. The practice of caring is an integral part of nursing and consists of the carative factors, which are those interventions that result in the satisfaction of human needs. The caring philosophy promotes health and human growth. A caring atmosphere is one that offers the opportunity for development of potential while allowing the client to choose the best action at a given point in time. Caring is demonstrated and practiced interpersonally and uses the systematic nursing process approach.

Learning is a lifelong, continuous process through which humans acquire knowledge that results in changes of behavior, attitudes, and/or ways of thinking. The nursing faculty believe that nursing education is built on the application and synthesis of the biophysical sciences, psychosocial sciences, the humanities, and the science of caring. Teaching is an interactive process that uses a system of actions to promote acquisition, application, integration, and synthesis of knowledge. The faculty serve as teachers, facilitators, resource persons, evaluators, and professional role models. Graduate education plays a strategic role in the ongoing development of the skilled professional who will contribute to the health, business, political, and social structures of the global community.

Completion of the Master of Science Nursing Program provides the graduate with a strong theoretical and practical base to improve healthcare through a culture of evidence-based practice. This education will prepare the graduate with a firm background in critical thinking and decision making skills. The master's prepared nurse will have the necessary skills to practice independently and interdependently and to build interdisciplinary collegial relationships. The graduate will participate in the creative development of partnerships with communities to deliver services to a variety of populations. There will be consideration for the health care needs of populations at risk and the growing number of those clients who are underserved. The graduate will be able to use creativity and flexibility in order to deal with roles less clearly defined as well as to manage and carry out the changing and challenging advanced nursing roles. This graduate will function in an increasingly complex health care system that includes responding to global, technological, and environmental issues. The graduate will be able to analyze, synthesize, and utilize knowledge to better understand health care policy, financing, and ethical decision making. The graduate will be prepared in the professional role to foster leadership in the delivery of culturally sensitive health care.

**Course Requirements**

A student must earn a minimum of 36 total semester credit hours to be eligible for the Master of Science in Nursing Degree. All course requirements as outlined below must be met. This program is online and an on-site intensive experience is required at NMC during the summer term.

**Nurse Educator Track**

<table>
<thead>
<tr>
<th>Fall</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 507</td>
<td>Developing Your Advanced Nursing Role</td>
<td>1</td>
</tr>
<tr>
<td>NS 515</td>
<td>Applied Theories and Research for Nursing Concepts</td>
<td>5</td>
</tr>
<tr>
<td>NS 516</td>
<td>Teaching-Learning Principles for Nursing Education</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 508</td>
<td>Issues in Advanced Nursing Roles</td>
<td>3</td>
</tr>
<tr>
<td>NS 517</td>
<td>Critical Appraisal of Knowledge for Practice</td>
<td>3</td>
</tr>
<tr>
<td>NS 518</td>
<td>Instructional Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 519</td>
<td>Synthesis and Use of Knowledge for EBP</td>
<td>3</td>
</tr>
<tr>
<td>NS 543</td>
<td>Advanced Health Assessment or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 523</td>
<td>Curriculum/Program Development &amp; Evaluation</td>
<td>4</td>
</tr>
<tr>
<td>NS 592</td>
<td>Capstone I</td>
<td>2</td>
</tr>
</tbody>
</table>
Spring
NS 524  Practicum in Nursing Education  4
NS 594  Capstone II  2
TOTAL PROGRAM HOURS  36

Nurse Executive Track

Fall
NS 507  Developing Your Advanced Nursing Role  1
NS 515  Applied Theories and Research for Nursing Concepts  5
NS 550  Organizational Behavior & Structure  3
Spring
NS 508  Issues in Advanced Nursing Roles  3
NS 517  Critical Appraisal of Knowledge for Practice  3
NS 552  Role of the Nurse Executive I: Leading an Organization  3
Summer
NS 519  Synthesis and Use of Knowledge for EBP  3
NS 554  Role of the Nurse Executive II: Human Resource Management  3
Fall
NS 558  Role of the Nurse Executive III: Financial Management & Economics  4
NS 592  Capstone I  2
Spring
NS 559  Practicum: Management, Improvement & Evaluation in Health Care Organizations  4
NS 594  Capstone II  2
TOTAL PROGRAM HOURS  36

Online Post-Master’s Certificate

Curriculum Structure
The following plan represents progression for the online post-master’s certificate as a nurse educator/nurse executive. There are a total of 14 credit hours to complete.

Nurse Educator

Fall
NS 516  Teaching-Learning Principles for Nursing Education  3
NS 523  Curriculum/Program Development & Evaluation  4
Spring
NS 518  Instructional Methods  3
NS 524  Practicum in Nursing Education (includes developing a course online)  4
TOTAL PROGRAM HOURS  14
Nurse Executive

Fall
NS 550  Organizational Behavior & Structure.  3
NS 558  Role of the Nurse Executive III: Financial Management & Economics  4

Spring
NS 552  Role of the Nurse Executive I: Leading an Organization  3
NS 559  Practicum: Management, Improvement & Evaluation in Health Care Organizations  4

TOTAL PROGRAM HOURS  14

PHYSICAL THERAPIST ASSISTANT: Associate of Science Degree

Mission Statement
The Physical Therapist Assistant program provides educational experiences in a learner-centered environment to develop competent physical therapist assistants who are prepared for entry-level employment. Our graduates enter the workforce as educated citizens dedicated to meeting the diverse needs of the individuals and communities that they serve.

Philosophy
The philosophy of the Associate Degree Program for the Physical Therapist Assistant is reflective of the values and beliefs from which the NMC Mission and Core Values were formulated. The NMC Physical Therapist Assistant program is dedicated to providing dynamic, high quality, and integrative learning opportunities utilizing educational technology, didactic, laboratory and clinical experiences. The foundation for the education of the PTA students is based on criteria and performance expectations set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE). The PTA program promotes opportunities for lifelong intellectual, professional, career, and personal development.

Goals and Objectives
The Goals of the Physical Therapist Assistant Program are to:
1. Develop competent physical therapist assistants who are prepared for entry level employment, prepared to pass the national certification exam, and prepared to uphold professional ideals.
2. Develop an educated citizen with skills as Reflective Individual, Effective Communicator, and Change Agent.

Graduates of the PTA program will
1. Demonstrate an understanding of the role and scope of practice of the physical therapist assistant.
2. Explain and demonstrate the use of all modalities as practiced by the physical therapist assistant.
3. Demonstrate professional verbal and written communication skills when interacting with colleagues, patients and peers.
4. Implement treatment planning techniques under the supervision of a Physical Therapist.
5. Be sensitive to cultural, ethnic, gender, and lifestyle differences among patient populations.
6. Respect patient confidentiality at all times

Description
Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTAs must complete an 18-month associate's degree and are licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination; training for activities such as walking with crutches, canes, or walkers; massage; and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation. (American Physical Therapist Association, www.apta.org)

Students who successfully complete the curriculum as outlined will earn an Associate of Science Degree. Graduates are prepared for an entry-level physical therapist assistant position and to sit for the national certification examination through the Federation of State Boards of Physical Therapy. Graduates are also required to pass a state licensure exam in most states. An individual who works as a physical therapist assistant in a jurisdiction where licensure or regulation is presently unavailable is required to be a graduate of a physical therapist assistant education program accredited by CAPTE.

**Accreditation**

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

**Licensure**

Graduates are prepared for an entry-level physical therapist assistant position and to sit for the national certification examination through the Federation of State Boards of Physical Therapy. Graduates are also required to pass a state licensure exam in most states. All physical therapist assistants must work under the direction and supervision of the physical therapist. An individual who works as a physical therapist assistant in a jurisdiction where licensure or regulation is presently unavailable is required to be a graduate of a physical therapist assistant education program accredited by CAPTE.

**Admission Criteria/Prerequisites**

In addition to the general admission requirements described in the Admission Information section of this catalog, a minimum of two years of high school mathematics and science is required. Students applying to the Associate of Science Degree Physical Therapist Assistant Program must also provide documentation of 20 hours shadowing experience in a Physical Therapy Department. A documentation form is available on the College website under the Physical Therapist Assistant Program page. Additional program information including technical standards of performance, program policies, and occupational information can be accessed on the College website.

High school or college physics is strongly recommended prior to enrollment.

**Curriculum:**

<table>
<thead>
<tr>
<th>First Year - Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 116 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>SC 200 Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>HU 150 The World of Ideas: Critical Reasoning and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>PT 115 Basic Skills in Patient Care Lab</td>
<td>2</td>
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<tr>
<td>PT 100 Introduction to Physical Therapy and Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PT 105 Functional Anatomy (with lab)</td>
<td>3</td>
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</table>
**First Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 206</td>
<td>Pathophysiology/ Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>HU ___</td>
<td>Humanities Elective (HU 210, 220, 255, or 270)</td>
<td>3</td>
</tr>
<tr>
<td>PT 120</td>
<td>Therapeutic Exercise (with lab)</td>
<td>3</td>
</tr>
<tr>
<td>CM 101</td>
<td>English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>PT 130</td>
<td>Therapeutic Modalities (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>PT 180</td>
<td>PTA Clinical I</td>
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**First Year - Summer Session**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM ___</td>
<td>Language and Culture in Health Care (CM 230 or 245)</td>
<td>3</td>
</tr>
<tr>
<td>SS 215</td>
<td>Life-Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PT 200</td>
<td>PTA Clinical II</td>
<td>4</td>
</tr>
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</table>

**Second Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>SS 235</td>
<td>The Sociology of Culture</td>
<td>3</td>
</tr>
<tr>
<td>PT 210</td>
<td>Orthopedic Issues (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>PT 215</td>
<td>Pediatric &amp; Neurologic Disorders (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>PT 228</td>
<td>Special Topics (with lab)</td>
<td>3</td>
</tr>
<tr>
<td>PT 220</td>
<td>Therapeutic Exercise II (with lab)</td>
<td>3</td>
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**Second Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PT 230</td>
<td>Medical Ethics, Law and Health Care</td>
<td>3</td>
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<tr>
<td>PT 240</td>
<td>PTA Clinical III</td>
<td>5</td>
</tr>
<tr>
<td>PT 250</td>
<td>PTA Clinical IV</td>
<td>5</td>
</tr>
<tr>
<td>PT 280</td>
<td>PTA Seminar</td>
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</tr>
<tr>
<td>CM 290</td>
<td>Portfolio Synthesis</td>
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</tr>
</tbody>
</table>

**Program Total Hours:** 75

*Students are strongly encouraged to complete English Composition and Medical Terminology prior to enrollment.

**RADIOLOGIC TECHNOLOGY: Associate of Science Degree**

**Mission Statement**
The mission of the Radiologic Technology Department is to develop reflective practitioners who exhibit technical competency in radiologic imaging and serve the community in the delivery of compassionate, holistic patient care. By modeling professional ideals and high personal standards, we will foster life-long learners who act as change agents within their professional communities.

**Description**
The Radiologic Technology program is a two-year program that includes a strong general education and professional curriculum, including clinical experience that begins in the first semester. The clinical component of the program includes more than 1700 hours of hands-on clinical experience in a variety of settings. The Associate of Science degree in Radiologic Technology is awarded upon completion of program and college requirements. Specific program goals and objectives are provided in the Radiologic Technology Student
Handbook, which is available on the College Website. Students who demonstrate academic excellence may participate in Honors Program activities and be inducted into the Nebraska Beta Chapter of Lambda Nu, the National Honor Society for Radiologic and Imaging Sciences.

Please note that the Radiologic Technology curriculum has been changed for students matriculating in 2011. Prospective students, please refer to the 2011-2012 Fact Sheet on the Radiologic Technology Program Webpage.

**Admission Criteria/Prerequisites**
- Applicants must satisfy all College admission requirements.
- Applicants are encouraged to gain experience in the field through job shadowing a professional in a radiology department.

**Curriculum:**

### FIRST YEAR - Summer Session

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SC 116</td>
<td>Medical Terminology</td>
<td>1</td>
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<td>RA 107</td>
<td>Radiology Fundamentals and Clinical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>RA 121</td>
<td>Radiographic Procedures/Positioning I</td>
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</tr>
<tr>
<td>RA 121L</td>
<td>Radiographic Procedures/Positioning I Lab</td>
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</table>

### FIRST YEAR - Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SC 200</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
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<tr>
<td>HU 150</td>
<td>The World of Ideas: Critical Reasoning &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>RA 115</td>
<td>Radiographic Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>RA 122</td>
<td>Radiographic Procedures/Positioning II</td>
<td>2</td>
</tr>
<tr>
<td>RA 122L</td>
<td>Radiographic Procedures/Positioning II Lab</td>
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</tr>
<tr>
<td>RA 151</td>
<td>Clinical Practicum I</td>
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### FIRST YEAR - Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CM 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>SC 206</td>
<td>Pathophysiology/Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>RA 140</td>
<td>Radiation Biology and Protection</td>
<td>2</td>
</tr>
<tr>
<td>RA 153</td>
<td>Clinical Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>RA 165</td>
<td>Radiographic Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>RA 220</td>
<td>Radiographic Procedures/Positioning III</td>
<td>2</td>
</tr>
<tr>
<td>RA 220L</td>
<td>Radiographic Procedures/Positioning III Lab</td>
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### SECOND YEAR - Summer Session

<table>
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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>RA 222</td>
<td>Radiographic Procedures/Positioning IV</td>
<td>2</td>
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<tr>
<td>RA 251</td>
<td>Clinical Practicum III</td>
<td>4</td>
</tr>
<tr>
<td>RA 260</td>
<td>Medical Ethics and Law</td>
<td>1</td>
</tr>
<tr>
<td>RA 262</td>
<td>Applied Sectional Anatomy and Imaging</td>
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### SECOND YEAR - Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SS 215</td>
<td>Life-Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS 235</td>
<td>The Sociology of Culture</td>
<td>3</td>
</tr>
<tr>
<td>RA 210</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RA 215</td>
<td>Radiographic Imaging III</td>
<td>3</td>
</tr>
<tr>
<td>RA 253</td>
<td>Clinical Practicum IV</td>
<td>4</td>
</tr>
</tbody>
</table>

100
RESPIRATORY CARE: Associate of Science Degree

Mission Statement
The Respiratory Care Program prepares students to become competent respiratory therapists, part of a dynamic profession that combines technology with caring. Learning is viewed as an active, lifelong, self-motivated process.

Description
Respiratory care is a rewarding profession that combines technology and caring. Registered Respiratory Therapists (RRT) give cardiopulmonary treatments and tests in settings ranging from a hospital critical care unit to a specialist's clinic. Upon completion of an Associate Degree Program, the graduate is eligible to take the entry-level exam for respiratory therapists, which leads to the credential of Certified Respiratory Therapist (CRT). The graduate may then apply for the two-part advanced practitioner examination, which leads to the credential of Registered Respiratory Therapist (RRT).

Admission Criteria/Prerequisites
Applicants must satisfy all College admission requirements and are encouraged to shadow a professional in a respiratory care department.

Curriculum:

FIRST YEAR - Credit Hours
Summer Session
CM 101 English Composition 3
HU 150 The World of Ideas: Critical Reasoning & Rhetoric 3
SC 116 Medical Terminology 1
SC 175 College Mathematics 1

Fall Semester
HU _____ The World of Ideas Elective 3
SS 215 Life-Span Psychology 3
SC 103 College Chemistry 3
SC 235 The Sociology of Culture 3
SC 225 Human Anatomy & Physiology I 4

Spring Semester
SC 110 Introduction to Physics 3
RC 125 Clinical Assessment & Procedures 1
SC 226 Human Anatomy & Physiology II 4
SC 280 Microbiology 3
CM 230 or 245  Language & Culture in Health Care 3
SECOND YEAR -  Credit Hours
Summer Session
RC 200  Intro to RC Clinical Practice I 4
RC 210  Cardiopulmonary Physiology 3
Fall Semester
RC 220  Respiratory Care Clinical Practice II 6
RC 240  Principles of Respiratory Care 4
RC 240L  Lab 0
RC 260  Mechanical Ventilation I 3
SC 206  Pathophysiology/Pharmacology 4
RC 350  Pulmonary Rehab & Home Care 1
Spring Semester
CM 290  Portfolio Synthesis 0
RC 300  Respiratory Care Clinical Practice III 6
RC 310  Mechanical Ventilation II 4
RC 330  Cardiopulmonary Diagnostics & Monitoring 3
RC 330L  Lab 0
RC 340  Neonatal/Pediatric Respiratory Care 2
RC 360  Issues & Trends in Respiratory Care 1
Program Total Hours: 79

DIAGNOSTIC MEDICAL SONOGRAPHY: Associate of Science Degree
With emphasis in Multispecialty or Cardiovascular Sonography

Mission Statement
The Diagnostic Medical Sonography Program at NMC provides high quality, enthusiastic students an ambitious education that prepares them to become entry-level sonographers. The education is supported by a caring team of educators with expertise in various aspects of Sonography, who have commitment to education, and a dedication to the integration of didactic, laboratory and clinical objectives.

Description
Students may earn an Associate of Science Degree in Sonography by specializing in Multispecialty or General Sonography which prepares students to sit for the ARDMS abdomen and obstetrics/gynecology examinations; or Cardiovascular Sonography which prepares students to sit for the ARDMS adult echocardiography and vascular technology examinations. The general education requirements are the same for all AS Sonography students, regardless of track. The professional courses reflect the learning concentrations specific to specialization. In addition to student-centered, didactic and laboratory learning experiences, students obtain supervised clinical hands-on experience at hospitals and clinics throughout Omaha and neighboring cities and communities. The opportunity for a clinical externship during the student's final clinical practicum course is also available for those students meeting the externship requirements. Specific program goals and objectives are provided in the Diagnostic Medical Sonography Student Handbook, which is available on the College Website.

