

NEBRASKA METHODIST COLLEGE
– THE JOSIE HARPER CAMPUS

STUDENT HANDBOOK



2010-11

Nursing Assistant & Phlebotomy
Certificate Programs



Dear Students,

Thank you for choosing Nebraska Methodist College! A number of years ago, every member of the College staff and faculty created our current mission statement and core values. Our mission describes who we are and our reason for being. Our core values clarify the “behaviors” and attitudes we intend to characterize our work.

One of those core values is “learning”, and we believe learning happens in a supportive environment, not a punitive one. Another core value is “respect”. We believe learning happens in an environment characterized by reciprocal appreciation of our gifts, talents and learning struggles. The policies and procedures explained in this handbook and the College catalog are intended to establish an environment safe for everyone, characterized by mutual respect, caring and holism.

**DO YOUR BEST –
TAKE SOME RISKS –
APPRECIATE YOUR LEARNING PROCESS.**

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NEBRASKA METHODIST COLLEGE MISSION AND CORE VALUES STATEMENT

MISSION

As a health profession institution, we provide educational experiences for the development of individuals in order that they may positively influence the health and well being of the community.

CORE VALUES

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

♦ **CARING**

We are concerned for the well-being of all people, and demonstrate this concern through kindness, compassion and service.

♦ **EXCELLENCE**

We expect the best from everyone and hold ourselves to the highest ideals of personal, professional and organizational performance.

♦ **HOLISM**

We recognize and honor the interrelatedness of all things and all people; and are committed to the development of the whole person.

♦ **LEARNING**

We embrace the experiential process by which knowledge, insight, understanding and, ultimately, wisdom are created for ourselves and those we serve.

♦ **RESPECT**

We recognize and uphold the dignity and self-worth of every human being, and promote honest and forthright interpersonal communications and behaviors.

BEING SUCCESSFUL STARTS WITH BEING INFORMED

Welcome to Nebraska Methodist College! Entering College is a new experience, and in any new experience, there are challenges. College means learning about new people, new routines, unfamiliar terms, and countless questions.

This handbook, together with orientation and meetings with your program coordinator/faculty, will help to make entering Nebraska Methodist College a positive and successful experience. The College believes that successful health care providers are empowered health care providers. Two components are necessary for empowerment: 1) to be informed and 2) to follow through. This handbook will assist you in being informed. The joy of follow-through and its personal benefits is your challenge.

COLLEGE SUCCESS STRATEGIES

- ♦ Do what it takes to get involved with others in order to build a sense of belonging.
- ♦ Be willing to risk making mistakes. You'll learn more and learn it faster.
- ♦ Don't sweat the small stuff. Don't let the unimportant stuff take your best energy. Don't talk yourself into believing that everything is important.
- ♦ Confront rumors.
- ♦ Recognize that you control no one but yourself.
- ♦ Use your resources. The most clever people ask many questions.
- ♦ Assume nothing.
- ♦ Don't take yourself too seriously.
- ♦ Take your learning seriously.
- ♦ Laugh; laugh again; laugh one more time!

STUDENT DEVELOPMENTAL SERVICES

Student Developmental Services (SDS) 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 for students to enhance holistic life skills throughout the NMC experience. This department supports a total college student development plan that includes:

- academic advising
- career advisement
- counseling and special services
- integrated learning
- orientation
- student activities
- student health
- academic skills development
- community service
- honor ceremonies
- leadership development
- residence life
- student governance
- student life

Professional staff who provide the following services are available by calling 354-7211.

Academic Advising

To facilitate effective decision making and completion of academic coursework in an educationally sound manner, matriculated students work with a professional staff member as an advisor. Students enrolled in the certificate and allied health programs are assigned an academic advisor from within their program of study upon enrollment and maintain this advisor throughout program completion. Nursing students work with a freshman academic advisor during the first year of their bachelor's degree program. After completion of the first year, nursing students are assigned to an advisor in the nursing program. These individuals work closely with students, helping them achieve professional and/or personal goals through registration and program planning. The advisor also monitors and facilitates student progress through students' completion of portfolios.

