2012-2013 College Catalog Addendum

January 2013
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Allied Health Admission Criteria
(effective date: October 31, 2012)

(Revised – Admissions section p.16)

(add “or higher” to sentence)
Bachelor’s degree or higher from a regionally-accredited institution with a cumulative grade point average of 2.5 or above.

Policy: Recording of Classroom Sessions
(effective date: January 14, 2013)

(New)

Reason for Policy: To prohibit or limit recording of class activities or re-distribution of classroom materials in order to:
- Respect the integrity and effectiveness of the classroom experience;
- Protect students and faculty dignity and privacy;
- Respect faculty and College rights in instructional materials, and
- Comply with copyright law.

Policy Statement: Nebraska Methodist College prohibits recording and transmission of activities (e.g., lectures, discussions) that occur as part of a classroom session by a student unless written permission from the course instructor has been obtained and all students in the course as well as any guest speakers have been informed that audio/video recording may occur. A recording is defined as a video or audio replication or photographic image recorded on devices, including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers, tablets, and other handheld devices that records images and/or sound. If a student is granted permission to record any portion of a classroom session, that student understands that the recording is for the sole use of the individual student and may not be reproduced, sold, posted online, or otherwise distributed. A student does not have permission to reproduce or post the information on any social media (e.g., YouTube, Facebook, etc), or other public or private forum that would infringe on the privacy rights of others represented in the recording.

Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or College policy. Violation of this policy may subject a student to disciplinary action under the College’s Student Code of Conduct and Resolution Process policies.

Exception: It is not a violation of this policy for a student determined by the College’s Academic Skills Specialist to be entitled to educational accommodations, to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures. Qualified students with a disability should follow the College’s Services for Students with Disabilities Policy. The restrictions on third party sharing and external distribution apply in such cases.

Destruction of Approved Recordings: Students must destroy recordings at the end of the semester in which they are enrolled in the class unless they receive the instructor’s written permission to retain them or are entitled to retain them pursuant to authorized accommodations.

Procedures: A student should review the course syllabus for instructions regarding the instructor’s policy on class recordings. Unless directly authorized by the syllabus, any student wanting to record a classroom session must discuss the request with the instructor and obtain written permission and inform others in the class that a recording is being made.
Policy: Student Exposure To Illness
(effective date: January 14, 2013) (New)

As healthcare providers, Nebraska Methodist College students are at increased risk of exposure to communicable and blood borne illnesses (including, but not limited to: influenza, hepatitis, pertussis).

Students are required to maintain complete and current health and immunization records with Student Health Services. This requirement ensures the well-being of students, clients and the NMC community.

Please refer to your Program Handbook and Student Health Center policy for guidance should an exposure occur. You can also access this guidance by visiting the College’s website under “Safety Policies.”

Procedure for reasonable suspicion testing
(effective date: October 1, 2012) (Revised – General Student Policies section p. 50)

(remove “cause” from heading)
Procedure for reasonable suspicion testing:

Confidentiality of Patient Records
(effective date: November 1, 2012) (Revised – General Student Policies section p. 52)

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 video tapes, film, and/or photographs), which includes using patient protected health information in student care plans or other course material, 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.

Family Educational Rights and Privacy Act
(effective date: October 1, 2012) (Revised – General Student Policies section p. 53)

(“Class rosters” and “Class schedules” removed from list of directory information.)
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.

<table>
<thead>
<tr>
<th>Sexual Harassment Policy (effective date: December 1, 2012)</th>
<th>(Revised – General Student Policies section p.59)</th>
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</table>

Definition
Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational, employment, programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, NMC has developed internal policies that prohibit discrimination and harassment on the basis of sex (see Equal Opportunity/Non-Discrimination Policy). This policy encompasses all forms of sexual misconduct, including sexual harassment, sexual assault and other forms of sexual violence. Harassment on the basis of sex is a violation of Section 703 of Title VII.

Sexual harassment is defined as any unwanted or unwelcomed communication of sexual nature, whether verbal, non-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.