Please note that the sonography curriculum including prerequisites has been changed for students matriculating in 2011. Prospective students, please refer to the 2011-2012 Fact Sheet on the Sonography Program Webpage.
**Admission Criteria/ Prerequisites**

In addition to the College admission criteria applicants to the sonography programs must have completed or be in progress with the following college courses:

- College Algebra (or equivalent course)
- Human Anatomy & Physiology I
- English Composition
- Medical Terminology
- General Physics

**Curriculum - Multispecialty Sonography**

<table>
<thead>
<tr>
<th>First Year - Summer Session</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HU 150 The World of Ideas: Critical Reasoning &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>HU 220, The World of Ideas: Elective</td>
<td>3</td>
</tr>
<tr>
<td>255 or 270</td>
<td></td>
</tr>
<tr>
<td>SC 116 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>SO 102 Foundations of Sonography</td>
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<table>
<thead>
<tr>
<th>First Year - Fall Session</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO 108 Intro to Sonography &amp; Patient Care</td>
<td>6</td>
</tr>
<tr>
<td>SS 215 Life-Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SC 200 Human Anatomy &amp; Physiology</td>
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<table>
<thead>
<tr>
<th>First Year - Spring Session</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SC 206 Pathophysiology/Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>SO 115 Clinical Practicum I</td>
<td>2</td>
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<tr>
<td>SO 233 Sonographic Anatomy, Pathology &amp; Critique I</td>
<td>5</td>
</tr>
<tr>
<td>SO 260 Medical Ethics &amp; Law in Imaging</td>
<td>1</td>
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<tr>
<td>SO 214 Sonographic Physics I</td>
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<tr>
<td>SO 262 Applied Sectional Anatomy in Imaging</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SO 239 Sonographic Anatomy, Pathology &amp; Critique II</td>
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<td>SO 237 Sonographic Clinical Practicum II</td>
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<td>SO 216 Sonographic Physics II</td>
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<table>
<thead>
<tr>
<th>Second Year - Fall Session</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SS 235 The Sociology of Culture</td>
<td>3</td>
</tr>
<tr>
<td>SO 243 Sonographic Anatomy, Pathology &amp; Critique III</td>
<td>6</td>
</tr>
<tr>
<td>SO 248 Sonographic Clinical Practicum III</td>
<td>5</td>
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<tr>
<td>SO 218 Sonographic Physics III</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year - Spring Session</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CM 230 Language and Culture in Health Care</td>
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<tr>
<td>or 245</td>
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<tr>
<td>SO 253 Sonographic Clinical Practicum IV</td>
<td>5</td>
</tr>
<tr>
<td>SO 255 Sonographic Anatomy, Pathology &amp; Critique IV</td>
<td>3</td>
</tr>
<tr>
<td>SO 236 Sonographic Seminar</td>
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<tr>
<td>CM 290 Portfolio Synthesis</td>
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</table>
Program Total Hours: 78

Curriculum- Cardiovascular Sonography

**FIRST YEAR - Summer Session**
- SC 116 Medical Terminology 1
- HU 150 The World of Ideas: Critical Reasoning & Rhetoric 3
- HU 220, The World of Ideas: Elective 3
- SO 102 Foundations of Sonography 2

**FIRST YEAR - Fall Semester**
- SS 215 Life-Span Psychology 3
- SC 200 Human Anatomy & Physiology 5
- SO 118 Intro to Sonography & Patient Care 6

**FIRST YEAR - Spring Semester**
- SC 206 Pathophysiology/Pharmacology 4
- SO 126 Cardiovascular Clinical Practicum I 2
- SO 260 Medical Ethics & Law in Imaging 1
- SO 238 Cardiovascular Sonographic Anatomy, Pathology & Critique I 6
- SO 214 Sonographic Physics 2
- SO 262 Applied Sectional Anatomy in Imaging 1

**SECOND YEAR - Summer Session**
- SO 256 Cardiovascular Clinical Practicum II 4
- SO 258 Cardiovascular Sonographic Anatomy, Pathology & Critique II 6
- SO 216 Sonographic Physics II 1

**SECOND YEAR - Fall Semester**
- SS 235 The Sociology of Culture 3
- SO 259 Cardiovascular Clinical Practicum III 6
- SO 218 Sonographic Physics III 2
- SO 261 Cardiovascular Sonographic Anatomy, Pathology & Critique III 5

**SECOND YEAR - Spring Semester**
- CM 230 or 245 Language and Culture in Health Care 3
- SO 265 Cardiovascular Clinical Practicum IV 6
- SO 267 Cardiovascular Sonographic Anatomy, Pathology & Critique IV 1
- SO 235 Cardiovascular Seminar 2
- CM 290 Portfolio Synthesis 0

Program Total Hours: 78
DIAGNOSTIC MEDICAL SONOGRAPHY: Advanced Skills Certificate in Vascular Sonography (On-line)

Description
This 6 credit hour (90 contact hours) online Advanced Skills Certificate will allow diagnostic medical sonography professionals with either a recognized degree in sonography or current active certification through the American Registry of Diagnostic Medical Sonography (ARDMS) to expand their knowledge and skill in vascular technology. Limited supervised clinical/lab experience may be available; however, it does not fulfill the ARDMS requirement for clinical verification.

Curriculum:

<table>
<thead>
<tr>
<th>Program Total Hours:</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>SO 001 Principles of Hemodynamics</td>
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<tr>
<td>SO 002 Extremity Venous Principles and Procedures</td>
<td>20</td>
</tr>
<tr>
<td>SO 003 Extremity Arterial Principles and Procedures</td>
<td>20</td>
</tr>
<tr>
<td>SO 004 Cerebrovascular Principles and Procedures</td>
<td>20</td>
</tr>
<tr>
<td>SO 005 Misc. Applications in Vascular Technology</td>
<td>20</td>
</tr>
<tr>
<td>SO 006 Online Registry Review Course (optional)</td>
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SURGICAL TECHNOLOGY: Associate of Science Degree

Mission Statement
The mission of the Surgical Technology Program is to provide educational experience in a learner-centered environment to develop competent surgical technologists who are prepared for entry-level employment. Our graduates meet the diverse needs of the communities they serve through the application of ethical standards, delivery of safe surgical care and active professional engagement.

Description
Students who successfully complete Program and College requirements will be awarded an Associate of Science Degree in Surgical Technology. Features of this CAAHEP-accredited program include experience in a fully-equipped laboratory to simulate the surgical suite for skills practice and assessment prior to entering the clinical setting, more than 700 hours of operating room clinical experience in a wide range of surgical specialties in both private, specialized clinics and large hospitals, including the area’s leading Level-1 trauma centers, and an integrated professionalism-across-the-curriculum experience to prepare students for success in the workforce. Students will take the Certified Surgical Technologist (CST) exam while enrolled in their final term as a student so they may have the opportunity to enter the workforce as a credentialed surgical technologist.

Admission Criteria/ Prerequisites
Applicants to the Surgical Technology Program must satisfy all College admissions requirements.

Curriculum:

<table>
<thead>
<tr>
<th>Credit Hours</th>
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<tr>
<td>Fall Semester</td>
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<tr>
<td>SC 225 Anatomy &amp; Physiology I</td>
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SC 103 Chemistry* 3
SC 116 Medical Terminology 1
HU 150 World of Ideas: Critical Reasoning and Rhetoric 3
ST 101 Introduction to Surgical Technology with Lab 2

**Spring Semester** 16
CM 101 English Composition 3
SS 215 Life-Span Psychology 3
SC 226 Anatomy & Physiology II 4
ST 120 Surgical Technology I with Lab 6

**Summer Session** 12
SS 235 The Sociology of Culture 3
CM 230 or 245 Language and Culture in Health Care 3
ST 200 Pharmacology for the Surgical Technologist 2
ST 210 Surgical Technology II with Lab 4

**Fall Semester** 12
ST 265 Correlated Patient Study 1
ST 260 Medical Ethics and Law for the Surgical Technologist 1
ST 220 Surgical Technology III 2
ST 205 Microbiology for the Surgical Technologist 2
ST 250 Surgical Technology Clinical I 6

**Spring Semester** 12
HU ___ The World of Ideas: Elective 3
ST 268 Correlated Patient Study 1
ST 280 ST Seminar 2
ST 270 Surgical Technology Clinical II 6
CM 290 Portfolio Synthesis 0

Program Total Hours: 65

**SURGICAL TECHNOLOGY: On-line Associate of Science Degree in Health Studies**

*With emphasis in Surgical Technology*

**Description**
The associate of science degree completion program is designed for students who have completed a CAAHEP-accredited surgical technology certificate program and wish to earn a college degree. The program is an end in itself or can be a stepping stone toward the Bachelor of Science degree. Courses are available for on-line delivery and the program can be completed on a full-time or part-time basis. Upon successful completion of the required general education credits, credit will be awarded for the surgical technology Associate program.

**Admission Criteria/ Prerequisites**
- College GPA of 2.5 or above (cumulative) earned at a regionally accredited institution (courses considered for transfer must be completed with a “C-” grade or above)
- Successful completion of a CAAHEP-accredited Surgical Technology Associate program.
Curriculum:

General Education Program

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<td>CM 290</td>
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<td>Life-Span Psychology</td>
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<td>Professional Course Credit</td>
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<td>Credit for surgical technology certificate courses will be awarded following completion of all other program requirements</td>
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</table>

Program Total Hours: 61

* Note- the minimum residency requirement at Nebraska Methodist College is 15 credit hours.

Short Career Certificates

Nursing Assistant Certificate Program

This 105-hour course provides classroom instruction and clinical experience in caring for clients, with a special emphasis on the aging client. The primary objectives of the course are to identify the physical, emotional and psychosocial aspects of the aging process and learn how to assist each client to attain or maintain the optimal level of function and well being. Students who successfully complete the course are eligible to take the competency examinations to qualify for placement on the state of Nebraska Nursing Assistant Registry. After placement on the registry, nursing assistants have the opportunity to work with clients of diverse ages in health care facilities such as hospitals, nursing homes, assisted living facilities, rehabilitation units and client homes. Admissions criteria and fees are detailed in appropriate sections (Admissions, Fees) of this catalog. Class dates and times are varied. Preregistration, proof of required immunizations and completed physical, the completed Student Health service Questionnaire, and payment is required one week before the first day of class. The tuition includes the textbook, handouts; NMC student services fees and testing for placement on the State Registry. Students are required to supply the following items needed for clinical practice:

- Watch with a second hand
- White uniform with white shoes (leather tennis shoes are acceptable)
Phlebotomy Career Certificate Program
The Phlebotomy Career Certificate Program at NMC prepares the student to collect and process blood and other specimens for medical laboratory analysis. The curriculum includes classroom instruction and learning experiences both in campus laboratories and at affiliated clinical laboratories.

This course consists of 60 hours of classroom instruction at NMC and five (8-hour) days for three weeks (120 hours) of clinical experience in a full-service clinical laboratory. The clinical practicum schedule is determined by the clinical site supervisor. A Medical Terminology course is recommended, but not required. Upon successful completion of the phlebotomy program, students are eligible to take the national certification examination to become certified phlebotomy technicians [PBT(ASCP)] through the American Society for Clinical Pathology.

Admissions criteria and fees are detailed in the appropriate sections (Admissions, Fees) of this catalog.
Course Descriptions
COMMUNICATIONS

CM 101  ENGLISH COMPOSITION
Credit Hours:  3
Prerequisites: None
This course provides instruction and practice in writing, with emphasis on the recursive processes of generating, drafting, revising and editing. Students develop skills in producing and evaluating written communications in private and public contexts.

LANGUAGE AND CULTURE IN HEALTHCARE
CM 230  SPANISH
CM 245  SIGN LANGUAGE
Credit Hours:  3
Prerequisites: None
Access to healthcare is greatly affected by one's command of language. Students in this course engage in the exploration of language and culture then apply these concepts to the healthcare environment through service-learning and community engagement. Students develop practical communication skills that enable effective cross-cultural work with health professionals and clients with backgrounds different from their own.

CM 252  CROSS-CULTURAL SERVICE-LEARNING IN HEALTHCARE
Credit Hours:  1
This one-credit course is designed for students who transfer in at least two credits of Spanish or Sign Language. The course will build upon the student's language skills to emphasize the importance of language and culture as they relate to access to quality healthcare in the United States. Through service-learning, the student will understand barriers faced by traditionally-underserved populations in a healthcare setting.

CM 290  PORTFOLIO SYNTHESIS
Credit Hours:  0
This course is designed to prepare associate degree students for the required portfolio presentation they deliver in their final semester. Students will apply the reflective process to the goals of the Educated Citizen Core Curriculum in online assignments and in an in-person presentation. A complete portfolio, successful completion of the course, and successful presentation are required as the culminating assignment before graduation.

CM 320  HEALTHCARE COLLABORATION AND LEADERSHIP
Credit Hours:  3
Prerequisites: Determined by major
This course applies leadership and management theories to the changing environment of health-care. Students synthesize their knowledge of such topics as emotional intelligence, conflict management, gender dynamics, feedback delivery and systems theory in advanced writing and speaking projects. The NMC portfolio is integrated throughout this course.

HEALTH PROMOTION MANAGEMENT

MASTER OF SCIENCE IN HEALTH PROMOTION MANAGEMENT
Prerequisites for all courses: Acceptance to the MS in Health Promotion Management Program or by department approval.

HPM 505  STRATEGIC MANAGEMENT
Credit Hours:  3
Effective strategic planning and management is vital to an organization's success and involves employees in every area of operation. Understanding the processes involved in strategic planning, including assessment, creating alliances/collaboration within and outside of the organization, synchronizing business planning with emerging trends, and using market research data to guide strategic planning are fundamental concepts addressed in this course.

HPM 508  THEORIES AND PRINCIPLES OF HEALTH PROMOTION
Credit Hours:  3
This course explores the cognitive and behavioral model/techniques of human learning, behavior change. The elements of a holistic lifestyle - incorporating social (work, leisure, family), physical (exercise, nutrition, etc.), intellectual (creativity, challenge), spiritual (meaning), and emotional (feelings) are addressed. Health promotion program planning in the three areas of exercise/physical activity, stress management and healthy eating/weight management are emphasized.

HPM 515  CHANGE MANAGEMENT
Credit Hours:  3
This course focuses on effectively managing change at an organizational level. Students examine and develop strategies to facilitate change as a positive and dynamic force. Specific areas include effective communication and communication tools, transition planning, understanding the dynamics of group culture and
organizational behavior, supportive cultural environments and understanding the human element of change, including resistance to and acceptance of change.

HPM 518 ORGANIZATIONAL DIAGNOSIS AND NEEDS ASSESSMENT
Credit Hours:  3
This course presents the theory, structure, and instrumentation for assessing the health and organizational development needs of an organization, agency or other community population. The course examines models/tools that serve as guides for planning, conducting and reporting a comprehensive needs assessment within the context of whole-person, whole-organization health promotion. A needs assessment will be designed and administered by the student during this course resulting in the identification of a priority health promotion issue(s) for a specific target population and recommendations for future planning.

HPM 525 HUMAN RESOURCE MANAGEMENT
Credit Hours:  3
This course presents an overview of the human resources function and the economic and legal environments in which the human resources manager’s duties are performed. Emphasis will be placed on work-life quality issues and the integration of health promotion into the employer-employee relationship. Business management including management of technologies, facilities and equipment, insurance, and business ethics is also addressed. The student will also learn the theoretical framework for, and practical administration of all major areas of human resources (HR) management including policy and procedures, staffing (including training and performance evaluation) budgeting and strategic plan development. Students will ensure that decisions and actions are in compliance with federal, state, and local laws and regulations.

HPM 528 PROGRAM DESIGN AND EVALUATION
Credit Hours:  3
This course focuses on a variety of program design models based on needs, with special attention to the utilization criteria and predicted impact of each. Skills for program provision using an integrated management approach as well as program marketing and promotion strategies can be applied. Culturally competent programming will be addressed through the development and selection of appropriate materials and educational strategies. Each model will also be examined with the focus of setting up comprehensive formative and summative evaluation plans during the planning phase. Techniques related to writing and implementing a business plan that unifies corporate and individual goals will be practiced.

HPM 535 ETHICAL LEADERSHIP AND CONFLICT MANAGEMENT
Credit Hours:  3
Ethical expectations for leaders include respecting rights of others, honesty in all interactions, and decision-making practices that are based on legal principles and that maintain confidentiality, impartiality, and sensitivity to diversity. This course develops skills in these areas through analysis literature and application of best practices. In addition, effective ethical leadership requires conflict management skills. Specific areas addressed include: using negotiation skills to reach consensus on critical issues while maintaining trust relationships with key constituents; resolving conflicts in ways that create energy and motivation for appropriate change; and building trust and relationships to motivate individuals and groups to become effective teams.

HPM 538 CRITICAL ANALYSIS OF RESEARCH
Credit Hours:  3
Evidence-based practice in planning and implementation of effective health promotion initiatives, interventions and comprehensive programs includes the development of skills in applied statistics and research. Students will learn to critically examine research and determine best-practices that can be applied to specific issues or questions.

HPM 542 HUMAN AND FINANCIAL RETURN ON INVESTMENT
Credit Hours:  3
An overview of program evaluation approaches and designs will be conducted. Evaluation data will be managed, analyzed, interpreted, reported, and then utilized. Through the application of fundamental principles in business finance, students examine the bottom-line effect of wellness programming and the financial return on investment of wellness initiatives.

HPM 590 MARKETING HEALTH PROMOTION
Credit Hours:  3
A synthesis of health promotion concepts coupled with specific skills related to developing and understanding marketing research, marketing strategies, marketing design, and measuring marketing effectiveness culminate in the authorship of an original marketing plan for an organization that meets individual and corporate goals with respect to work life quality and holistic health.
HPM 591  HEALTH PROMOTION  
MANAGEMENT CAPSTONE  
Credit Hours:  3  
Students are required to submit a portfolio of work as well as synthesize ideas and knowledge from courses throughout the program in the form of a written paper or project that addresses a specific health promotion problem or issue.

HEALTH STUDIES

HS 330  INTRODUCTION TO  
MANAGEMENT & STRATEGIC  
PLANNING  
(Cross-listed as HCA 330)  
Credit Hours:  3  
This course explores basic theories and concepts related to management and strategic planning. Topics include healthcare management, conflict management and resolution, effective communication in the workplace, and strategic planning tools and processes.

