

# 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.

**Students will remain on inactive status for 12 months and then will be administratively withdrawn.\***

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

## 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

# 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](http://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 course work 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. After 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.\*
- 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.

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

## **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

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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:

- a. College transcript(s)
- b. High School transcript(s)
- c. GED transcript
- d. Application
- e. ACT/SAT report
- f. 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:

- a. Application
- b. High School transcript(s)
- c. Other college transcript(s)
- d. GED transcript
- e. Application for Degree
- f. 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.