Any form of sexual assault and other forms of sexual violence (e.g., sexual coercion and sexual battery), whether physical, mental or emotional in nature, is unacceptable behavior and will not be tolerated at NMC. This 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 19 and not married).

Examples of Prohibited Behaviors
Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment include but are not limited to:
1. Threats or intimidation of sexual relations or sexual contact that are not mutually agreeable to both parties;
2. Continual or repeated verbal abuses of a sexual nature including graphic comments about a person’s body, sexually suggestive objects or pictures placed in the work or study area that may embarrass or offend the person, sexually degrading words to describe the person or propositions of a sexual nature; and
3. Threats or insinuations that the person’s employment, pay, promotional opportunities, academic grading, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

STEP ONE: Initiating a Complaint
-Where to File/Report a Complaint

All members of the NMC community, which includes, but is not limited to, students, faculty, staff, and administration, are encouraged to notify the Title IX Coordinator as quickly as possible if they are personally subjected to or if they observe conduct that may be in violation of the Sexual Harassment Policy (hereinafter referred to as “Complainant”) and within six (6) months of the alleged violation(s) as it may impede NMC’s ability to conduct a thorough investigation and/or execute appropriate remedial action.

If a member of the NMC community observes a violation of this Sexual Harassment Policy wherein a minor (an individual under the age of nineteen (19) years of age) is involved, they have an obligation to report it to the proper law enforcement agency or Department of Health and Human Services. (Please refer to the “Minors Involved in Nebraska Methodist College Programs” for additional guidance).

This Sexual Harassment Policy applies to and includes complaints alleging harassment by employees, other students, and third parties. The identity of the harasser will not change NMC’s duty to address the complaint.

The Education Compliance Director serves as the Title IX Coordinator. Reports of sexual discrimination or harassment may also be brought to the following parties: Dean of Students, College Counselor, Program Director, Academic Dean, College Administrator, or Campus Security (collectively “Responsible Party”).

Any member of the NMC community who receives a complaint of sexual discrimination or harassment from a student, College employee, or third-party against the Title IX Coordinator should report the complaint to a College Administrator and/or Human Resources.

Local Law Enforcement Involvement: Notwithstanding the complainant’s ability to file/report a complaint under with NMC, the complainant may also file a report with local law enforcement. College personnel will assist the complainant 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 complainant at the time of first reporting.

College action against violators of this policy does not in any way preclude the possibility of criminal action by civil authorities, should the complainant wish to pursue this course of action.

To the greatest extent possible, reports of sexual harassment brought anonymously or brought by third parties not directly involved in the harassment will be responded to. The response to such reports may be limited if information contained in the report cannot be verified by independent facts.

-Estimated Timelines
At the initial meeting with the person reporting the complaint, the Responsible Parties will explain the informal and formal resolution procedures that are identified below. The timelines offered in this policy are intended to assist in a prompt and equitable resolution of complaints. However, during winter breaks and summer sessions, when witnesses may not be available, the timelines may be adjusted to accommodate these circumstances. Nevertheless, it is NMC’s intention to proceed as expeditiously as possible.

The estimated timeline for informal resolution is fifteen (15) business days from receipt of informal complaint by a Responsible Party. The estimated timeline for formal resolution is forty-five (45) business days from receipt of formal complaint by a Responsible Party. If a complaint is referred to a disciplinary
process, the estimated timeline for completion of these procedures is thirty (30) business days from the
date of the disciplinary referral. Where an estimated timeline cannot be adhered to, the Responsible Party
will notify the parties and provide an anticipated completion date.

- Confidentiality
It is the College’s goal to preserve the confidentiality of any complaint to the fullest extent; however, it
cannot guarantee absolute confidentiality. While the Complainant’s wishes regarding confidentiality will
be considered, they must be balanced against the College’s responsibility to respond to such reports and
the rights of the person accused of sexual harassment, violence, or discrimination (“Respondent”) to be
informed of the allegations against them, including their source. The College will limit disclosures to
what is reasonably necessary to conduct a fair investigation and determine appropriate disciplinary
recommendations. All participants in an investigation will be advised that they are obliged to maintain
confidentiality as well.