HS 350  ENVIRONMENTAL HEALTH  
Credit Hours:  3  
The course will concentrate on human population and the need to control factors that are harmful to human life. The course will emphasize methods of controlling communicable diseases, wastewater treatment, solid waste management, insect & rodent control, radiation control and environmental health hazards. The course concludes with the human impact on resources and ecosystems, management of pollution, as well as decision making regarding the positive and negative effects of the choices a person makes that affect personal health. Principles of scientific inquiry are integrated throughout the course’s subject matter.

HS 370  PRINCIPLES OF ADULT  
LEARNING  
Credit Hours:  3  
Concepts of teaching and learning in adulthood will be studied. The student will apply these theories using a critically reflective approach. Each student will practice instructional design and develop objectives, teaching strategies and evaluation techniques.

HS 430  PROFESSIONAL  
COMMUNICATION  
(Cross-listed as HCA 430)  
Credit Hours:  3  
This course focuses on the particular ways in which writers apply the writing process to genres used regularly by healthcare professionals and utilize research to enhance patient outcomes. Writing assignments will develop students' skills in writing formal correspondence, completing proposals, including effective visual components in formal documents, and completing —Research Evaluation and Utilization Reports”, which include recommendations for evidence-based practice in particular settings.

HS 440  BIOMEDICAL AND HEALTH  
CARE ETHICS  
Credit Hours:  3  
This course is designed to be offered to an interdisciplinary group of learners. The course will begin with a brief history of the discipline of bioethics and review of moral theory. Students will philosophically examine contemporary bioethical issues. Specific topics include allocation of scarce resources, maternal-fetal conflict and reproductive technologies, human and animal experimentation, and end-of-life decisions.

HS 465  SURVEY OF US HEALTH CARE  
SYSTEMS  
Credit Hours:  3  
Health care professionals need to have an understanding of the interaction of U.S. health care policies and public health science to be able to act as change agents in their professions. How do health professionals access this information, analyze and react in ways that will improve the health and wellness of their patients? This course will inform and ask the student to respond to the dynamic area of U.S. health care systems.

HEALTHCARE ADMINISTRATION

HCA 310  FOUNDATIONS OF HUMAN  
RESOURCES IN HEALTHCARE  
Credit Hours:  3  
This course explores the function of human resources within the healthcare organization. The focus of the course is on the development of skills that the department manager needs for effective management of personnel. Subjects include strategies to attract, hire, and retain high quality employees, compensation and benefit packages, productivity, and employee development, evaluation and training, as well as existing laws and policies surrounding employee relations.

HCA 330  INTRODUCTION TO  
MANAGEMENT & STRATEGIC  
PLANNING  
Credit Hours:  3  
This course explores basic theories and concepts related to management and strategic planning. Topics include healthcare management, conflict management and resolution, effective communication in the workplace, and strategic planning tools and processes.
HCA 340  FUNDAMENTALS OF FINANCIAL OPERATIONS  
Credit Hours: 3  
Prerequisites: HCA 470  
Although healthcare organizations serve as community resources, they are also complex businesses and their success depends on managers who understand and can apply key financial principles. This course provides a foundation of accounting principles, concepts and techniques that are necessary for management of healthcare facilities. Students examine the tools and models available to healthcare managers that assist in financial decision support as well as resource allocation.

HCA 360  APPLIED ANALYSIS OF HEALTHCARE LITERATURE  
Credit Hours: 3  
Evidence-based practice is an important component of effective clinical management. This course allows students to develop skills in applied statistics and research while learning to critically examine healthcare information from a variety of sources, including but not limited to professional journals, governmental reports and public media.

HCA 420  CLINICAL OPERATIONS  
Credit Hours: 3  
With healthcare spending on the rise and the demand for services continuing to increase, improvements in the quality and efficiency of healthcare delivery are urgently needed. This course explores opportunities for improvement in design and management of healthcare operations. Specific focus is on creating an environment of smooth patient flow by focusing on cycle times, measuring productivity, tracking outcomes and performance metrics, and general improvement in health management processes through risk analysis and mitigation.

HCA 430  PROFESSIONAL COMMUNICATION  
Credit Hours: 3  
This course focuses on the particular ways in which writers apply the writing process to genres used regularly by healthcare professionals and utilize research to enhance patient outcomes. Writing assignments will develop students’ skills in writing formal correspondence, completing proposals, including effective visual components in formal documents, and completing ―Research Evaluation and Utilization Reports‖, which include recommendations for evidence-based practice in particular settings.

HCA 465  SURVEY OF US HEALTHCARE SYSTEMS  
Credit Hours: 3  
Healthcare professionals need to have an understanding of the interaction of U.S. healthcare policies and public health science to be able to act as change agents in their professions. How do health professionals access this information, analyze and react in ways that will improve the health and wellness of their patients? This course will inform and ask the student to respond to the dynamic area of U.S. healthcare systems.

HCA 470  CLINICAL FINANCIAL MANAGEMENT  
Credit Hours: 3  
Healthcare is unique in the way it is financed. An understanding of the issues surrounding third-party payment, government programs and payment methodologies requires special effort and special resources. This course explores the importance of practice and hospital information systems (e.g. billing, claims processing, electronic medical records, e-prescribing and productivity) as they relate to financial management of operational systems. The specific focus is on how technology supports management of patient data, receivables, and working with various types of revenue streams.

HUMANITIES  
HU 150  THE WORLD OF IDEAS: CRITICAL REASONING AND RHETORIC  
Credit Hours: 3  
Prerequisites: HU 150 is to be taken in the first semester  
There is a strong relationship between thinking clearly and expressing thoughts in formal writing and public speaking. Using the skills of logic and critical thinking, students will examine ideas, analyze and evaluate the arguments of others, and advocate for their own ideas.
Students will be introduced to the NMC Portfolio process.

**HU 152 PORTFOLIO INTRODUCTION**  
Credit Hours: 1  
Prerequisites: Either entered NMC with a bachelors degree or took a 3-credit public speaking course and a 3-credit critical thinking course  
This course is designed for students who receive two transfer credits for HU150: Critical Reasoning and Rhetoric. Students will activate their electronic portfolios, submit writing samples, and begin documentation of the Educated Citizen outcomes.

**HU 155 PORTFOLIO TRANSITION**  
Credit Hours: 0  
This zero-credit course is designed for students who transfer from the accelerated nursing program to the traditional nursing program in their senior level. The purpose of this online course is to introduce students to the Educated Citizen Core Curriculum and NMC Portfolio requirements for traditional BSN students. Students will activate their electronic portfolios, submit writing samples, and begin documentation of the Educated Citizen outcomes so they are prepared for the final presentation to be given in SS 465 Capstone: The Educated Citizen.

**HU 210 INTRODUCTION TO ETHICS**  
Credit Hours: 3  
Prerequisites: Determined by major  
Introduction to Ethics introduces students to theories and practices of individual, communal and societal obligations. Moral inquiry in the course proceeds from a philosophical basis.

**HU 220 THE WORLD OF IDEAS: THE ARTS**  
Credit Hours: 3  
Prerequisites: Determined by major  
Area Description: Students use artistic modes of inquiry to develop awareness of the diversity of human feeling and experience. Students use critical thinking as they respond orally and in writing to original artifacts of human expression, including works of art, fiction, poetry, drama, and music.

**HU 255 THE WORLD OF IDEAS: HISTORICAL PERSPECTIVES**  
Credit Hours: 3  
Prerequisites: Determined by major  
Area Description: Students critically analyze the impact of history on contemporary society. Historical methods of inquiry inform students' perspectives on societal and institutional development.

**HU 270 THE WORLD OF IDEAS: HUMAN CONNECTION**  
Credit Hours: 3  
Prerequisites: Determined by major  
Area Description: Students use the modes of inquiry unique to philosophy, religion, ecology, and anthropology to develop sensitivity to life's interconnections. Selected fields of study provide unique lenses through which to study inner connections among mind, body, and spirit, as well as connections between oneself and a world of ideas, perspectives, and both living and non-living things.

**MEDICAL ASSISTANT**

**MA 100 MEDICAL TERMINOLOGY**  
(20 HRS)  
Prerequisites: Enrollment in MA program  
Transfer credit accepted: 3 cr Medical Terminology  
This course introduces the student to the prefixes, suffixes, combining forms, and root words of medical language used in the health care professions. Emphasis is placed on analyzing, defining, and pronunciation of medical terminology. The course is supplemented with a series of fourteen unique audio-visual presentations using audionyms associated with each word part to aid in the student's learning.

**MA 110 STRUCTURE AND FUNCTION OF THE HUMAN BODY**  
(80 HRS)  
Prerequisites: Enrollment in MA program  
Transfer credit accepted: 5 cr College Human Anatomy/Physiology  
This course introduces basic anatomical structure and physiological principles of the human body. This course focuses on enabling students to learn and understand the anatomy (structure) and physiology (function) of the integumentary, nervous, skeletal, and muscular systems.

**MA 120 FUNDAMENTALS OF MEDICAL ASSISTING I**  
(30 HRS)  
Prerequisites: Enrollment in MA program  
No transfer credit accepted  
This course introduces the student to the theory and practical components of clinical medical assisting. Included are discussions and applications of standard precautions, OSHA regulations, the chain of infection, microorganisms, aseptic technique, sanitization, and sterilization. Patient assessment, proper documentation,
and the taking and recording of vital signs and patient histories will be emphasized.

MA 155  APPLIED MATH CONCEPTS  
(20 HRS)  
Prerequisites: All Term I courses  
Transfer credit accepted: Passing grade on the math competency examination administered at the time of the first class.  
This course includes a basic math review that includes fractions, decimals, Roman numerals, ratio and proportions, and measurement systems utilized in health care.

MA 160  WRITTEN COMMUNICATION  
(30 HRS)  
Prerequisites: Enrollment in MA program  
Transfer credit accepted: 3 cr English Composition  
This course is designed to help students develop confidence in reading, critical thinking, and writing at the certificate level. A variety of reading and writing assignments as well as intensive practice, discussion, and collaborative writing techniques in class help students to improve basic writing skills.

MA 175  PRINCIPLES OF LIFE-SPAN DEVELOPMENT  
(20 HRS)  
Prerequisites: Enrollment in MA program  
Transfer credit accepted: 3 cr Lifespan Psychology  
This course introduces concepts related to the ongoing developmental process of the human life span including physical, psychosocial, cognitive, and personality development.

MA 205  HUMAN DISEASES & DISORDERS  
(60 HRS)  
Prerequisites: Enrollment in MA program  
No transfer credit accepted  
This course introduces students to the most common diseases and disorders in the ambulatory care setting. Diagnoses, symptoms, treatments, and pharmaceuticals for these diseases and disorders will also be introduced. Material in this course is discussed as it pertains to different body systems and age groups. Patient teaching skills will also be practiced and performed during this course.

MA 225  FUNDAMENTALS OF MEDICAL ASSISTING II: CLINICAL SKILLS/PROCEDURES  
(40 HRS)  
Prerequisites: All Term I courses  
No transfer credit accepted  
This course is a continuation of MA 130. It includes discussions and applications involving the preparation of the patient for routine and specialty examinations and procedures, and the assisting of the physician in these routine and specialty exams. The course will cover the specialties of Ophthalmology and Otolaryngology, Dermatology, Orthopedic, Endocrinology, Pulmonology, Neurology, Geriatrics, and Cardiology including performing ECG’s.
No transfer credit accepted.
This course is a continuation of MA 120 and MA 225. Students discuss and apply the preparation of patients for routine and specialty exams and the techniques needed to assist the physician with these exams and procedures. This course includes the preparation for assisting with minor surgeries and other sterile procedures. The specialty areas covered in this course include diagnostic imaging, gastroenterology, urology and male reproduction, obstetrics and gynecology, pediatrics, and office surgical care.

MA 335  ADMINISTRATIVE PROCEDURES FOR THE MEDICAL ASSISTANT II  
(30 HRS)
Prerequisites: All Term I and Term II courses
No transfer credit accepted.
This course is a continuation of MA 230. Content in this class includes bookkeeping, banking related to office management, billing, personnel and office management, and transcription. Continuation of computerized medical office practice focuses on billing and bookkeeping. An understanding of the uses and functions of office policy and procedure manuals and the revision process of these policies is included.

MA 340  MEDICAL LABORATORY TECHNIQUES FOR THE MEDICAL OFFICE  
(60 HRS)
Prerequisites: Enrollment in MA program
All Term I and Term II courses
No transfer credit accepted.
This course introduces the student to basic laboratory skills emphasizing waived tests normally performed in a medical office lab. Emphasis is placed on point-of-care testing and quality control processes related to POCT. The course will cover proper specimen collection, handling, processing, and performance of tests on laboratory specimens. Specimen collection includes venipuncture and capillary draws. All procedures conform to CLIA‘88, OSHA, and CLSI standards.

MA 353  ESSENTIALS OF PHARMACOLOGY II  
(30 HRS)
Prerequisites: All Term I and Term II courses
No transfer credit accepted.
This course is a continuation of MA 250. This course provides the student with the basic concepts of drug classifications, drug actions and indications. Drug dosage of frequently prescribed drugs, along with their contraindications and precautions for use are included. Medication and immunization documentation will be preformed. An overview of the principles of IV medication administration and technique will also be discussed. Students will also demonstrate a maintained competency in giving injections as completed in Essentials of Pharmacology I.

MA 365  APPLIED ETHICS AND LAW FOR THE MEDICAL ASSISTANT  
(20 HRS)
Prerequisites: All Term I and Term II courses
No transfer credit accepted.
This course introduces students to legal and ethical concepts related to healthcare, especially within the medical office. In addition, behavior as guided by professional scope of practice, codes of ethics and standards of care is addressed.

MA 370  INSURANCE & CODING FOR THE MEDICAL ASSISTANT  
(20 HRS)
Prerequisites: All Term I and Term II courses
No transfer credit accepted.
This course provides education in coding systems, including ICD-9 and CPT, and third-party billing utilized in physician’s offices for billing. An overview of the types of insurance providers and their impact on reimbursement will also be included. Special attention is given to claims processing issues.

MA 400  CLINICAL EXTERNSHIP  
(320 HRS)
Prerequisites: All Term I, Term II, and Term III courses
No transfer credit accepted.
This externship provides the student with the practical opportunity to develop as a professional and gain proficiency in the clinical and administrative skills included in the entry-level Medical Assistant role. The students will apply the practical and theoretical knowledge learned in the last three (3) Terms to the live clinical setting.

MA 420  CRITICAL REFLECTION ON EXTERNSHIP  
(10 HRS)
Prerequisites: All Term I, Term II, and Term III courses
No transfer credit accepted.
This course will be a hybrid of on-line activities using ANGEL and in-class meetings. The learning experiences of individual students will be shared with the other students and students will reflect on these experiences from the perspective of both themselves and their patients.
MGA 501 BUSINESS AND CLINICAL OPERATIONS
Credit Hours: 3
Operating a medical group practice is not like managing a hospital, nursing home, or retail store. It requires a special set of technical and professional knowledge and skills. The diversity and variety of situations that occur in a medical practice make its managers a unique breed. The medical practice executive must have both a general knowledge of many areas as well as a specific capacity to handle detailed information in many areas. Numerous internal and external pressures affect the operational side of practice management, including regulatory changes, third party payer demands and expectations, patient demands and expectations, staff and physician expectations, and declining reimbursement for services. Successful business and clinical operations management requires a broad range of experience and expertise.

MGA 505 STRATEGIC MANAGEMENT
Credit Hours: 3
Today's medical group practices are continually faced with change – change in reimbursement; change in financial and organizational oversight; change in leadership; and change in policies, regulations, and standards; as well as change in the health care needs and wants of the populations served. To survive in this turbulent environment in health care, medical practice executives must be adaptable. Strategic planning allows the practice to change direction in a quick and coordinated fashion. Strategic planning provides powerful tools that can help medical group practices achieve goals and objectives on a continuous basis, especially as they relate to a rapidly changing, dynamic environment. Successful medical practice executives understand the value of embracing strategic planning and marketing, rather than merely reacting to their environments.

MGA 512 FUNDMENTALS OF FINANCIAL MANAGEMENT
Credit Hours: 3
Accounting, budgeting, and benchmarking are central to business decisions. Medical practices use accounting to record, monitor, and report their financial condition. Practices use budgets to translate what they decide into what they expect to spend and earn. Benchmarks regarding the financial performance of a practice can assist management with complex business decisions. A group practice executive can utilize a wide range of financial benchmarks, including revenue, productivity, accounts receivable, expenses, profitability, and liquidity. By using analytical financial procedures to locate areas of potential financial improvement and opportunity, a practice executive can lead their practice to better financial performance.

MGA 515 CHANGE MANAGEMENT
Credit Hours: 3
This course focuses on effectively managing change at an organizational level. Students examine and develop strategies to facilitate change as a positive and dynamic force. Specific areas include effective communication and communication tools, transition planning, understanding the dynamics of group culture and organizational behavior, supportive cultural environments and understanding the human element of change, including resistance to and acceptance of change. With change, conflict occurs. Conflict management is a skill that is integral to the success of any organization. Learning skills for early identification and management of these potentially volatile situations is necessary to be an effective manager. Specific areas addressed include: using negotiation skills to reach consensus on critical issues while maintaining trust relationships with key constituents; resolving conflicts in ways that create energy and motivation for appropriate change; building trust and relationships to motivate individuals and groups to become effective teams; and fostering participation in self-assessment and continuous learning programs.

