

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 Honesty

Students of Nebraska Methodist College are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty is fundamental to the integrity of professionals. Any student who fails to follow the academic honesty 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. 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.

Academic dishonesty is an egregious violation of conduct. Academic dishonesty of any kind will usually result in failure of an assignment, failure of the course, and/or expulsion from the College*.

*this policy was revised 10/13/09; [click here for the current policy.](#)

Student Classification for Degree-Seeking Students

NMC undergraduate students are classified according to the total number of semester hours earned:

Freshman	30 or fewer credit hours
Sophomore	31 – 60 credit hours
Junior	61 – 90 credit hours
Senior	more than 90 credit hours

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:

Classroom (didactic)	15 Class hours	= 1 credit hour
Laboratory	30 Lab hours	= 1 credit hour
NS/Clinical	45 Clinical hours	= 1 credit hour
NS Preceptorship	96 Clinical hours	= 1 credit hour
PTA Clinical	45 Clinical hours	= 1 credit hour
RA Clinical	85 Clinical hours	= 1 credit hour
RC Clinical	50 Clinical hours	= 1 credit hour
SO Clinical	72 Clinical hours	= 1 credit hour
ST Clinical	60 Clinical hours	= 1 credit hour

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.

*this policy was revised 01/22/10; [click here to view the current policy](#)

Examinations and Grading

Grading Policy

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

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WX	Withdrawn	*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

*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

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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”, “I”, “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.

AU = Audit	CR = Credit	I = Incomplete	NC = No Credit	NR = Not Reported
S = Satisfactory	U = Unsatisfactory	W = Withdrew	WX = Withdrawn Administratively	

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 “I” 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 “I” 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 “I” 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

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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	Minimum Credit Hours
AS Medical Assisting	61
AS Physical Therapist Assistant	75
AS Radiologic Technology	80
AS Respiratory Care	79
AS Sonography – Multispecialty	78

AS Sonography – Cardiovascular	78
AS Surgical Technology	65
BS Nursing	127
BS Health Studies (hours vary depending on area of study)	121-123

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.

Program	Minimum Credit Hours
MS Health Promotion Mgmt	33
MS Medical Group Administration	33
MS Nursing	39

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 registered letter, sending copies of the letter to the Program Director, Advisor, Registrar, and Associate Dean.

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

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 has a GPA of less than 2.0 in any semester. Students who have attempted at least six credit hours at the College and 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.*

*this policy was revised 10/22/09; [click here for the current policy](#).

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 not less than three months and*** 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.

*this policy was revised 10/22/09; [click here for the current policy](#).

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.*

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.

*this policy was revised 10/08/09; [click here for the current policy](#).

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.*

*this policy was revised 10/08/09; [click here for the current policy](#).