STEP TWO: Informal Resolution Process

NMC encourages informal resolution when the parties desire to resolve the situation cooperatively.
Participating in the informal resolution process is optional and voluntary. The Complainant can end the
informal process at any time and begin the formal resolution process. The goal of information resolution
is to resolve concerns at the earliest stage possible, with the cooperation of the parties involved. Efforts
for early resolution will be flexible and encompass a full range of possible outcomes, including, but
limited to addressing the Respondent participating in mediation (which may be ended at anytime by either
party in favor of the formal process), or arranging a remedy for the complainant and/or agreement by the
accused to accept a disciplinary sanction. The information resolution process could include by way of
example: separating the parties; referring the parties to counseling; conducting targeted educational and
training programs; or providing remedies for the individual harmed by the alleged discrimination.

Mediation will not be used to resolve alleged sexual assault complaints.

If the matter is resolved informally to the satisfaction of all parties, the Title IX Coordinator will maintain
a record of the complaint and its resolution.

If informal resolution is not possible, NMC will proceed to Step Three for formal resolution of the
complaint.

STEP THREE: Formal Investigation and Resolution Process

If early resolution is unsuccessful, inappropriate (e.g. when facts are in serious dispute, reports involve a
pattern of behavior, or allege serious misconduct such as sexual assault), or if the Complainant prefers a
formal procedure, a formal written complaint may be filed with the Responsible Party.

- Reporting and Timeframes
A formal written complaint should include a detailed description of the conduct that the reporting party
alleges to be discriminatory and supporting documentation (if any); name(s) and contact information of
the Respondent; Complainant’s signature; and the name(s) and contact information of witnesses (if any).
A copy of the complaint will be sent to the Respondent within five (5) business days after it is received by
the Responsible Party. If the individual(s) accused cannot be located, attempts of notification will be
documented. The Respondent will ten (10) working days to respond in writing. Respondent’s statement
must contain full and specific responses to each claim or complaint, admitting, denying or explaining the
Complainant’s allegations. The Respondent must sign his or her statement which will then be appended to
the original complaint. Within five (5) business days, the Title IX Coordinator will forward both
statements to the Complainant, Respondent, and the Methodist Health System’s Human Resources Department (“MHS”), if either party is employed by MHS.

- **Investigation**
  Within five (5) business days of Complainant filing a formal written complaint, the Title IX Coordinator shall initiate a formal investigation. If either party is an employee of MHS, the Title IX Coordinator may collaborate with MHS.

  During the investigation, and depending on the nature of the allegations, the Title IX Coordinator, in his or her discretion, may interview Complainant, Respondent and/or witnesses; review written documentation and relevant policies; and take other necessary steps to thoroughly investigate the allegations. Interviews with the Complainant and Respondent will occur separately. NMC will ensure that both the Complainant and Respondent are afforded equal opportunities to present relevant witnesses and other evidence.

  Disclosure of facts to witnesses and parties is limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation are advised that maintaining confidentiality is essential to protect the integrity of the investigation.

  Neither Complainant nor Respondent will be afforded the opportunity to have legal counsel present during any stage.

  During the investigation, the Title IX Coordinator may take appropriate interim measures to ensure safety and non-retaliation for all parties. Examples of interim measures include, but are not limited to, separation of parties, no contact directives, and alternative academic or housing arrangements.

  The estimated timeline for formal resolution is forty-five (45) business days from receipt of formal complaint by a Responsible Party. If a complaint is referred to a disciplinary process, the estimated timeline for completion of these procedures is thirty (30) business days from the date of the disciplinary referral. Where an estimated timeline cannot be adhered to, the Responsible Party will notify the parties and provide an anticipated completion date.

  The Title IX Coordinator will use a preponderance of the evidence standard (e.g., more likely than not) when evaluating the allegations and formulating the outcomes of the investigation.