MGA 522 INFORMATION TECHNOLOGY MANAGEMENT
Credit Hours: 3
Planning for, selecting, and managing information resources for a medical practice constitute a challenging, dynamic responsibility, albeit one that is critical to the organizations' success. The knowledge base changes continually and relatively rapidly. Decisions about information products cannot be made in isolation, as interoperability of information technology is required to support seamless health care for individuals. No other domain of the medical practice executive's knowledge is constrained with the degree of regulation and external oversight that is present in health information management. The stakes are high, as an individual's right to privacy and the assurance of information security are at risk. The accountability for managing and protecting sensitive information falls to the practice manager. The savvy medical practice executive will identify reliable sources of information...
and good advisors with experience in information management. Both types of resources can provide guidance in balancing the need for access to information for business and patient care needs with the need to protect the security and confidentiality of that same information.

MGA 525  HUMAN RESOURCE MANAGEMENT
Credit Hours:  3
Creating an efficient human resources function is one of the most important activities in a medical practice. The organization has to care for its staff and attract and retain the best employees. The human resources function of managing employees and addressing their needs and wants is a constant challenge. A well-run medical practice with a strong vision, mission, goals, and objectives will use its human resource function to develop, implement, and maintain excellent programs in salary and wage administration, benefits administration, procedures and policies, recruitment, appraisal and evaluation, employee relations, training and development, and reward and recognition. The key to that success will be grounded in excellent service and quality patient care.

MGA 532  RISK MANAGEMENT AND CLINICAL QUALITY
Credit Hours:  3
Risk management is a comprehensive set of management skills that covers the entire spectrum of activity in the practice. It is not a function; rather, it is a management skill and process that, if used correctly, can identify areas of potential loss long before they emerge. Risk management draws on federal and state legislation and regulation as well as principles of safety, science, communication, human interaction, and business practices. It creates a network of measurements against which the daily operation of the medical practice can benchmark itself to find the means to reduce injury to patients and employees and to minimize financial loss to the organization. Additionally, the development and maintenance of a culture of quality in clinical care provision is imperative.

MGA 535  ETHICAL LEADERSHIP AND CONFLICT MANAGEMENT
Credit Hours:  3
Ethical expectations for leaders include respecting rights of others, honesty in all interactions, and decision-making practices that are based on legal principles and that maintain confidentiality, impartiality, and sensitivity to diversity. This course develops skills in these areas through analysis and application of theories and best practices. In addition, effective ethical leadership requires conflict management skills. Specific areas addressed include: using negotiation skills to reach consensus on critical issues while maintaining trust relationships with key constituents; resolving conflicts in ways that create energy and motivation for appropriate change; and building trust and relationships to motivate individuals and groups to become effective teams.

MGA 538  REVENUE CYCLE AND BILLING MANAGEMENT
Credit Hours:  3
When a physician provides medical services to a patient, a complex multi-step process is initiated to ensure the physician is paid for the services rendered. Professional fee billing is the process that translates a physician medical service into a bill that the patient or a third party payer will pay. Strong financial oversight is required to maintain a successful practice. Managers must be keenly aware of accurate coding and billing, days in accounts receivable, and collection percentages. Increased scrutiny from third party payers also forces practice executives to be knowledgeable about continuously updated rules and regulations.

MGA 542  GOVERNANCE AND PHYSICIAN RELATIONS
Credit Hours:  3
The governance and organizational dynamics of the medical group require careful attention. Each task is essential to maintaining a functional group and is equally important to creating an environment where change is possible. Modern medical group administration and, to a large degree, medical group governance are about the management of relationships with all of the various stakeholders and constituent groups. These stakeholders include physicians, patients, employees, hospitals, community leaders, payers, and many more. Without a clear structure for governance, and a plan to manage these relationships, the organization simply will not produce the level of performance expected.

MGA 590  CAPSTONE/SYNTHESIS
Credit Hours:  3
The Capstone course is designed to synthesize your learning from the MGA program. It will build upon your understanding of the key elements in medical group administration, including business and clinical operations, strategic management, finance, human resources, risk management, organizational behavior, and physician relations. A variety of external readings will be used highlighting particular topics not emphasized in previous courses. At the end of the course, students will be required to complete a significant project that demonstrates their mastery of the ten previous courses’ learning objectives.
NURSING

BACCALAUREATE DEGREE COURSES

NS 100  INTRODUCTION TO COMMUNITY-BASED NURSING
Credit Hours:  2.5
Prerequisites  SC 225, satisfactory math competency or SC 025, SC 103, CM 101
Pre/Corequisites:  SC 226, SC 280, SS 101, HU 150, CM 230/245
Co-requisites:  NS 100C
This introductory course provides a foundation for community-based nursing. Students examine the fundamental concepts and skills used in the delivery of professional nursing care with culturally diverse adult clients. Environmental considerations and the basic concepts of community, partnerships and visits with clients in various settings are introduced. The wellness continuum is expanded and professionalism in nursing, interpersonal communication, change, nursing process, critical thinking and caring are addressed.

NS 100C  CLINICAL PRACTICUM
Credit Hours:  1.5
Co-requisites:  NS 100
This clinical practicum offers students opportunities to provide nursing care with adult clients to promote and maintain health. Experiences focus on providing students beginning nursing-process skills for the delivery of care with a community-based perspective. Students incorporate interpersonal communication techniques while interacting with adult clients, members of the health care team and community partners.

NS 202/NS 202L  HEALTH ASSESSMENT ACROSS THE LIFESPAN
Credit Hours:  3
This course familiarizes students with normal and abnormal health assessment of clients across the lifespan. The course utilizes Gordon’s structural framework as the primary means to organize assessment data and prioritizing nursing diagnoses. Students will identify and utilize the principles of diagnostic reasoning and critical thinking to practice the application of health assessment findings to nursing practice. Students will apply the skills of interview, inspection, palpation, percussion, and auscultation throughout the course as guided by evidence-based practice (EBP). Students will analyze data collected during a complete health assessment. The health assessment data collected consists of a complete health history and physical assessment including laboratory values, the client’s level of wellness, environment, health practices and goals, and psychosocial (including domestic violence), mental, nutritional and transcultural considerations. The student will work to correlate the health assessment data while differentiating the major trends in growth and development and the attainment of developmental milestones comparing the differences of the well, acutely ill, and chronically ill clients across the lifespan.

NS 220  COMMUNITY-BASED CARE WITH ADULTS
Credit Hours:  4
Prerequisites:  All year-one courses except HU_: World of Ideas
Pre-/Corequisites:  SC 315, SS 215
Corequisites:  NS 202/202L
This course focuses on nursing care using a culturally sensitive framework with adult clients along the continuum of well being. Students employ caring and professional communication to promote change. Critical thinking and the nursing process are used in collaborative relationships with clients and community partners. Students are introduced to the economic impact on health. The concepts of legal/ethical accountability and prioritization are applied to professional community-based nursing practice.

NS 220C  CLINICAL PRACTICUM
Credit Hours:  3
Corequisites:  NS 220
The clinical practicum offers students opportunities to provide nursing care with adult clients to promote and maintain health. Experiences focus on providing students beginning nursing-process skills for the delivery of care with a community-based perspective. Students incorporate interpersonal communication techniques while interacting with adult clients, members of the health care team and community partners.

NS 240  COMMUNITY-BASED CARE WITH FAMILIES
Credit Hours:  3.5
Prerequisites:  All year-one courses and NS 220/220C, SC 315
Pre/Corequisites:  SC 240, HU ____:World of Ideas, SS 235, SC 265
Corequisites:  NS 240C, NS 245
This course focuses on developing partnerships with women and childbearing families to promote and maintain health. Selected changes in the family and in the health of women are addressed. New knowledge and skills build on the framework of caring and community-based nursing care. Selected nursing assessment skills are introduced and applied. Use of the nursing process enhances critical-thinking skills as needs of women and childbearing families are explored. Beginning nursing leadership concepts are explored. Students identify the
The influence of economics on the health and well-being of women and childbearing families.

**NS 240C  CLINICAL PRACTICUM**
Credit Hours: 2.5
Corequisites: NS 240
The clinical experience offers students the opportunity to collaborate with women and childbearing families in their health care. Students develop partnerships through professional communication, dialogue and collaboration, critical thinking and shared learning. The nursing process and concepts of public health science, caring, professionalism, and change are incorporated while working with clients. Students demonstrate selected nursing assessment skills while providing safe effective care within guidelines and policies.

**NS 245  PUBLIC HEALTH SCIENCE I**
Credit Hours: 1
Corequisites: NS 240
This course introduces public health concepts and principles. Emphasis is on the core functions of public health: assessment, policy development and assurance. The course content provides an overview of the history and organization of public health and public health issues at the local, state, national and global levels.

**NS 340  COMMUNITY-BASED CARE ACROSS THE LIFE SPAN**
Credit Hours: 5
Prerequisites: All year-one and -two courses
Pre/Corequisites: SS 360
Corequisites: CM 320
Students begin to integrate a broad range of concepts related to children and adults in the community. Students build on family concepts and incorporate growth and development into a framework for community-based nursing care across the life span. Content focuses on health promotion, illness prevention, maintenance and management of acute and chronic health problems. The differences in communication with clients across the life span are examined. The course facilitates professional role development, critical thinking and the use of humanistic/scientific principles and research as the basis of culturally competent care.

**NS 350C  CLINICAL PRACTICUM**
Credit Hours: 5
Corequisites: NS 345, NS 350C
The clinical practicum promotes integration of nursing process, including prioritization, into community-based care with children and adults. Caring, professional communication, dialogue and advocacy are used to build partnerships with families. Health care and economic policies and ethical decision-making are examined. Students incorporate beginning management and leadership principles and information from research to further develop professional roles.

**NS 345  PUBLIC HEALTH SCIENCE II**
Credit Hours: 2
Corequisite: NS 350 (traditional); NS 340 (ACE)
This course builds upon public health core concepts and principles introduced in Public Health Science I. Content focuses on epidemiology and special needs of aggregates at risk. Current and changing health care are critically analyzed in relation to local, state, national and global conditions and policies.

**NS 350  ADVANCED CONCEPTS IN COMMUNITY-BASED NURSING**
Credit Hours: 4
Prerequisites: All year-one and -two courses, NS 340, SS 360
Pre/Corequisites: SS 370, HU 210, CM 320
Corequisites: NS 345, NS 350C
The course incorporates concepts and principles of psychiatric mental health nursing, community health nursing and public health science that promote holistic health of diverse vulnerable communities. As students broaden self-awareness and understanding of human beings, major foci are on therapeutic communication, group process and advocacy for individuals, families, aggregates and communities. Students use enhanced critical-thinking skills and a caring approach to apply nursing process to problems with multiple causes. Students value teaching/learning principles, motivation, risk reduction and health promotion as integral to achieving desired outcomes. Theory and research related to the promotion of mental health, prevention and management of acute/chronic mental illness and population-based needs are explored. The roles of the nurse in Community-based care, which include interdisciplinary collaboration, advocacy for social justice and professional leadership, are examined.
casefinder/manager, counselor, referral and change agent.

**NS 445  NURSING THE GLOBAL SOCIETY**
Credit Hours: 3
Prerequisites: All year-one, -two and -three courses, CM 320
Corequisites: NS 450
In this non-clinical course, students analyze current trends and issues within the profession of nursing. Students critically examine health care issues that impact a changing global community. Recommendations and solutions for practice are evaluated. Professional activism is explored. Health care policy and legal/ethical concerns are scrutinized within the framework of global nursing practice.

**NS 450  COMMUNITY-BASED CARE: COMPLEX CONCEPTS ACROSS THE LIFE SPAN**
Credit Hours: 4
Prerequisites: All year-one, -two and -three courses
Pre/Corequisites: NS___: Non-Clinical Nursing Elective, HU___ World of Ideas
(Corepletion of 2 out of 3 World of Ideas Courses)
Corequisites: NS 445
This course focuses on the application of theory when caring for complex, high-risk clients across the life span. Students build upon research findings and previous knowledge to further develop critical thinking skills through the advanced nursing concepts presented in the course. Students examine the roles of professional caregiver, teacher and manager with families in an interdependent world. Students expand strategies for dialogue, collaboration and advocacy within an increasingly complex global health care environment.

**NS 450C  CLINICAL PRACTICUM**
Credit Hours: 5
Corequisites: NS 450
This clinical practicum provides opportunities for students to apply culturally diverse, holistic care with high-risk families across the life span. In the delivery of nursing care, students provide collaborative, complex care with families along the continuum of well being. When providing care in the changing health care environment, students promote autonomy, altruism, human dignity, integrity and social justice.

**NS 460  COMMUNITY-BASED CARE: COMPLEXITY OF AGING**
Credit Hours: 2
Prerequisites: All year-one, -two, -three courses and NS 445, NS 450
Pre/Corequisite: HU_____: World of Ideas
Corequisites: NS 460C, SS465
The clinical practicum facilitates student implementation of the nursing process with the complex older adult. Dialogue and collaborative partnerships with clients and health care providers assist students to assume professional roles in complex health care with older adults. Ethical/legal accountability and responsibility are practiced through the roles of facilitator, collaborator, teacher, advocate, change agent, case manager and care provider.

**NS 470  SENIOR SYNTHESIS**
Credit Hours: 1
Prerequisites: All year-one, -two, -three courses and NS 460
Pre/Corequisites: HU___: World of Ideas
Corequisites: NS 470P, SS465
Students integrate concepts of the professional role into a personal philosophy of nursing. Using a problem-based learning approach, students critically evaluate research and refine decision-making skills. Leadership/management and legal/ethical principles provide a framework for classroom activities.

**NS 470P  SENIOR PRECEPTOR PRACTICUM**
Credit Hours: 2
Corequisites: NS 470
Students experience the role of the practicing nurse within a community-based learning environment. Students are assigned a RN preceptor to promote the development of confidence and competence in applying the skills and knowledge expected from a novice. Through the synthesis of prior knowledge, students apply management and communication skills to foster interdisciplinary collaboration. Students demonstrate responsibility and legal/ethical accountability in their professional role as caregiver, teacher and manager of client care.

**NURSING NON-CLINICAL ELECTIVES- May be taken with NS 240, NS 340, NS 350, or NS 450**

**NS 312  INFECTIOUS DISEASES: DON’T BUG ME**
Credit Hours: 2
In this course, students focus on greater in-depth knowledge of identification, treatment, and control of spread of selected infectious diseases across the lifespan. Students will explore the role of the healthcare professional through the process of prevention,
identification, monitoring, reporting, control, and management of communicable diseases.

**NS 325 CURRENT TRENDS AND CONTROVERSIES IN TRANSPLANTATION**
Credit Hours: 2
This course focuses on the transplantation system in the United States. The organizational framework will present indications, survival, and the transplant process of each type of transplant. Long-term complications of transplant, age-related issues, infectious complications, immunology, and immunosuppression will be depicted. Psychosocial, ethical, and financial issues in transplantation will be explored.

**NS 355 TRANSCULTURAL PERSPECTIVES OF HEALTH & ILLNESS**
(Cross-listed as SS 355)
Credit Hours: 2
This course explores a variety of cultural influences that shape attitudes and beliefs toward health and illness. The impact on the delivery of culturally competent health care is examined in light of the dynamic changes in the population of the United States and the global community. Cultural influences on health care policies and research are identified. The course design enhances professional health care providers’ perceptions and understanding, expanding their ability to critically think about the uniqueness of cultural perspectives. Emphasis is placed on communication and the application of caring and transcultural theory concepts.

**NS 358 PARISH NURSING: BASIC PARISH NURSE PREPARATION**
Credit Hours: 2
This course is based on the accepted philosophy and practice of Parish Nursing and examines the roots of health and healing found in many religious traditions. Critical thinking strategies, such as Socratic questioning are used to analyze the spiritual dimension of health and healing for the practitioner as well as clients they serve. Using the standard core curriculum developed through the International Parish Nurse Resource Center as the foundation, students explore the practice of nursing in the faith community and its ministry.

**NS 361 PAIN MANAGEMENT**
Credit Hours: 2
In this course, students focus on a greater in-depth knowledge of pain management. Students explore: neurophysiology of pain transmission/modulation; possible influence of psychosocial factors; pain assessment across the life span; differential aspects of acute and chronic pain; and the pharmacological and non-pharmacological interventions available in the management of pain. Professional responsibility and legal and ethical accountability for provision of pain management is emphasized through the study of nurses' attitudes toward pain including common prejudices and myths. Students examine leadership and teaching roles that use appropriate communication, caring concepts and change strategies to facilitate effective pain management in selected groups and families in the community.

**NS 362 EMPOWERING THE PROFESSIONAL NURSE**
Credit Hours: 2
In this course students analyze the concepts of empowerment within the health care environment. The concept of empowerment is examined in relation to oneself as a person and a professional nurse. Empowerment issues are explored through incorporation of critical thinking strategies, empowerment theories and research findings.

**NS 363 PERSPECTIVES ON GRIEF & SUFFERING**
Credit Hours: 2
This course is designed to help students understand the emotional aspects of illness, grief, loss and crisis. It is based upon Watson’s caring approach to the human person and focuses strongly on the psychological, social and spiritual aspects of client well being. Students examine common crises and changes that occur in human life. Students use critical thinking strategies and the nursing process to identify appropriate and professional nursing interventions. Communication and other caring approaches to clients in crisis are studied. Students are also involved in personal and professional reflections dealing with their own life experiences and life journey.

**NS 364 A SURVEY OF COMPLEMENTARY & ALTERNATIVE HEALING PHILOSOPHIES AND PRACTICES**
(Cross-listed as HU 364)
Credit Hours: 2-3
This course is based on Human Caring Theory and examines complementary and alternative healing philosophies and practices as they relate to clients who are healthy or experiencing an illness. Critical thinking strategies, such as dialogue and Socratic questioning, are used to analyze the legal, moral and ethical issues confronting complementary, alternative healing philosophies and practices. Using nursing and allied health practice models, students focus on integrating complementary and alternative healing practices into the changing health care environment.
NS 365  HISTORY OF NURSING SEMINAR  
Credit Hours: 2  
This non-clinical nursing elective course allows students to gain insights to the history of the nursing profession in a seminar environment. The course employs readings about nursing in medieval and early modern periods through the Vietnam War, to examine the history of nursing. Historical figures and events are analyzed to promote understanding of the evolution of professional nursing. The close relationship between nursing and power dynamics is examined through exploration of nursing in the military.