- **Resolution**
  At the conclusion of the investigation, the Title IX Coordinator will notify the concerned parties, including a referral to the appropriate procedures, in writing of the outcome of the investigation within ten (10) business days of the completion of the investigation and its outcome. Communication of outcome does not constitute a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g). The Complainant will be informed of the findings and of actions taken or recommended to resolve the complaint. The Complainant may be notified generally that the matter has been referred for disciplinary action but will not be informed of the details of the recommended disciplinary action without the consent of Respondent.

  The Respondent shall be informed of the findings and of actions taken or recommended to resolve the complaint and shall be notified generally of referrals and/or recommendation for disciplinary action.

  The Complainant and the Respondent may request a copy of the investigative report. The report will be amended to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report in accordance with College policy.
Copies of the investigatory report will be provided to College administrators and other College leaders who are directly responsible for implementing measures to correct and prevent discriminatory or harassing conditions.

Appeals Process
An individual may also file a complaint or grievance alleging that the actions taken in response to the reporting did not follow College policy and/or the results of the formal investigation are inaccurate, unfair or unfounded as they perceive them. The individual shall submit the written appeal to the College President within ten (10) business days of receipt of notification of completion and outcome of the investigation. The College President will respond within ten (10) business days of his or her decision. This decision is final.

Retaliation
An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, adverse employment or educational actions) for having reported sexual harassment in good faith, who assisted someone with a report of sexual harassment, or who participated in any manner in an investigation or resolution of a report of sexual harassment, may make a report of retaliation under these procedures. The report of retaliation will be treated as a report of sexual harassment and will be subject to the same procedures.

Assurance to Prevent Reoccurrence
The law requires the College to ensure a work and educational environment free from discriminatory harassment and sexual harassment. The College will take all reasonable steps to prevent the reoccurrence of any harassment, and to correct its discriminatory effect on the Complainant and others, if appropriate under the circumstances.

Sexual Harassment/Assault Prevention Programs and Resources
Nebraska Methodist College offers different programs and resources in an effort to prevent and/or remedy occurrences of sexual harassment/assault on its campus or College-sponsored activities. In the month of April each year as part of Sexual Assault Awareness month, the College dedicates one week wherein it holds activities to inform and educate students on topics related to sexual harassment/assault awareness. The College also encourages students who may need to discuss issues relating to sexual harassment/assault to contact the College Counselor. As an affiliate of Methodist Health System, the College may also refer the student to the Heidi Wilke/SANE SART Survivor Program, where specifically-trained on-call staff respond and care for the specific needs of sexual assault patients. Please note, however, that students who believe they are victims of a sexual harassment/assault incident or perceive/observe such an incident, must first report it to the Title IX Coordinator or the appropriate authority listed in the “Reporting” paragraph.

<table>
<thead>
<tr>
<th>Academic Developmental Plan</th>
<th>(Revised – Academic Policies section p.74)</th>
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<tr>
<td>(effective date: September 20, 2012)</td>
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The academic advisor will contact the student to initiate the Academic Development Plan (ADP) for any student who fails a course or is placed on academic probation. Students placed on academic suspension are required to initiate the creation of the ADP by contacting their academic advisor. Failure to maintain an active ADP once it is established may negatively impact financial aid or result in dismissal from the college.

The academic advisor or appropriate college personnel will facilitate the development of the ADP and may consult with faculty, college personnel or agents of the college (such as clinical instructors/preceptors). Copies of the ADP will be provided to the student, the academic advisor and the
program director, and will be placed in the student’s academic advising file. Each student’s ADP will be reevaluated according to the timetable established in the plan at a minimum, but also as needed based on student needs or changes in performance. The financial aid office will be notified of student failure to meet the terms of the ADP in the established time frame who will notify the student of any changes to their financial aid status. In addition, students may end up on financial aid suspension due to withdrawing from courses rather than failing them. If students choose to appeal financial aid suspension, they must contact their academic advisor to initiate the ADP. The ADP must be submitted with the letter of appeal for consideration of reinstatement of financial aid.

### ACE – Accelerated Community-Based Education for Nursing (Fifteen-Month BSN Program)  
(Revised – Nursing section p.106)  
(effective date: January 7, 2013)

This program offers an accelerated format for those possessing a degree in a non-nursing field and meeting prerequisites. Any associate, bachelor, or higher degree is acceptable. Students must have a cumulative college grade point average of 2.75 or higher to be considered. Students maintain a full-time status for 15 months — the last six weeks of which are spent in a one-on-one preceptorship.

### Surgical Technology Curriculum Plan  
(Revised – Surgical Technology section p.115-116)  
(effective date: August 20, 2012)

**Curriculum:**
Math competency test administered at registration; completion of 0 credit modules as directed during fall term.

#### Fall Semester
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 230/245</td>
<td>Language &amp; Culture in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>SCI 103</td>
<td>College Chemistry</td>
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<tr>
<td>SCI 116</td>
<td>Medical Terminology</td>
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<tr>
<td>SCI 225</td>
<td>Human Anatomy &amp; Physiology I</td>
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#### Spring Semester
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HUM 150</td>
<td>World of Ideas: Critical Reasoning and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>SCI 226</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>SSC 101/215</td>
<td>Intro to Psych or Lifespan Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SUR 106</td>
<td>Introduction to Surgical Technology with Lab</td>
<td>5</td>
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</table>

#### Summer Session
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SSC 235</td>
<td>The Sociology of Culture</td>
<td>3</td>
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<tr>
<td>SUR 122</td>
<td>Surgical Technology I with Lab</td>
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<tr>
<td>SUR 200</td>
<td>Pharmacology for the Surgical Technologist</td>
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#### 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>SUR 205</td>
<td>Microbiology for the Surgical Technologist</td>
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<tr>
<td>SUR 210</td>
<td>Surgical Technology II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>SUR 250</td>
<td>Surgical Technology Clinical I</td>
<td>6</td>
</tr>
<tr>
<td>SUR 266</td>
<td>Correlated Patient Study I</td>
<td>2</td>
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</tbody>
</table>

#### Spring Semester
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HUM ___</td>
<td>The World of Ideas: Elective</td>
<td>3</td>
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<tr>
<td>SUR 260</td>
<td>Medical Ethics and Law for the Surgical Technologist</td>
<td>1</td>
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<tr>
<td>SUR 269</td>
<td>Correlated Patient Study II</td>
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<tr>
<td>SUR 270</td>
<td>Surgical Technology Clinical II</td>
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<tr>
<td>SUR 280</td>
<td>ST Seminar</td>
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<tr>
<td>COM 290</td>
<td>Portfolio Synthesis</td>
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### Resolution Process for Academic Concerns
(Revised – General Student Policies p.57)

<table>
<thead>
<tr>
<th>Total Credit Hours:</th>
<th>66</th>
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- **Resolution Process for Academic Concerns**
  
  (separates the “academic” process from “Resolution Process for Academic and Non-Academic Student Concerns”)

  The resolution process for an academic concern is to provide an impartial review of academic situations and issues for ensuring that the rights of all students are properly recognized and protected. No adverse action will be taken against a student who chooses to utilize this process.

  This process is to be used for instances in which a student has an academic concern regarding:
  - The grade received in a course
  - A decision perceived to be arbitrary, capricious, or applied unequally and impacts one’s academic progression.

  Sexual harassment/misconduct complaints are handled through the College’s *Sexual Harassment Policy*.

  Nebraska Methodist College is required to share with institutional or programmatic accreditation agencies 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 shall remain anonymous.

  A common academic concern sought by a student is the appeal of a course grade. A faculty member determines the character of a course which includes content, instructional practices, and assessment procedures. Instructors have the right to assign a course grade based on any method that is professionally acceptable, shared with all students, and applied equally. Each student has the right to a course grade based upon an unbiased evaluation of his/her performance and the specified grading procedure. A student has the right to ask for clarification of the basis for his/her grade.

  Valid reasons for initiating the resolution process include, but are not limited to: a failure to follow published course, program, or college policies, a lack of consistency within the student’s course section, the grade awarded was motivated by ill will, or concern over the accuracy of the grade calculation.