NS 366  WOMEN’S HEALTH ISSUES  
Credit Hours: 2  
This course focuses on application of theory to the care of women during all facets of their life. Theory presented includes the physical, psychosocial, ethical, and spiritual issues that affect most women at varying developmental stages. Students synthesize the theoretical concepts of change, communication, multiculturalism, carative factors and impact of these in the community/world while analyzing holistic care of women.

NS 367  VIOLENCE IN SOCIETY  
Credit Hours: 2  
This course examines the concept of violence as it relates to the client on the intrapersonal, interpersonal and societal levels. Students explore violence-related issues across many settings and develop an awareness of legal and community responses based on critical thinking strategies and research findings. Students analyze the role of the professional nurse and the use of therapeutic communication, advocacy skills, carative factors and change theory in response to the increase of violence in society.

NS 368  GENETICS FOR NURSING PRACTICE  
Credit Hours: 2  
This course examines basic human genetics, including the role of genetics and genomics in the health of individuals and families. Students explore the function of genetics and genomics, including genetic transmission and the impact of genetics on selected health conditions. Students analyze the present and future role of the professional nurse regarding genetics including risk assessment; referrals; ethical, sociopolitical and legal concerns; and psychological consideration of clients.

NS 369  LEADERSHIP DEVELOPMENT  
Credit Hours: 2  
Corequisites: Active member of the Methodist Student Nurses Association (MSNA), holding a leadership position at NMC, state or national level of the Student Nurses Association or permission by instructor.

This non-clinical nursing elective provides an opportunity for nursing students to be recognized for the leadership and management skills developed through participation in National Student Nurses Association (NSNA) programs and governance activities. Through this course, students self-reflect on the competencies needed by future nurse leaders and managers. Students examine the leadership of a nurse in policy and professional activism.

NS 371  BIO-PSYCHOSOCIAL PERSPECTIVES OF INTIMATE PARTNER VIOLENCE  
Credit Hours: 2  
May be taken with NS 340, NS350 or NS 450  
This course examines the concept of intimate partner violence as it relates to biological and psychosocial issues. Students explore intimate partner violence and related issues, analyzing both historical and contemporary situations. By having the exposure to a variety of community responses, students develop a sense of professional responsibility and legal/ethical accountability to intimate partner violence. Students analyze the role of the professional nurse and the use of evidence-based practices to develop an understanding of assessment, documentation, advocacy and referral for survivors of intimate partner violence.

NS 399  IMMERSION EXPERIENCE  
Credit Hours: 2  
Nebraska Methodist College mission statement promotes educational experiences that are offered to students for their professional and personal development. Through focus study, analysis, and social action, these experiences may positively influence the health and well-being of the community. This immersion course is an intensive community-based learning experience. Faculty and community leaders will serve as co-facilitators to assist students in building bridges of understanding and knowing one-another in a meaningful way.

BACCALAUREATE DEGREE NURSING ADVANCED PLACEMENT  

NS 280 LPN TRANSITION COURSE  
Credit Hours: 1.5  
Placement: Advanced standing (LPN)  
This transition course is designed to enable the licensed practical nurse to achieve advanced placement in the BSN curriculum. Emphasis is placed on the theoretical and philosophical frameworks necessary to assume the
role of a second level nursing student. Interpersonal communication techniques, caring, change theory, developmental theory, nursing process and the role of the professional nurse in community-based nursing are explored.

**NS 280C  LPN TRANSITION CLINICAL PRACTICUM**
Credit Hours: .5  
Corequisites: NS 280  
The clinical practicum is designed for LPN transition students to demonstrate health assessment abilities, communication techniques, nursing skills and the use of the nursing process during the care of a client.

**NS 402  NURSING ASSESSMENT FOR RN's**
Credit Hours: 3  
Prerequisite(s): Admissions to the RN to BSN Program or permission of the Nursing Program  
This course will focus on the health assessment role of the BSN nurse. Theoretical knowledge and skills in history taking, examination techniques, and system review across the lifespan will be discussed and practiced. Students collaborate with the client in obtaining a comprehensive health history and physical.

**NS 430  RN PROFESSIONAL SEMINAR**
Credit Hours: 3  
Placement: Advanced standing (RN)  
An introduction to nursing concepts of professional nursing practice will be the focus of this course (caring, change, culture, critical thinking, economics, and nursing process). This course will also help students to explore differences of BSN education and practice levels, professional issues, community-based education, and professional nursing roles.

**NS 446  COLLABORATIVE NURSING LEADERSHIP IN A GLOBAL SOCIETY**
Credit Hours: 3  
Placement: Accelerated BSN students or advanced standing (RN)  
This course analyzes leadership and management theories in relation to trends in nursing and healthcare. The concepts of change, power, collaboration, gender dynamics, and advocacy will be examined and applied to the practice of nursing. Health care policy, legal aspects, and economic factors are explored as they relate to client care and professional nursing practice. Using a global perspective, students will analyze, evaluate and create possible solutions to nursing and healthcare issues.

**NS 476/476C  RN TO BSN COMMUNITY HEALTH NURSING**
Credit Hours: 6  
Placement: Advanced standing (RN)  
The course synthesizes concepts and principles of community health nursing and public health science that promote population centered health care in the community. Course theory incorporates the history of community health nursing, community health nursing standards, roles and functions of the community health nurse, Healthy People 2010 goals, case management, community assessment and diagnosis, program planning and evaluation, and evidenced-based practice in the community. Students evaluate strategies to improve the health status and eliminate health disparities of diverse vulnerable populations using ethical, advocacy, and social justice philosophies. The function and status of the US health care system and public health care system are analyzed as well as ethical and future challenges facing the respective systems. Public health content focuses on the application of the core functions and epidemiology, biostatistics, environment, global health, determinants of health, infectious disease, health surveillance, health behavior, disasters, and healthcare systems, policy, and delivery concepts. Current and changing community and public health issues are critically analyzed in relation to local, state, national, and global population health concerns and policies.

**NS 480  COMPLEXITY IN NURSING**
Credit Hours: 3  
Placement: Advanced standing (RN)  
This course focuses on the synthesis of humanistic/scientific principles and research in the care of the complex client across the lifespan, with special emphasis on the older adult. Students use critical thinking skills to examine professional nursing care in the areas of health promotion, risk reduction, disease prevention, illness/disease management, and rehabilitation. The course is concept driven to include holism, including spirituality, sexuality, end-of-life and economics. The role of the professional nurse as a case manager, in meeting the mutually identified needs of the client, is evaluated.

**Directed and Independent Studies**
**NS 198  DIRECTED STUDY**
**NS 199  INDEPENDENT STUDY**
**NS 298  DIRECTED STUDY**
**NS 299  INDEPENDENT STUDY**
**NS 398  DIRECTED STUDY**
**NS 399  INDEPENDENT STUDY**
**NS 498  DIRECTED STUDY**
**NS 499  INDEPENDENT STUDY**
Credit Hours: All directed and independent study courses may be taken for 1-3 credit hours
Prerequisites: Written permission of Program Director or Associate Dean of Nursing.

**Master of Science in Nursing**

**MSN CORE & CLINICAL COURSES**

**NS 500  DEVELOPING YOUR ADVANCED NURSING ROLE**
Credit Hours:  3
Prerequisites: To be taken first semester or by permission of the faculty.
This course facilitates the transition of the nurse into the advanced nursing role. The advanced roles of the nurse educator and nurse executive are further explored. Content related to evidence-based nursing, informatics and the importance of reflection in nursing are examined. The students begin to develop their professional portfolio based on program outcomes.

**NS 506  THEORIES FOR NURSING**
Credit Hours:  3
Prerequisites: To be taken first semester or by permission of the faculty.
This course presents the processes of development, construction, application, and evaluation of theory and knowledge in nursing. Students will learn to explore and explain phenomena of concern to nurses through the use of conceptual models and theories from nursing. Students will broaden their view of nursing by examining the contributions of different ways of knowing to high quality nursing practice. Students will briefly identify the role of processes for evidence-based practice in the application and testing of theory/knowledge for nursing.

**NS 507  DEVELOPING YOUR ADVANCED NURSING ROLE**
Credit Hours:  1
Prerequisites: To be taken first semester or by permission of the faculty.
This course facilitates the transition of the nurse into the advanced nursing role. Students begin to develop their professional portfolio based on program outcomes.

**NS 508  ISSUES IN ADVANCED NURSING ROLES**
Credit Hours:  3
Prerequisites: NS 500, NS 506
This course explores the health care delivery system with specific consideration of economic, political, social, cultural, global, and professional influences. Legal, ethical, and economic issues for current and projected health care needs are addressed. The skills necessary for application and synthesis of biophysical sciences, psychosocial sciences, the humanities, and the science of caring are enhanced. Skills in critical thinking, decision making, and organizational leadership are included.

**NS 510  ADVANCED STATISTICS FOR NURSING RESEARCH**
Credit Hours:  2
Prerequisites: Undergraduate statistics or equivalent.
This course will provide a review and more in-depth exploration of descriptive and inferential statistics. Understanding the role of statistics, being able to identify and implement the correct statistical procedure for a given research or evidenced-based practice problem and becoming more critical of statistical presentations are the basic themes of the course.

**NS 514  RESEARCH AND EVIDENCE-BASED PRACTICE**
Credit Hours:  3
Pre/Co requisites: Undergraduate Research
This course incorporates quantitative and qualitative research as well as class assignments related to evidence based nursing education and practice. The student will become proficient in the critical appraisal and use of research. The student will identify researchable problems within administration, education and a variety of practice settings.

**NS 515  APPLIED THEORIES AND RESEARCH FOR NURSING CONCEPTS**
Credit Hours:  5
In this course, students apply nursing knowledge with theory and research methods to broaden understanding of nursing and nursing concepts. Concept identification, themes, theory formation and relationships between variables are explored to better comprehend nursing phenomena. Using the framework of disparity and risk in a specific population, students apply content on variable association. The process of evidence-based practice as a method to bring improvement to nursing practice is discussed.

**NS 517  CRITICAL APPRAISAL OF KNOWLEDGE FOR PRACTICE**
Credit Hours:  3
The purpose of this course is understanding of research processes and interpretation of statistics to make accurate critical appraisals. Students apply the process of drawing conclusions, finding implications, and making recommendations based on an appraised study. The relative merits of studies
are judged for answering a particular research question. Questions of the fit of evidence or theory within an identified agency or institutional setting are explored.

**NS 519 SYNTHESIS AND USE OF KNOWLEDGE FOR EVIDENCE-BASED PRACTICE**

Credit Hours: 3

In this course, students will collaborate in groups to search for and synthesize evidence to answer an educational, administrative, or practice PICO question. Major sources of guidelines for practice and education are identified. Students examine theory and strategies to promote change and improve outcomes during the implementation of a recommendation. Elements of evaluation of a) the adoption of innovation and b) the improvement in outcomes are discussed.

**NS 542 ADVANCED CLINICAL CONCEPTS**

Credit Hours: 3

Prerequisites: NS 500, NS 506, NS 510, NS 514

Co requisites: NS 508

This course provides students the means to approach nursing and their clinical content area with an advanced way of thinking. Seminar discussion promotes student ability to identify and organize major nursing concepts and theory for application to their own practice. Students will synthesize theoretical/research readings with concurrent clinical experience related to a selected nursing concept.

**NS 592 CAPSTONE I**

Credit Hours: 2

Prerequisites: NS 542

Co requisites: NS 523 & NS 558 or permission from MSN Program Director.

In this first course of the capstone sequence, students will synthesize concepts related to research, practice, education and leadership content as well as experiences learned throughout the master's program of study. Groups of students will collaboratively begin a group-selected evidence-based project. Emphasis is placed on the process of identifying a nursing problem (PICO [T]), searching and critically appraising the literature with development of a summary matrix table.

**NS 594 CAPSTONE II**

Credit Hours: 2

Prerequisites: NS 592

Co requisites: NS 524 & NS 558 or permission from MSN Program Director.

In this second course of the capstone sequence, students will synthesize concepts related to research, practice, education and leadership content and experiences learned throughout the master's program of study. Groups of students will collaboratively complete a group-selected evidence-based project. Emphasis will be on the process of completing an evidence-based manuscript suitable for publication in a peer-reviewed journal or a podium or poster presentation suitable for delivery at a national or regional conference.

**NURSE EDUCATOR TRACK**

**NS 516 TEACHING-LEARNING PRINCIPLES FOR NURSING EDUCATION**

Credit Hours: 3

Prerequisites: NS 500, NS 506 or faculty permission.

Teaching-learning principles and holistic adult education theories appropriate for college level students are examined. Learning theory that emphasizes andragogy and its related concepts such as transformational learning, reflective learning and self-directed learning is included. Motivational and personality characteristics for the broader social system are discussed and evaluated as are specific considerations with regard to ethnic, cultural, and other diversity issues.

**NS 518 INSTRUCTIONAL METHODS**

Credit Hours: 3

Prerequisites: NS 500, NS 506, NS 516, or faculty permission.

This course analyzes teaching strategies and modalities relevant to classroom and clinical teaching in nursing education. Fundamental concepts and principles in educational and psychological measurement of learning are explored.

**NS 523 CURRICULUM/PROGRAM DEVELOPMENT & EVALUATION**

Credit Hours: 4

Prerequisites: All program course work except NS 524.

Pre/Co requisites: NS 592 & NS 594.

This course concentrates on curriculum/program development for nursing education. The purposes, functions, design, and implementation of curriculum/program development are examined. Students will be expected to apply previous classroom/ experiential learning and research to the exploration of various basic curricula/program designs.

**NS 524 PRACTICUM IN NURSING EDUCATION**

Credit Hours: 4

Prerequisites: All program course work is prerequisite
Pre/Co requisites: NS 592, NS 594.
Working with a preceptor, students have the opportunity to synthesize learning and experiences into strategies and designs for nursing education. Multiple teaching-learning theories, designs and strategies are employed. Included in this practicum is direct contact with undergraduate students in the classroom and clinical environment.

NS 543 ADVANCED HEALTH ASSESSMENT
Credit Hours: 3
Prerequisites: Basic health assessment course or permission by program.
This course advances theoretical knowledge and skills in history taking, risk appraisal, physical examination, and cultural, environmental, and functional assessment of individuals across selected portions of the life span. Students have the opportunity to interpret findings, think critically, and practice clinical decision making.

NS 545 ADVANCED PHYSIOLOGY/PATHOPHYSIOLOGY
Credit Hours: 3
Prerequisites: Admission to the MSN Program or permission.
This course addresses alterations of selected physiologic systems and the associated pathophysiology initiated at the cellular level for frequently encountered conditions found in individuals across the life span. Relevant theories and research findings are examined as a basis for explaining pathophysiologic changes. There will be an in-depth analysis of etiologies, risk factors, clinical manifestations, and complications.

NURSE EXECUTIVE TRACK

NS 550 ORGANIZATIONAL BEHAVIOR AND STRUCTURE
Credit Hours: 3
Prerequisites: NS 500 & NS 506 or faculty permission.
This course explores behavioral science literature and theories that are relevant to the study of individual and group behavior within healthcare organizations. This course will promote an understanding of how and why people and groups behave the way they do in the workplace. Theories of motivation, leadership and change will be explored.

NS 552 ROLE OF THE NURSE EXECUTIVE I
Credit Hours: 3
Prerequisites: NS 550 or faculty permission.
The major focus of this course will be the planning, organizing, and coordinating aspects of management.

The role of the nurse executive from the perspective of transformational, quantum, and organizational leadership theories will be explored. The concepts of creating a vision, planning, leading change, chaos and crisis, risk-taking, decision-making, reflective practice, power, influence, emotional intelligence, motivation, shared governance, nursing delivery systems, productivity, and personal and professional responsibility and accountability will be discussed.

NS 554 ROLE OF THE NURSE EXECUTIVE II
Credit Hours: 3
Prerequisites: NS 550 & NS 552 or faculty permission.
This course will complete the two-course sequence and focus on the directing and controlling of human resource management (HRM) aspects of the management process. Under the umbrella of quantum and transformational leadership, topics to be covered include delegation, conflict resolution and negotiation, motivation, productivity, staffing, team-building, recruitment and retention strategies, employee selection, performance evaluation, compensation, staff development, coaching/mentoring, disciplinary action, cultural competence and diversity in the workplace, healthy work environments, and legal issues associated with human resource management.

NS 558 ROLE OF THE NURSE EXECUTIVE III
Credit Hours: 4
Prerequisites: All program course work is prerequisite, except 559.
Pre/Co requisites: NS 592, NS 594.
The history of health care reimbursement, economics and health care, accounting principles and information systems for data retrieval will serve as the introduction to budget principles, development, variances, and strategies. Strategic management, cost-benefit analysis, productivity, quality and outcomes, marketing, and staffing and patient classification systems will be discussed from a financial perspective.

NS 559 PRACTICUM: MANAGEMENT, IMPROVEMENT, AND EVALUATION IN HEALTH CARE ORGANIZATIONS
Credit Hours: 4
Prerequisites: All program course work is prerequisite.
Pre/Co requisites: NS 592, NS 594.
Each student will choose a health care setting (acute care, long term care, etc.) to work with a nurse executive who will serve as a preceptor. Throughout this course, the student will synthesize management and leadership principles into the nurse executive role. The student must identify a project or topic for improvement,
develop a strategy for improvement, use evidence and theory to support the proposed improvement strategy, implement and evaluate the improvement strategy and share the findings and outcomes of the project.

PHYSICAL THERAPIST ASSISTANT

PT 100 INTRODUCTION TO PHYSICAL THERAPY
Credit Hours: 2
Prerequisites: Admission to the PTA Program.
Students learn about the history of the field of Physical Therapy, and the role of the PTA. Communication and human relations, including individual as well as cultural differences, are discussed as they relate to the health care field. The role and scope of PT/PTA, professional organization, educational and job opportunities, career decisions, confidentiality, licensure, terminology, documentation, basic research procedures, multi-disciplinary team approach, and current issues affecting the field are covered.

PT 105 FUNCTIONAL ANATOMY FOR THE PHYSICAL THERAPIST ASSISTANT
Credit Hours: 3
Prerequisites: Admission to the PTA Program.
The student is introduced to the essentials of functional anatomy as related to the study of muscle origin, insertion, action and innervation. Basic terminology and concepts of applied kinesiology and physics are covered. Laboratory experiences include visualizing cadaver dissections and obtaining a working knowledge of applied surface anatomy.

PT 115 BASIC SKILLS IN PATIENT CARE WITH LAB
Credit Hours: 2
Prerequisites: Admission to the PTA program.
The student explores the principles and practices of physical therapy including but not limited to: positioning and draping, body mechanics, transfers, infection control, wheelchair management, ambulation aids and self-care instruction.

PT 120 THERAPEUTIC EXERCISE I WITH LAB
Credit Hours: 3
Prerequisites: PT 100, PT 105, PT 115, SC 200, SC 116
The student is exposed to foundational principles and practices of physical therapy including but not limited to: posture awareness, manual muscle testing, range of motion measurement and exercise, stretching and strengthening techniques, joint integrity and mobility, soft tissue mobilization, pulmonary physical therapy techniques, PNF patterns and pain measurement.

PT 130 THERAPEUTIC MODALITIES WITH LAB
Credit Hours: 4
Prerequisites: PT 100, PT 105, PT 115, SC 200, SC 116
Students examine the theory, principles and application of physical therapy modalities including but not limited to: therapeutic heat and cold, traction, biofeedback, ultrasound, electrical stimulation, hydrotherapy, iontophoresis, and laser. Theory and principles of diathermy, infrared, ultraviolet, and compression therapies are taught.

PT 180 CLINICAL EXPERIENCE I
Credit Hours: 1
Prerequisites: PT 120, PT 130
This clinical course entails observation and application of physical therapy procedures under the direction and supervision of the Clinical Instructor. Knowledge and skills learned in general education and PTA program courses are applied in the clinical setting.

PT 200 CLINICAL EXPERIENCE II
Credit Hours: 4
Prerequisites: PT 180, SC 206
This course provides clinical observation, application and practice of physical therapy procedures under the direction and supervision of the Clinical Instructor. Students apply knowledge from previous general education and PTA program courses.

PT 210 ORTHOPEDIC ISSUES WITH LAB
Credit Hours: 4
Prerequisites: Satisfactory completion of all technical & clinical coursework to this point in the curriculum.
This course includes classroom and laboratory instruction on rehabilitation of patients with surgical and non-surgical orthopedic injuries. General surgical protocols, medical imaging techniques, taping techniques, orthotics, breathing exercises and other techniques for optimum physical performance are covered. Students apply and modify therapeutic exercise techniques for the orthopedic patient.

PT 215 PEDIATRIC AND NEUROLOGICAL DISORDERS WITH LAB
Credit Hours: 4
Prerequisites: Satisfactory completion of all technical & clinical coursework to this point in the curriculum.
Students learn about pediatric and neurologic dysfunction and interventions for patients across the life span. Concepts include: fundamentals of nervous system operation, motor development, balance and
righting reactions, components of sensory, movement and functional assessments, treatment plan progression, mobility training, and application of principles of therapeutic exercise to pediatric and neurologic patients.

PT 220 THERAPEUTIC EXERCISE II WITH LAB
Credit Hours: 3
Prerequisites: Satisfactory completion of all technical & clinical coursework to this point in the curriculum.
This course covers a variety of topics relevant to the practice of physical therapy. These topics include: cardiopulmonary responses to exercise, aquatic therapy, ergonomic assessment, industrial rehabilitation, wellness, core strengthening, advanced stretching and strengthening techniques, gait analysis, goal setting, balance training, joint mobilization, and soft tissue injury, repair and remodeling.

PT 228 SPECIAL TOPICS IN PHYSICAL THERAPY WITH LAB
Credit Hours: 3
Prerequisites: Satisfactory completion of all technical & clinical coursework to this point in the curriculum.
This course covers a variety of topics relevant to the practice of physical therapy. These topics include: rehabilitation for patients with burns, wounds, amputations and cancer; cardiopulmonary rehabilitation; rehabilitation for geriatric patients; alternative medicine; women’s health; and rehabilitation for the athlete.

PT 230 MEDICAL ETHICS, LAW AND HEALTH CARE ADMINISTRATION
Credit Hours: 3
This course includes classroom instruction, group discussion and case studies in legal and ethical issues affecting the practice of physical therapy. In addition, various administrative topics, for example: patient confidentiality, proper documentation for demonstration of skilled services as well as how documentation drives compliance and reimbursement will also be covered. The importance of professionalism, professional communication, both written and verbal, will also be stressed throughout this course.

PT 240 CLINICAL EXPERIENCE III
Credit Hours: 5
Prerequisites: Satisfactory completion of all technical & clinical coursework to this point in the curriculum.
This course includes clinical observation, application, and practice of physical therapy procedures under the direction and supervision of the Clinical Instructor. Knowledge from all coursework to date is applied in the clinical setting.

PT 250 CLINICAL EXPERIENCE IV
Credit Hours: 5
Prerequisites: Satisfactory completion of all technical & clinical coursework to this point in the curriculum.
This course follows PT 240 and provides continued clinical application and practice of physical therapy procedures in a clinical setting different from PT 240. Knowledge from previous general education and PTA courses is applied under the direction and supervision of the Clinical Instructor.

PT 280 PTA SEMINAR
Credit Hours: 1
Prerequisites: Satisfactory completion of all technical & clinical coursework to this point in the curriculum.
This course covers topics used to help the entry-level PTA pass the national exam, gain employment, develop within the field of Physical Therapy, comprehend state practice acts and increase knowledge of licensing requirements.

RADIOLOGIC TECHNOLOGY

RA 107 RADIOLOGY FUNDAMENTALS AND CLINICAL ASSESSMENT
Credit Hours: 3
Prerequisites: Admission to Radiologic Technology Program.
This course introduces the field of radiology and basic skills required to perform duties in a patient care environment. Topics include patient care in the radiology department, vital signs, specific laboratory tests, infection control, sterile procedures, and contrast media. The student will also be required to complete a CPR class in conjunction with this course.

RA 115 RADIOGRAPHIC IMAGING I
Credit Hours: 3
Prerequisites: RA 107
This course presents a foundation of knowledge regarding the creation and recording of radiographic images, including the factors that dictate the nature and outcomes of the process. The student will understand photon interaction, visual perception of a radiograph, prime factors affecting radiographic quality, and the influence of body habitus and pathology in radiology.
This course introduces the student to the concepts associated with radiation protection for the patient, public, and personnel. The student will examine analog film properties, beam restrictors, filters, intensifying screens, and grids.

RA 121 RADIOGRAPHIC PROCEDURES/POSITIONING I
Credit Hours: 2
Prerequisites: RA 107
This course introduces the student to radiographic positions and procedures related to the thoracic cavity. The relationship of anatomy, specific radiographic landmarks, patient care, universal precautions, radiographic critique/quality, and terminology to radiographic practice is discussed.

RA 121L  RADIOGRAPHIC
PROCEDURES/POSITIONING I
LAB
Credit Hours:  1
Prerequisites: RA 107
This course compliments RA121 and demonstrates the practical application of radiographic positioning of the thoracic cavity. Students will critique radiographs for diagnostic quality, anatomy, positioning, and use of appropriate technical factors.

RA 122  RADIOGRAPHIC
PROCEDURES/POSITIONING II
Credit Hours:  2
Prerequisites: RA 121, RA 121L
This course introduces the student the radiographic positions and procedures related to the abdominal cavity and appendicular skeleton. The relationship of anatomy, specific radiographic landmarks, patient care, universal precautions, radiographic critique/quality, and terminology to radiographic practice is discussed.

RA 122L  RADIOGRAPHIC
PROCEDURES/POSITIONING II
LAB
Credit Hours:  1
Prerequisites: RA 121/121L
This course compliments RA122 and demonstrates the practical application of radiographic positioning of the abdomen and upper/lower extremities. Students will critique radiographs for diagnostic quality, anatomy, positioning, and use of appropriate technical factors.

RA 140  RADIATION BIOLOGY &
PROTECTION
Credit Hours:  2
Prerequisites: RA 115
This course emphasizes the effects of radiation on living systems and the principles of protection against that impact. This course explores the effect of radiation on the human body, including cells, tissues, and the body as a whole. There is a deep exploration of the biological reactions to radiation, including acute and chronic affects. This course emphasizes the radiographer’s responsibilities for ensuring radiation protection for patients, personnel, and the public.

RA 151  CLINICAL PRACTICUM I
Credit Hours:  2
Prerequisites: RA 107
This course provides an opportunity for the student to learn radiologic technology and related skills in a variety of clinical settings. Students focus on the care and assessment of patients, drawing upon cognitive, affective, and psychomotor skills, while becoming acclimated to the clinical environment. Both the observation and performance of medical imaging occurs under the supervision of a registered radiologic technologist. During this semester, students must attain identified competency levels.

RA 153  CLINICAL PRACTICUM II
Credit Hours:  3
Prerequisites: RA 151
This course provides clinical experience geared to the attainment of designated competencies. Student concentration on outcome assessment and their mastery of co-requisite radiographic positioning skills presented in RA121/RA121L continues during this clinical experience.

RA 165  RADIOGRAPHIC IMAGING II
Credit Hours:  3
Prerequisites: RA 115
This course presents information geared towards the analysis of actual radiographic images including the properties associated with density, contrast, film sensitometry, recorded detail, and distortion. Students learn techniques for overcoming problems in evaluating images and come to appreciate the importance of minimum standards for imaging and the factors that can enhance or diminish image quality. The student will also emerge from the course with a solid understanding of radiographic, fluoroscopic, and tomographic equipment requirements and design. A comparison of analog to computed/digital radiographic systems will be compared along with factors that govern radiographic technique selection.

RA 210  RADIOGRAPHIC PATHOLOGY
Credit Hours:  2
Prerequisites: SC 200, SC 206, RA 121, RA 121L, RA 122, RA 122L
This course introduces the student to the radiographic appearance of disease and clinical manifestations. An overview is presented on all major body systems, including common radiographic pathologies identified in the profession.

RA 215  RADIOGRAPHIC IMAGING III
Credit Hours:  3
Prerequisites: RA 165
This course explores the natural process behind x-ray production. Topics include electrodynamics,
magnetism, generators and motors, production and control of high voltage, x-ray circuitry, and the properties of x-rays. Course discussion will also include total quality management of a radiology department, exploring the theory and practice of quality assurance. The use of department quality assurance test tools, interpretation or results, and management of a quality assurance program through record keeping is presented.

RA 220 RADIOGRAPHIC PROCEDURES/POSITIONING III
Credit Hours: 2
Prerequisites: RA 121, RA 121L, RA 122, RA 122L
This course introduces the student the radiographic positions and procedures related to the bony thorax, urinary/reproductive, and digestive tract. The relationship of anatomy, specific radiographic landmarks, patient care, universal precautions, radiographic critique/quality, and terminology to radiographic practice is discussed. This course will also introduce students to proper venipuncture techniques.

RA 220L RADIOGRAPHIC PROCEDURES/POSITIONING III LAB
Credit Hours: 1
Prerequisites: RA 121, RA 121L, RA 122, RA 122L
This course compliments RA220 and demonstrates the practical application of radiographic positioning of the bony thorax, urinary/reproductive, and digestive tract. Students will critique radiographs for diagnostic quality, anatomy, positioning, and use of appropriate technical factors.

RA 222 RADIOGRAPHIC PROCEDURES/POSITIONING IV
Credit Hours: 2
Prerequisites: RA 220, RA 220L
This course focuses on radiography of the spinal column and headwork. A film critique section is also completed during this course of study to include specific radiographic landmarks, anatomy, and other considerations for the procedures.

RA 241 RADIOGRAPHIC PROCEDURES/POSITIONING V
Credit Hours: 1
Prerequisites: RA 222
This course is designed as a team-base learning lab integration review in preparation for the registry certification with the A.R.R.T.. Review of radiographic landmarks, anatomy, procedural considerations, and film/critique specific to each course of radiographic procedures/positioning will be included.

RA 251 CLINICAL PRACTICUM III
Credit Hours: 4
Prerequisites: RA 153
This course centers on the attainment of competencies that require higher levels of cognitive, affective, and psychomotor skills. Surgical radiographic procedures and fluoroscopy of physiological body systems are enhanced during this learning experience. Students gain a mastery of knowledge garnered from previous clinical assignments, focusing particularly on objective assessment of their of their acquired skill levels.

RA 253 CLINICAL PRACTICUM IV
Credit Hours: 4
Prerequisites: RA 251
This course continues to center on student attainment of clinical competencies on various radiographic procedures. The student will continue to complete radiographic procedures under direct/indirect supervision of a radiologic technologist, while providing patient care and focusing on previous radiographic skills acquired.

RA 255 CLINICAL PRACTICUM V
Credit Hours: 4
Prerequisites: RA 253
During this course of instruction, students attain completion of all clinical competencies as mandated by the American Registry of Radiologic Technologists (A.R.R.T.). Clinical attainment of radiographic procedures continues under direct/indirect supervision of a radiologic technologist, while providing patient care and focusing on previous radiographic skills acquired.

RA 260 MEDICAL ETHICS AND LAW
Credit Hours: 1
Prerequisites: RA 107.
This course addresses a broad range of topics related to professional ethics and law including application of ethical principles, theories and models related to incidence and prevention of medical mistakes and state and federal laws that affect medical imaging.

RA 262 APPLIED SECTIONAL ANATOMY AND IMAGING
Credit Hours: 1
Prerequisites: SC 200 Anatomy & Physiology.
This course introduces the student to an understanding of the relationships of 3-dimensional anatomy to basic normal findings in Radiology, CT, MRI, and Ultrasound. Radiology imaging related to the anatomical areas being covered during each week will be highlighted in class but require student-directed and/or team-directed self study. Working in small groups will promote a team approach to learning and development of problem solving skills to assist each other in acquiring the
knowledge base necessary for application. This course will prepare the student for the application of anatomy to the clinical sciences and application of radiologic imaging toward diagnosis of clinical disorders, complimenting the Radiographic Pathology course.

RA 270 RADIOGRAPHIC SEMINAR
Credit Hours: 3
Prerequisites: Completion of all radiography professional coursework, excluding RA 255 and RA 222 taken concurrently this semester.
This course is designed as a capstone learning experience for the student in preparation of sitting for the A.R.R.T. certification exam in radiography. Students prepare for professional employment and continuous learning by integrating and synthesizing their professional knowledge, skills, and attitude. Students demonstrate competencies for professional employment at the entry-level and the capacity to pursue lifelong professional growth.

RA 280 PRINCIPLES OF COMPUTED TOMOGRAPHY (CT)
Credit Hours: 2
Prerequisites: Instructor permission.
This course presents the information necessary to the practice of Computed Tomography. This course includes information on patient education, patient positioning, patient assessment, radiation protection, contrast, positioning, imaging protocols, CT physics, instrumentation, and quality control. Cross-sectional anatomy and pathology will be briefly covered. It is recommended that the student complete a cross-sectional anatomy course. The clinical component of the education is the responsibility of the student.

RA 420 SPECIAL TOPICS II: MAMMOGRAPHY
Credit Hours: 2
Prerequisites: Instructor permission.
This course presents the information necessary to the practice of mammography. The course, based on the guidelines of the MQSA and ARRT, will fulfill the didactic component of mammography education. This course includes breast anatomy, physiology and pathology, mammographic equipment and quality assurance, mammographic technique and image evaluation, patient education, mammographic positioning, and interventional procedures. The clinical component of the education is the responsibility of the student.

RA 430 SPECIAL TOPICS III: MRI
Credit Hours: 2
Prerequisites: Instructor permission.
This course presents the information necessary to the practice of Magnetic Resonance Imaging. The course will include information on patient care and assessment, MRI safety, physical principles, data acquisition, instrumentation, MRI contrast, artifacts, and quality control. Cross-sectional anatomy and pathology will be briefly covered. It is recommended that the student complete a cross-sectional anatomy course. The clinical component of the education is the responsibility of the student.

RA 440 SPECIAL TOPICS IV: CVIT
Credit Hours: 2
Prerequisites: Instructor permission.
This course presents the information necessary to the practice of Cardiovascular and Interventional Technology. This course will include information on patient care, equipment and instrumentation, contrast agents, medications, emergency care, and procedures. The clinical component of the education is the responsibility of the student.

RA 499 INDEPENDENT STUDY: CLINICAL
Credit Hours: 1-3
Prerequisites: Instructor permission.
This course offers the student a clinical externship for the RA420, RA430, and RA440 courses of instruction. The course will allow the student to apply didactic instruction to the advanced imaging modality of choice in a clinical setting. Specific objectives, goals, clinical competencies, and clinical schedules will be developed with the student prior to the start of the clinical internship.

RESPIRATORY CARE

RC 125 CLINICAL ASSESSMENT & PROCEDURES
Credit Hours: 1
Prerequisites: Acceptance into the Respiratory Care Program
Students learn to assess physical signs and symptoms relating to respiratory therapy in a laboratory setting. In addition, students begin medical chart interpretation. Procedures in hospital protocol, infection control and patient mobility / body mechanics are studied.

RC 200 INTRODUCTION TO RESPIRATORY CARE CLINICAL PRACTICE I
Credit Hours: 4
Prerequisites: All year-one courses
Corequisites: RC 210
This course combines classroom, laboratory and clinical experience as an introduction to therapeutic modalities and hospital protocol. Basic cardiopulmonary assessment and therapeutic modalities are practiced in a clinical setting. Students are evaluated on affective skills such as communication, ethical behavior and professionalism.