  The following are NOT valid reasons for initiating the resolution process: (i) a disagreement with the application of course policies and/or grading standards, (ii) the requirements or examination standards of an academic program, (iii) issues regarding program accreditation requirements, (iv) concerns over professionally acceptable teaching approaches, (v) differing personalities, and (vi) differences in classroom policies or grading schemes in different courses or between different sections of the same course. The resolution process should not be initiated simply due to its impact on a student’s academic progress and standing, ability to receive or maintain a scholarship, or any other monetary award, ability to maintain recognition of distinction, or eligibility for a club or organization. It is the student’s responsibility to justify that the final grade he/she received in a course was the result of a decision that was arbitrary, capricious, or applied unequally.

  The resolution process for an academic concern must be initiated no later than one (1) month from the occurrence of the concern. A student is encouraged to talk with the Dean of Students to allow him/her to offer an assessment of the concern and to clarify the steps of the resolution process.
Step 1: Informal Resolution

Step 2: Notification Letter

Step 3: Program Director

Step 4: Academic Dean

Step 5: Dean’s Council

Step 6: VPAA

NMC: 2012-2013 College Catalog Addendum
**Step 1:** A student is encouraged to pursue a good-faith attempt at informally resolving the academic concern. The student will communicate the concern with the involved individual (e.g., faculty member, program director, or Academic Dean) to find a solution. A student may be requested to put their concern in writing. Within five (5) working days from the time the student raises the concern, written or oral, the involved individual will evaluate the concern, render a decision, and notify the student. As part of his/her evaluation, the involved individual may schedule a follow-up conversation with the student and may consult College faculty, staff, or administrators for clarification and/or guidance. At the request of the student or the involved individual, the Dean of Students can be asked to arrange a meeting of those involved, attend such meetings(s), and aid in mediating a resolution. If the involved individual does not act on or resolve the concern to the reasonable satisfaction of the student, the student can initiate Step 2 of the resolution process.

**Step 2:** Within five (5) working days of the student being notified by the involved individual of his/her decision, the student writes a notification letter specifying:

- a statement of facts as the student perceives them, citing specific instances where, in the student opinion, policies and procedures were violated or were unfairly applied,
- a summary of the outcome from Step 1,
- the remedy sought by the student, and
- the best method to communicate with the student (phone, e-mail, etc.).

The student is encouraged to seek guidance from the Dean of Students on development of this letter. The student proceeds to:

- Step 3 if the involved individual is a faculty member and he/she reports to a Program Director
- Step 4 if the involved individual is a Program Director
- Step 4 if the involved individual is a faculty member and he/she directly reports to an Academic Dean
- Step 5 if the involved individual is an Academic Dean.

**Step 3:** The student provides their notification letter to the Program Director. Within five (5) working days from receipt of the letter, the Program Director will evaluate the concern, render a decision, and notify the student via written communication. As part of his/her evaluation, the Program Director may schedule a conversation with the student and may consult College faculty, staff, or administrators for clarification and/or guidance. If the Program Director does not act on or resolve the concern to the reasonable satisfaction of the student, within five (5) days of being notified of the decision, the student can initiate Step 4 of the resolution process.

**Step 4:** The student provides their notification letter to the appropriate Academic Dean. Within five (5) working days of receipt of the letter, the Academic Dean will evaluate the concern, render a decision, and notify the student via written communication. As part of his/her evaluation, the Academic Dean may schedule a conversation with the student and may consult College faculty, staff, or administrators for clarification and/or guidance. If the Academic Dean does not act on or resolve the concern to reasonable satisfaction of the student, within five (5) days of being notified of the decision, the student must meet with the Dean of Students to initiate Step 5 of the resolution process.

**Step 5:** The Dean of Students will provide the student’s notification letter and the Academic Dean’s decision to the Dean’s Council for review and consideration. The Academic Dean from Step 3 can be a participant in the discussions, but will be a non-voting member during any deliberations. Within five (5) working days after the Dean’s Council meets, the Dean’s Council will evaluate the concern, render a decision, and the Dean of Students will notify the student via written communication. As part of their evaluation, the Dean’s Council may schedule a conversation with the student and may consult other
College faculty, staff, or administrators for guidance and/or clarification. If the Dean’s Council does not act on or resolve the concern to the student's satisfaction, within five (5) days of being notified of the decision, the student must meet with the Dean of Students to initiate Step 6 of the resolution process.

**Step 6:** The Dean of Students will provide the student’s notification letter and all decisions from prior steps to the Vice President for Academic Affairs (VPAA) for review and consideration. Within five (5) working days from the VPAA’s receipt of the materials, the VPAA will evaluate the concern, render a decision, and notify the student via written communication. As part of his/her evaluation, the VPAA may schedule a conversation with the student and may consult other College faculty, staff, or administrators for guidance and/or clarification. A decision by the VPAA is final and ends the academic resolution process.

| Revised Sonography Course Description (effective date: August 20, 2012) |
| (Revised – Course Description Section p. 125) |

**DMS 267 CARDIOVASCULAR SONOGRAPHIC ANATOMY, PATHOLOGY AND CRIT IV**
Credit Hours: 2
Prerequisites: DMS 118, DMS 239, DMS 258, DMS 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).

| Revised Nursing Course Descriptions (effective date: August 20, 2012) |
| (Revised – Course Description Section p. 145) |

**NRS 369 LEADERSHIP DEVELOPMENT**
Credit Hours: 2
Prerequisite: NRS 240
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/or governance activities in student organizations on the Nebraska Methodist College campus. Through this course, the students self-reflect on the competencies needed by future nurse leaders and managers. Students examine the leadership role of a nurse through policy and professional activism. This course is hybrid in that there will be face-to-face meetings with course faculty and online discussions as well.

| NRS 399 DIRECTED STUDY: IMMERSION EXPERIENCE |
| Credit Hours: 2 |
| Prerequisite: NRS 220 (Laredo), NRS 240 (Rosebud) |
| 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 others in a meaningful way. Through an interdisciplinary approach, students will gain global awareness through the study of culture, politics, history, economics, and healthcare, along with other aspects of diversity. A spring break trip is also a part of this course. |

| Revised Surgical Technology Course Descriptions and Numbers (effective date: August 20, 2012) |
| (Revised – Course Description Section pps. 162-165) |
Change course number (from SUR 103)

**SUR 106 INTRODUCTION TO SURGICAL TECHNOLOGY WITH LAB**
Credit Hours: 5
Prerequisites: Enrollment in ST Program.
This course introduces the student to the practice of surgical technology. Students will become familiar with the basic principles of aseptic technique and surgical conscience as it relates to the best practices and patient outcomes. 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, patient transport, positioning, skin preparation and draping of the surgical patient are included. Surgical and aseptic technique during the preoperative and intraoperative phases of the operative procedure is included 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 the course material. Students 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. Students must successfully complete performance competency in this course. 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).

Delete SUR 103L

Change course number (from SUR 120)

**SUR 122 SURGICAL TECHNOLOGY I W/ LAB**
Credit Hours: 4
Prerequisites: SUR 106, SCI 226
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. Additional topics include intraoperative considerations and specialty instrumentation, equipment and supplies needed for surgical interventions on specialty patient populations and advanced surgical procedures. 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.

Change course number (from SUR 212)

**SUR 210 SURGICAL TECHNOLOGY II/ W LAB**
Credit Hours: 4
Prerequisites: SUR 122
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. Additional topics include intraoperative considerations and specialty instrumentation, equipment and supplies needed for surgical interventions on specialty patient populations and advanced surgical procedures. 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.

Change course number (from SUR 265)
SUR 266 CORRELATED PATIENT STUDY I
Credit Hours: 2
Co requisite: SUR 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.

Change course number (from SUR 268)
SUR 269 CORRELATED PATIENT STUDY II
Credit Hours: 2
Co-requisite: SUR 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.