**RC 210  CARDIOPULMONARY PHYSIOLOGY**

Credit Hours: 3
Prerequisites: All year-one courses
Corequisites: RC 200
A comprehensive study of pulmonary and cardiovascular physiology as it applies to respiratory care. Emphasis is on integrating therapeutic and clinical application of pulmonary function, acid-base balance, neurogenesis and mechanics of ventilation, O2 and CO2 transport, ventilation versus perfusion, and hemodynamic relationships as they relate to acute and chronic diseases.

**RC 220  RESPIRATORY CARE CLINICAL PRACTICE II**

Credit Hours: 6
Prerequisites: RC 200, RC 210
Corequisites: RC 240, RC 260
This course is a continuation of RC 200. Students will complete clinical rotations in therapeutic modalities, surgery, ECG and pediatrics. Students are introduced to the adult intensive care unit and will continue to be evaluated in affective skills. Students will participate in weekly clinical discussions and case study presentations.

**RC 240  PRINCIPLES OF RESPIRATORY CARE**

Credit Hours: 4
Prerequisites: RC 200, RC 210
Corequisites: RC 220, RC 260
This course is an introduction to basic respiratory care equipment. Theories and procedures will be presented along with a structured laboratory experience to prepare students for those skills required in proper delivery of various basic respiratory therapy modalities, to include aerosol/humidity therapy, oxygen therapy, medical gas therapy, bronchial hygiene, lung expansion therapy and infection control. The student will learn how these modalities are used in the treatment of various cardiopulmonary diseases.

**RC 260  MECHANICAL VENTILATION I**

Credit Hours: 3
Prerequisites: RC 200, RC 210
Corequisites: RC 220, RC 240
An introduction to the assessment and management of acute and chronic patients who need airway care. Emphasis is upon indications, complications and maintenance of artificial airways and mechanical ventilators. Structured laboratory time is included to apply the theoretical principles of mechanical ventilation.

**RC 280  RESPIRATORY CARE TRANSITION – ASSOCIATE DEGREE LEVEL**

Credit Hours: 1-3
This transition course is designed to enable the entry-level respiratory care practitioner to achieve advanced placement. Emphasis is upon assessment of theoretical knowledge and laboratory and clinical skills necessary for advanced placement in the respiratory care program.

**RC 300  RESPIRATORY CARE CLINICAL PRACTICE III**

Credit Hours: 6
Prerequisites: RC 220, RC 240, RC 260, SC 260, RC 350,
Corequisites: RC 310, RC 330, RC 340, RC 360
This course is a continuation of RC 220. Students will complete clinical rotations in diagnostic procedures/monitoring, advanced assessment skills, pulmonary function, adult intensive care and pediatric/neonatal intensive care. Students will participate in weekly clinical discussions and case study presentations and will continue to be evaluated for affective skills.

**RC 310  MECHANICAL VENTILATION II**

Credit Hours: 4
Prerequisites: RC 220, RC 240, SC 260, RC 260 RC 350
Corequisites: RC 300, RC 330, RC 340, RC 360
This course is a continuation of RC 260. Emphasis is upon the relationship of specific pathophysiologies and the indications, management and discontinuation of mechanical ventilation. Specific ventilators and their clinical applications are presented and required skills are developed in structured laboratory time.

**RC 330  CARDIOPULMONARY DIAGNOSTICS & MONITORING**

Credit Hours: 3
Prerequisites: SC 260, RC 220, RC 240, RC 260, and RC 350
Corequisites: RC 300, RC 310, RC 340, RC 360
An introduction to the more crucial diagnostic procedures required for assessing and monitoring the pulmonary patient. Emphasis is upon arterial blood gas analysis, pulmonary function studies and hemodynamic monitoring, ECG interpretation and nutritional assessment.
RC 340  NEONATAL & PEDIATRIC
RESPIRATORY CARE
Credit Hours:  2
Prerequisites: SC 260, RC 220, RC 240, RC 260, RC 350
Corequisites:  RC 300, RC 310, RC 330, RC 360
This course is a comprehensive review of fetal development, physiology and pathophysiology of the newborn, premature infant and the pediatric patient. Applications of various respiratory care modalities are correlated to these varied pathologies.

RC 350  PULMONARY REHABILITATION
& HOME CARE
Credit Hours:  1
Prerequisites: RC 200, RC 210
Corequisites: RC 220, RC 240
This course is a presentation of the methods of care and support for the patient with pulmonary disability. Emphasis is on the teaching of home care therapy, chronic care units, unique equipment needs, review of home care companies and services provided, Medicare/Medicaid reimbursement, special problems encountered and the various therapeutic techniques applied to the chronic pulmonary patient.

RC 360  ISSUES & TRENDS IN
RESPIRATORY CARE
Credit Hours:  1
Prerequisites: SC 260, RC 220, RC 240, RC 260, RC 350
Corequisites:  RC 300, RC 310, RC 330, RC 340
Current issues and trends in respiratory care will be investigated and discussed in this course. In addition, students will explore issues in cultural diversity, political advocacy and managed care as it relates to health care.

RC 380  RESPIRATORY CARE TRANSITION
–BACHELOR
DEGREE LEVEL
Credit Hours:  1-3
This transition course is designed for the advanced-level respiratory care practitioner to achieve advanced placement. Emphasis is upon assessment of theoretical knowledge, laboratory and clinical skills necessary for advanced placement in the respiratory care program.

RC 382  SPECIAL TOPICS I
Credit Hours:  1-6
This course is designed to meet the needs of students who have left the NMC Respiratory Care Program for one semester or longer. Emphasis is upon assessment of theoretical knowledge, laboratory and clinical skills necessary for the student to continue to progress in the Respiratory Care Program. Students may be assigned to a clinical, didactic or laboratory experience, if needed, as determined by the instructor’s assessment.

RC 399  INDEPENDENT STUDY IN
RESPIRATORY CARE
Credit Hours:  1-3
Prerequisites: Completion of all year two professional courses, or Associate Degree, plus permission of Program Director.
This course is designed to allow students to explore a selected topic in Respiratory Care. A faculty mentor will work with students to create objectives and methods of evaluation. Students will carry out the plan of study.

RC 400  CLINICAL SPECIALTIES
Credit Hours:  2 – 6
Prerequisites: Completion of all year two professional courses, or Associate Degree, plus permission of the Director of Clinical Education.
Advanced respiratory care practitioner skills are practiced in an individually designed clinical preceptorship experience.

RC 470  RESPIRATORY CARE
RESEARCH
Credit Hours:  3
Prerequisites: Completion of all year two professional courses, or Associate Degree, and SS360, and SS450; or permission of instructor
The steps of the research process are applied to a selected topic in respiratory care. Students will review current literature and analyze journal articles using evidence based medicine techniques. Using the manuscript guidelines of the professional journal, Respiratory Care, students will prepare and submit an article suitable for publication.

SCIENCES (NATURAL & APPLIED)

SC 025  MATHEMATICAL CONCEPTS
Credit Hours:  Variable (.25 to 1) credit hours (1 to 4 modules)
Prerequisites: None
This is a developmental course, which can be taken in its entirety or in a modular form. The course covers some of the basic mathematical principles including integers, negative numbers, fractions, decimals, percents and ratios and proportions.

SC 103  COLLEGE CHEMISTRY
Credit Hours:  3
Prerequisites: None
This course is an overview of general inorganic/organic and biochemistry with an emphasis on relationship to biological sciences. Includes a laboratory.
SC 110  INTRODUCTION TO PHYSICS  
Credit Hours:  3  
Prerequisites: None  
This course discusses the major fundamental themes in classical physics of mechanics, heat, sound, electricity, magnetism, light and modern physics.

SC 116  MEDICAL TERMINOLOGY  
Credit Hours:  1  
Prerequisites: None  
This course will introduce students to terminology used in the health care professions. The origins of medical terms will be studied with an emphasis placed on understanding the suffixes, prefixes, combining forms and root words used in health care terminology. At the end of the course the student will be able to comfortably understand, translate and discuss issues related to their profession using appropriate terminology.

SC 175  COLLEGE MATHEMATICS  
Credit Hours:  1  
Prerequisites: None  
This course provides an overview of mathematical concepts. Content will include real numbers, operations applied to real numbers, ratios, proportions, algebraic expressions, logarithms and graphic applications. Course will be completed online.

SC 200  HUMAN ANATOMY & PHYSIOLOGY  
Credit Hours:  5  
Prerequisites: None  
This survey course stresses structure and function of the cell; the integumentary, skeletal, muscle and nervous systems; special senses, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, reproductive systems; as well as necessary aspects of medical terminology, chemistry, histology and embryology. Laboratory experience will include cadaver study.

SC 206  PATHOPHYSIOLOGY/PHARMACOLOGY  
Credit Hours:  4  
Prerequisites: SC 200  
This survey course begins with a major focus on cellular function and pathology, including inflammation, infection, immune response, metabolism, and fluid disequilibria. These concepts serve as the foundation for the course as alterations in various bodily functions are examined. Alterations in body fluid and electrolyte homeostasis; fluid acid/base balance; gastrointestinal, urinary, respiratory, cardiac, endocrine and neurological functions are emphasized. The student will be introduced to pharmacological principles of commonly used classes of medications. The various drug classifications and general characteristics of drugs within a class are examined. These characteristics include the pharmacokinetics, pharmacodynamics, side effects, adverse effects and drug interactions of common drugs within each class.

SC 225  HUMAN ANATOMY & PHYSIOLOGY I  
Credit Hours:  4  
Prerequisite/Co-requisite: High school or college chemistry  
This course introduces students to basic information required for further study and understanding of Anatomy and Physiology, as well as further study of all health care related subjects. Terminology that is specific to the medical field is introduced. Basic principles of chemistry, physics, embryology, developmental biology and histology are reviewed. This course focuses on enabling students to learn and understand the anatomy (structure) and physiology (function) of the integumentary, nervous, skeletal, and muscular systems. Laboratory experience will include cadaver study.

SC 226  HUMAN ANATOMY & PHYSIOLOGY II  
Credit Hours:  4  
Prerequisites: SC 225  
The structure and function of the special senses, along with the endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems are stressed in this course. Laboratory experience will include cadaver study.

SC 240  PRINCIPLES & CONCEPTS OF NUTRITION  
Credit Hours:  3  
Prerequisites: SC 103  
This course in nutrition is designed for students to gain knowledge of the basic elements of nutrition and nutritional needs in all age groups, meal planning, food economics and client teaching. Consideration of the cultural and psychological influence of nutrition emphasizes the psychosocial components of humans and adequate nutrition maintenance for health. Students learn the role of good nutrition and how it applies to self, family, client and the community. It will provide students with basic knowledge, to enable students to gain an understanding of the role which nutrition plays in the health and well being of an individual.

SC 265  INTRODUCTION TO PHARMACOLOGY  
Credit Hours:  3  
Prerequisites: SC 103, SC 225, SC 226  
Prerequisite/Co-requisite: SC 315
This course is designed to introduce students to pharmacological principles of prescription and over the counter (OTC) medications. The various drug classifications and general characteristics of drugs within a class are examined. The course also focuses on analysis and understanding of the pharmacokinetics, pharmacodynamics, side effects, adverse reactions and drug - drug and food - drug interactions of prototype and commonly used drugs within each class.

**SC 280 MICROBIOLOGY**
Credit Hours: 3
Prerequisites: SC 103
This course is a study of the principles and application of microorganisms and their relationship to various disease processes. Includes a laboratory.

**SC 315 PATHOPHYSIOLOGY**
Credit Hours: 3
Prerequisites: SC 103, SC 225, SC 226, SC 280
This course begins with a major focus on cellular function and pathology, including inflammation, infection, immune response, metabolism and fluid disequilibrium. These concepts serve as the foundation for the course as alterations in various bodily functions are examined. Alterations in body fluid and electrolyte homeostasis; fluid acid-base balance; gastrointestinal, urinary, respiratory, cardiac, endocrine, neurological, mobility and sensory perceptual functions are emphasized.

**SOCIAL SCIENCES**

**SS 101 INTRODUCTION TO PSYCHOLOGY**
Credit Hours: 3
Prerequisites: None
This course is designed to merge science with a broad human perspective and to engage both the mind and the heart. It sets forth the principles and processes of psychology and is sensitive to student’s needs and interests. It helps students gain insight into the important phenomena in everyday life, to feel a sense of wonder about seemingly ordinary human processes and to see how psychology addresses issues that cross disciplines.

**SS 215 LIFE-SPAN PSYCHOLOGY**
Credit Hours: 3
Prerequisites: Determined by major
The Life-Span perspective involves several basic contentions: development is life-long, multidimensional, multi-directional, plastic, historically embedded, multi-disciplinary and contextual. Three imperative developmental issues are explored: maturation and experience, continuity and discontinuity and stability and change. Students study how humans develop and how they become who they are.

**SS 235 THE SOCIOLOGY OF CULTURE**
Credit Hours: 3
Prerequisites: None
This course explores the ways in which human beings make and remake the meaning of their social world through the production of culture. It employs sociological methods to explore the construction of the dominant, white subculture in the United States. The same methodologies are employed to examine the construction of subcultures in the United States, including those based on race, ethnicity, gender and sexual orientation.

**SS 360 INTRODUCTION TO STATISTICS**
Credit Hours: 3
Prerequisites: Determined by major
This course is designed to introduce students to the methods used in organizing, summarizing, analyzing and interpreting quantitative information. Emphasis is placed on the application of statistical methods and on the interpretation of statistically significant data. Specific techniques for measuring the degree of relationship between variables encountered in research are presented. The course is limited to research designs involving no more than two variables.

**SS 370 PRINCIPLES OF RESEARCH**
Credit Hours: 3
Prerequisites: Determined by major
This course is designed to assist the student in developing an understanding of the research process in qualitative, quantitative and mixed methods designs. The student learns to selectively apply the steps of research and to critically analyze research studies culminating in formal, oral and written projects.

**SS 465 CAPSTONE: THE EDUCATED CITIZEN**
Credit Hours: 3
Prerequisites: SS 465 is to be taken in the final semester before graduation
This course is based in the social sciences and is designed to assist students in the integration of their roles as healthcare professionals and educated citizens. Through service learning, deliberate reflection, and the study of primary texts, students examine civic engagement and its relation to personal and professional development. Students present their portfolio within the context of this capstone course.
SONOGRAPHY

DIAGNOSTIC MEDICAL SONOGRAPHY

SO 102 FOUNDATIONS OF SONOGRAPHY
Credit Hours: 2
Prerequisites: Admission into the program
Students will be introduced to the profession of sonography, its history, future, professional and accrediting organizations and the relationship between the sonographer and the patient. Emphasis will also be placed on written and verbal communication, and professional issues relating to registry, accreditation, and the professional organizations. Ethical and legal principles are also discussed. Basic sonographic physics principles will be introduced along with sonographic terminology.

SO 108 INTRODUCTION TO SONOGRAPHY AND PATIENT CARE
Credit Hours: 6
Prerequisites: SO 102, SC 116, SC 226, SC 226L
This course will focus on introducing the student to the field of diagnostic medical sonography. It will include medical terminology with application to sonography. Course work will include information concerning documentation sonography, sonographic images, basic patient care techniques, infection control and universal precautions, emergency conditions, body mechanics/ergonomics, history taking and lab values. In addition to the above mentioned, gross anatomy, physiology, and sonographic anatomy of the abdominal organs to include great vessels, portal system and liver will be taught. Normal anatomy and ultrasound evaluation of the female pelvis and reproductive system as well as obstetrical applications of ultrasound will be discussed. The student will be required to complete a course in cardiopulmonary resuscitation (BCLS).

SO 115 CLINICAL PRACTICUM I
Credit Hours: 2
Prerequisites: SO 108, SO 108L
Students are assigned to the clinical setting to begin performing sonographic procedures, practice basic patient care skills including patient mobility and practice fundamental operation of the ultrasound machine. Correlation of theory to practice is measured through attendance, clinical logs, and rotation evaluations.

SO 118 INTRODUCTION TO CARDIOVASCULAR
Credit Hours: 6
Prerequisites: SO 102, SC 116, SC 226, SC 226L
This course will focus on introducing the student to the field of diagnostic medical sonography. It will include medical terminology with application to sonography. Course work will include information concerning documentation sonography, sonographic images, basic patient care techniques, infection control and universal precautions, emergency conditions, body mechanics/ergonomics, history taking and lab values. General sonographic physics principles, terminology, and clinical applications related to basic cardiovascular principles that are essential to the understanding of cardiovascular function and evaluation. Topics include anatomy of the heart, basic embryology, cardiac physiology, principles of cardiac hemodynamics and cardiac evaluation. Students will also be introduced to fundamental principles of vascular and duplex imaging. Students will begin to learn scanning techniques in the laboratory on real-time ultrasound equipment. The student will be required to complete a course in cardiopulmonary resuscitation (BCLS).

SO 126 CARDIOVASCULAR CLINICAL PRACTICUM I
Credit Hours: 2
Prerequisites: SO 118, SO 118L
Students are assigned to the clinical setting to begin performing sonographic procedures, practice basic patient care skills including patient mobility and practice fundamental operation of the ultrasound machine. Correlation of theory to practice is measured through attendance, clinical logs, and rotation evaluations.

SO 214 SONOGRAPHIC PHYSICS I
Credit Hours: 2
Prerequisites: SC 110, SO 108/118
Principles of sound propagation and tissue interaction are addressed. These include reflection, refraction, absorption and attenuation, the piezoelectric effect, transducer characteristics, focusing and resolution.

SO 216 SONOGRAPHIC PHYSICS II
Credit Hours: 1
Prerequisites: SC 110, SO 108/118, SO 214
Building on material taught in SO 214, this course continues with the principles Doppler and hemodynamics. In addition to classroom lecture and discussion, students will participate in practical exercises involving setting up and performing Doppler examinations.

SO 218 SONOGRAPHIC PHYSICS III
Credit Hours: 2
Prerequisites: SC 110, SO 108/118, SO 214, SO216
Building on material taught in S0 214 and SO216, this course continues with the principles of pulse-echo imaging, image storage and display, image features and artifacts, quality assurance and bioeffects.

SO 233  SONOGRAPHIC ANATOMY, PATHOLOGY AND CRITIQUE I
Credit Hours:  5  
Prerequisites: SO 108
Lecture content includes gross anatomy, physiology, pathologic conditions, pertinent lab values, and sonographic imaging of the abdominal organs to include liver, biliary system and great vessels. Normal anatomy and ultrasound evaluation of the female pelvis and reproductive system as well as obstetrical applications of ultrasound to include embryology, the developing fetus, and sonographic imaging and measurement of the normal fetus will be taught. The laboratory is used to enhance and reinforce material taught didactically. The essential components of the case presentation are introduced. Students present cases in an open forum for discussion and evaluation. Information presented includes patient history, sonographic findings, and patient follow-up. The examinations are also critiqued for technique, artifacts, and demonstration of anatomy and pathology. Students are evaluated based on their in-class written and oral presentations, and overall participation. Students also participate in journal club exercise.

SO 235  CARDIOVASCULAR SEMINAR
Credit Hours:  2
This course is designed to help prepare students for the ARDMS board examinations in Sonography Principles and Instrumentation (SPI), Adult Echocardiography and Vascular Technology. Methods include the use of computer-assisted instruction (CAIs), case review, simulated registry examinations and class discussion. Students also work with an application skill specialist on effective test-taking techniques for exams on the computer. Students will also be required to take the SPI examination as a part of this course prior to graduation in May. This course will assist students in the transition from student sonographer to professional sonographer, including ARDMS registry exam preparation. Additional topics such as resume writing, interview and negotiation skills, understanding benefits and different avenues of the sonography career ladder are also discussed.

SO 236  SONOGRAPHIC SEMINAR
Credit Hours:  2
This course is designed to help prepare students for the ARDMS board examinations in Sonography Principles and Instrumentation (SPI), Abdomen and OB/GYN.
well as 1st trimester pregnancy complications will be taught. The laboratory setting is used to enhance and reinforce material taught didactically. Students will also present interesting cases in a small group setting. Patient's medical history, pertinent lab values, medical procedures, and sonographic images comprise a complete case review to be followed by an open discussion. In addition, the essential elements of technical report writing are taught.

SO 243 SONOGRAPHIC ANATOMY, PATHOLOGY AND CRITIQUE III
Credit Hours: 6
Prerequisites: SO 108, SO 233, SO 239
Course material includes anatomy, pathology, and sonographic imaging used in the care of the high-risk obstetric patient and high-resolution sonography, which includes thyroid, breast, testicular, peritoneum/retroperitoneum, superficial imaging and invasive/biopsy procedure. The laboratory setting is used to enhance and reinforce material taught didactically. This course puts more emphasis on technical report writing and film critique.

SO 248 SONOGRAPHIC CLINICAL PRACTICUM III
Credit Hours: 5
Prerequisites: SO 115, SO 237
A continuation of Clinical Practicum I and II this course will allow students to broaden their hands-on experience in the clinical setting to include obstetrics/gynecology as well as abdominal sonography. Students continue to perform examinations under direct supervision of clinical instructors and, as the semester progresses, they are given more clinical responsibility.

SO 253 SONOGRAPHIC CLINICAL PRACTICUM IV
Credit Hours: 5
Prerequisites: SO 115, SO 237, SO 248
This clinical course continues to provide the opportunity for students to provide quality patient care while performing supervised sonographic examinations in all areas of practice. Professional judgment, patient care and critical thinking skills are further developed through interaction with patients and health care providers.

SO 255 SONOGRAPHIC ANATOMY, PATHOLOGY AND CRITIQUE IV
Credit Hours: 3
Prerequisite: SO 108, SO 233, SO 239, SO 243
This course will introduce the multispecialty sonography student to vascular sonography. It will include the hemodynamics and physiology of the vascular system. The student will be introduced to normal vasculature and the differentiation between the venous and arterial systems. Discussion will include the clinical signs and symptoms and the appropriate diagnostic testing and treatment of various vascular diseases. Emphasis will be placed on the functional workings and settings associated with vascular procedures. Students will also be responsible for writing a Case Report according to the JDMS guidelines and presenting it in digital format in front of peers (students, program staff, and clinical instructors).

SO 256 CARDIOVASCULAR CLINICAL PRACTICUM II
Credit Hours: 4
Prerequisite: SO 118, SO 126
This is a continuation of Cardiovascular Clinical Practicum I. Under direct supervision, students gain hands-on experience in the clinical setting. Students provide basic patient care and perform limited examinations demonstrating fundamental principles in instrumentation and cardiac scanning. In addition, students begin to perform examinations including carotid duplex and ankle/brachial indices in the vascular lab.

SO 258 CARDIOVASCULAR SONOGRAPHIC ANATOMY, PATHOLOGY AND CRITIQUE II
Credit Hours: 6
Prerequisites: SO 118, SO 238
This course expands on the cardiac imaging techniques and begins to focus on pathologic conditions of the heart. Comparative imaging, pathophysiology, sonographic appearance and Doppler echocardiography are integrated into the lectures. In addition, students will continue to learn lower extremity and venous examinations. New topics include: lower extremity arterial examinations (ABI’s and SAP’s), upper extremity venous and arterial exams and graft assessment. Pathologies of thrombus and arterial plaque and signs and symptoms of arterial and venous pathology are addressed. The laboratory setting is used to enhance and reinforce material taught didactically. Students will also present interesting cases in a small group setting. Patient's medical history, pertinent lab values, medical procedures, and sonographic images comprise a complete case review to be followed by an open discussion. In addition, the essential elements of technical report writing are taught.

SO 259 CARDIOVASCULAR CLINICAL PRACTICUM III
Credit Hours: 6
Prerequisites: SO 118, SO 126, SO 256
This is a continuation of Cardiovascular Clinical Practicum I and II, in which students' experiences are broadened to include more advanced cardiac imaging
techniques using two dimensional imaging, M-mode and spectral Doppler analysis. In the vascular lab, students begin to perform advanced vascular imaging procedures including deep venous examinations and intravenous graft assessments. Patient care skills are further developed through direct patient contact.

SO 260 MEDICAL ETHICS AND LAW IMAGING  
Credit Hours: 1  
Prerequisites: Instructor permission required for those not enrolled in the Sonography Program  
This course addresses a broad range of topics related to professional ethics and law including application of ethical principles, professionalization of medical imaging disciplines, theories and models related to incidence and prevention of medical mistakes and state and federal laws that affect medical imaging.

SO 261 CARDIOVASCULAR SONOGRAPHIC ANATOMY, PATHOLOGY AND CRITIQUE III  
Credit Hours: 5  
Prerequisites: SO 118, SO 238, SO 258, SO 261  
This course covers cardiac physiology and cardiac physics as it relates to aspects of mitral, aortic pulmonary and tricuspid stenosis as well as prosthetic valves, hypertensive disease and cardiomyopathies. The vascular portion of this course focuses on pathology and advanced imaging procedures (transcranial). Abdominal vascular imaging to include renal artery stenosis, the aorta and its branches and other abdominal applications are addressed. The laboratory setting is used to enhance and reinforce material taught didactically. This course puts more emphasis on technical report writing and film critique.

SO 262 APPLIED SECTIONAL ANATOMY IN IMAGING  
(Cross-listed: RA 262)  
Credit Hours: 1  
This course provides an introduction to the basics of cross-sectional anatomy of the head, neck, chest, abdomen and pelvic anatomy with emphasis on structures visualized in diagnostic medical sonography, computerized technology (CT), and magnetic resonance imaging (MRI) and nuclear medicine. The anatomy will be evaluated in multiple planes. The cadaver lab will be used to emphasize the relationships between anatomic structures.

SO 265 CARDIOVASCULAR CLINICAL PRACTICUM IV  
Credit Hours: 6  
Prerequisite: SO 118, SO 126, SO 256, SO 259  
This is a continuation of Cardiovascular Clinical Practicum I, II, and III. Building on skills developed in the previous two semesters, students perform advanced cardiac procedures such as stress-echocardiograms and transesophageal imaging and demonstrate technical proficiency in non-invasive vascular studies. Professional judgment, patient care and critical thinking skills are further developed.

SO 267 CARDIOVASCULAR SONOGRAPHIC ANATOMY, PATHOLOGY AND CRITIQUE IV  
Credit Hours: 1  
Prerequisites: SO 118, SO 239, SO 258, SO 261  
Students will be responsible for writing a Case Report according to the JDMS guidelines and presenting it in digital format in front of peers (students, program staff, and clinical instructors).

SO 420 PROFESSIONAL EXTERNSHIP  
Credit Hours: 1-3  
Prerequisites: Instructor permission  
Students will determine an appropriate setting in which to shadow a professional (physician, sonographer, administrator, educator, etc.) to obtain additional practical experience in an area of predetermined interest.

SO 430 SONOGRAPHY DIRECTED STUDY  
Credit Hours: 1-4  
Prerequisites: Instructor permission  
Students may select a topic directly related to Diagnostic Medical Sonography for in-depth study. Topics may include, but are not limited to, advanced concepts in neurosonology, pediatric echocardiography or breast imaging.

DIAGNOSTIC MEDICAL SONOGRAPHY - ON-LINE ADVANCED SKILLS CERTIFICATE IN VASCULAR SONOGRAPHY

SO 001 PRINCIPLES OF HEMODYNAMICS  
A discussion of Doppler Sonography that includes basic ultrasound physics and instrumentation, continuous-wave Doppler, pulsed Doppler, and duplex-triplex scanning with emphasis on the analysis of Doppler spectral waveforms and interpreting color Doppler images. An in-depth analysis of normal vascular hemodynamics and the effect of pathology on the flow of blood within and throughout the vascular circulation are presented.
SO 002  EXTREMITY VENOUS  
PRINCIPLES AND PROCEDURES  
Study of the clinical applications of Vascular  
Technology including the pathophysiologic basis,  
clinical signs and symptoms, related diagnostic  
procedures and typical findings of common and rare  
conditions of the upper and lower extremity venous  
vascular systems.

SO 003  EXTREMITY ARTERIAL  
PRINCIPLES AND PROCEDURES  
Study of the clinical applications of Vascular  
Technology including the pathophysiologic basis,  
clinical signs and symptoms, related diagnostic  
procedures and typical findings of common and rare  
conditions of the upper and lower extremity arterial  
systems.

SO 004  CEREBROVASCULAR  
PRINCIPLES AND PROCEDURES  
Study of the abnormal vascular examinations of the  
cerebrovascular system.

SO 005  MISC APPLICATIONS IN  
VASCULAR TECHNOLOGY  
Further study of the clinical applications of vascular  
technology, including abdominal Doppler applications  
and other advanced and/or rare examinations.

SO 006  ON-LINE REGISTRY REVIEW  
COURSE (OPTIONAL)  
This course will consist of review in preparation for the  
ARDMS examinations in

SURGICAL TECHNOLOGY

ST 101  INTRODUCTION TO SURGICAL  
TECHNOLOGY W/ LAB  
Credit Hours:  2  
Prerequisites: Enrollment in ST Program.  
This course introduces the student to the broad field of  
surgical technology. General information including the  
historical development of surgery, functions of hospitals  
and accrediting agencies will be addressed. Students will  
become familiar with basic principles of aseptic  
technique and surgical conscience as it relates to best  
practices and patient outcomes. Fundamental patient care  
skills including patient transport and positioning are  
taught and assessed in the laboratory. Professional  
expectations, standards, and behaviors of the  
perioperative team members will be introduced during  
this course. The student will be required to complete a  
course in cardiopulmonary resuscitation (BCLS).

ST 120  SURGICAL TECHNOLOGY I  
W/ LAB  
Credit Hours:  6  
Prerequisites: ST 101, ST 102, SC 225  
This course introduces the student to the practice of  
surgical technology. The preoperative roles of the  
surgical technologist in the circulator and first scrub role  
will be thoroughly examined. Preoperative patient  
diagnostic procedures, principles of sterilization, skin  
preparation and draping of surgical patient is included.  
Surgical and aseptic technique during the preoperative  
and intraoperative phases of the operative procedure is  
cluded in this course. Students will gain knowledge of  
suture and surgical instrumentation utilized during the  
intraoperative process and will perform basic general  
case preparation with understanding of patient disease  
process, procedural steps, and technique necessary for  
optimal patient outcomes. Students will research,  
formulate, and present individual and group projects to  
enhance learning of course material. Student will be  
introduced to the physical principles of mechanics, heat,  
sound, electricity, magnetism, and light as they apply to  
the operation of laser, robotic, and electrical surgical  
equipment. The laboratory setting will be used to  
reinforce material taught didactically. Students will be  
asked to engage in personal reflection and peer review of  
laboratory skills. Student must successfully complete  
performance competency in this course.

ST 200  PHARMACOLOGY FOR THE  
SURGICAL TECHNOLOGIST  
Credit Hours:  2  
Prerequisites: Math Concepts- competency, ST 120  
A study of medications used in the operating room with  
an emphasis on the common drugs used in the surgical  
area is completed in this course. Examination of the  
administration, actions, interactions, side effects, and  
terminology of perioperative medications is included.
Legal responsibilities of the surgical technologist, common calculations, and safety measures performed in a sterile field to assure patient safety are practiced. Students will actively participate in group presentations enhancing didactic teaching and complete medication cards and two written reports during this course.

**ST 205 MICROBIOLOGY FOR THE SURGICAL TECHNOLOGIST**

Credit Hours: 2

This course introduces the students to the historical background of microbiology, microbial structure and metabolism, and the relationship between humans and microorganisms. It includes disease production, transmission of disease-causing organisms, epidemiology, and immune defense mechanism. Principles of sanitation, disinfection, sterilization and wound healing are emphasized. Students learn techniques of standard precautions, specimen collection, preparation of cultures, and microscopic slide preparations with gram stain. An understanding of the medical impact of microorganisms on each body system and the environment is also addressed.

**ST 210 SURGICAL TECHNOLOGY II/ W LAB**

Credit Hours: 4

Prerequisites: ST 120

This course will expand on the role of the surgical technologist in the scrub role. Case and room preparation, aseptic technique, counts, suture and procedural steps for a wide variety of cases are introduced in this course. Students will complete individual and group presentations to enhance classroom learning. A hospital based lab practicum and observation will be included in this course. The laboratory setting is used to enhance and reinforce material taught didactically. Students will participate in active peer review of laboratory performance. Student must successfully complete clinical performance competency in this course.

**ST 220 SURGICAL TECHNOLOGY III**

Credit Hours: 2

Prerequisites: ST 210

This course will include intraoperative considerations for surgical interventions on specialty patient populations and advanced surgical procedures. Students will participate in individual and group presentations to enhance learning in this course. Specialty instrumentation, equipment and supplies needed for specialty populations will be reviewed. The course will also emphasize the elements of professional development including professional organizations, leadership, teamwork, certification and continuing education. Students will discuss the role of the AST and its impact upon careers in surgical technology. Students will complete the Program Assessment Exam (PAE) during this course.

**ST 250 CLINICAL I**

Credit Hours: 6

Prerequisites: ST 210, ST 200

Co requisite: ST 265

This course is designed to apply basic surgical anatomy, instrumentation and procedural steps combined with a consistent method of reinforcement in the clinical site. The students are assigned to a clinical site where they will apply theoretical knowledge while gaining aptitude, skills and proficiency necessary to function in non-complex situations as a surgical technologist.

**ST 260 MEDICAL ETHICS AND LAW**

Credit Hours: 1

This course provides an overview of the laws and ethics the student should know to help give competent, compassionate care to patients that is also within acceptable legal and ethical boundaries. This course will also give students the tools and guidance to facilitate the resolution of the many legal and ethical questions that they may reasonably expect to face as a student, and later as a health care practitioner. Emphasis on professional liability, scope of practice, ethical and personal obligations in relationship to medical mistakes and surgical patient outcomes is included. Students will also utilize a wide variety of real-life experiences and legal cases related to the text material.

**ST 265 CORRELATED PATIENT STUDY I**

Credit Hours: 1

Co requisite: ST 220, ST 250

This course will include the study of current trends, professional and interpersonal skills in the health care setting, and case review. Concurrent review of clinical rotation and participation in the surgical team will occur during this course. Students will also be introduced to fundamental principles of evidence-based practice. Students will participate in journal review and present articles pertaining to their current clinical practice to classroom peers. Students will also prepare a paper for publication consideration on a relevant clinical topic. All assigned clinical paperwork will be reviewed during this course.

**ST 268 CORRELATED PATIENT STUDY II**

Credit Hours: 1

Co-requisite: ST 270

Concurrent review of clinical rotation and participation in the surgical team through case studies and completion of clinical paperwork requirements will occur during this course. The student will develop the reflective
practitioner model with direct applications to the experience of the surgical technologist in the workforce. Students will create a power point presentation on a surgical case study following course guidelines, and present study to peers in classroom setting. Students will prepare journal article on surgical case or surgical concept for dissemination and discussion.

**ST 270  CLINICAL II**
Credit Hours: 6  
Prerequisites: ST 250  
Co-requisite: ST 268  
The surgical technology student will continue to build on the concepts gained in ST 250 during this course. Surgical anatomy, instrumentation, and procedural steps for each case are reinforced. The student will function as a part of the surgical team in an operating room setting applying theoretical knowledge while gaining the aptitude, skills and proficiency necessary to function in complex situations and cases.

**ST 280  ST SEMINAR**
Credit Hours: 2  
Prerequisites: must be taken in the final semester of the ST Program  
This course is designed to give specialized instruction in various areas of surgical technology. Employability skills will be reviewed and applied. Students will be introduced to techniques and exercises in preparation for the national CST exam. Written and oral presentations by the students are key elements of this course. All students meeting eligibility requirements will be required to seat the national Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) within 30 days of graduation date. Successful completion of exam and proof of graduation allows graduate to use credential Certified Surgical Technologist (CST).