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.

Counseling

Confidential counseling services are provided to assist students in making positive adjustments in their academic and personal lives. 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 and appropriate referrals. Counseling sessions may be short-term or long-term, depending upon need and desire. Services are confidential and free-of-charge. The counseling staff invites students to stop by or call and make an appointment at 354-7213.

Multicultural Support

Nebraska Methodist College is committed to creating a harmonious community characterized by awareness, integrity, cooperation, and mutual respect for diversity. The College strives 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. Through the work of various departments and committees, the College seeks to:

- promote a collegiate atmosphere that instills and supports a sense of belonging for students of color;
- organize activities that promote cultural awareness and appreciation; and
- provide holistic support to students of color as they pursue both academic and personal goals.

Contact the Executive Director of Student Development at 354-7212 for more information.

New Student Orientation

New student orientations are held each year to assist NMC students in building solid foundations for success. Information is presented to students to increase familiarity with day-to-day routines and essential resources available at Nebraska Methodist College. Orientations also assist in developing an understanding of the many strategies for achieving personal and academic goals at NMC.

Professional Development

As a part of the professional development of students, opportunities are available for students to learn job search skills such as résumé writing, interviewing skills, and job search strategies. Placement opportunities are available to all graduating students. Contact the Academic Skills Specialist at 354-7214 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, the College makes reasonable modifications to policies, practices or procedures or provides auxiliary aids and services, as long as doing so does not fundamentally alter the nature of the College's programs or impose an undue burden.

Since some accommodations 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 are required to provide documentation of their disability and its limitations, including appropriate medical information. In addition, students must participate in evaluations arranged by the College for the purpose of collaborating with a student to determine appropriate learning strategies. All personal and medical information is considered confidential. For more information, contact the Academic Skills Specialist at 354-7214.

Student Employment

Information about employment opportunities is available in the Student Center. These opportunities include the areas of health care, retail sales, fast food, and child care. For further information, contact the Academic Skills Specialist at 354-7214.

The Human Resources and supervisory teams of Methodist Health System are especially interested in talking with students about employment throughout enrollment and upon graduation. 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 on line by visiting www.bestcare.org, or by mailing their resume 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, employee development scholarships, flexible hours, paid time off, health and dental benefits and others.

Student Health Services

The mission of Nebraska Methodist College's Student Health Services is to provide each student with quality primary and preventative health care, as well as health and wellness education. All students enrolled in NMC programs are required to maintain complete and current health records. This requirement ensures the wellbeing of students, clients, and the NMC community.

The Student Health Center is located on the first floor of the Clark Center in Room 1233. Student immunizations and assessments required by the College are offered at the NMC Student Health Center at discounted rates. Services are confidential and all student health records are kept in locked files within the Student Health Center.

There is no provider after hours or on weekends. If you have an emergency, go to the nearest urgent care center or emergency room for treatment. The nearest Methodist Physicians Clinic Urgent Care location is:

10710 Fort Street

(402) 354-7540

Open week nights from 6 -10 p.m.;

Weekends & holidays from noon-6 p.m.

Questions about student health services should be directed to the College at 354-7211.

Student Housing

The Student Housing program at NMC is an integral part of the educational program and academic support services of the College. Josie's Village provides students with a dynamic living/learning environment that enhances individual growth and development.

Any questions regarding the residence may be directed to the Housing Coordinator at 354-7212. See the Housing Handbook for further information.

CAMPUS SECURITY

In accordance with the Student Right to Know and Campus Security Act of 1990 (20 USC, section 1092), NMC provides crime statistics and policies related to campus security to current students, employees, and applicants for enrollment and employment. NMC also provides this information to the United States Department of Education. These statistics reflect the preceding three calendar years. For additional information, contact the Dean of Students at 354-7264.

All security or safety incidents should be reported to the Security Department upon occurrence. For emergencies, call 354-4000. Safety incidents should be reported to the Safety Department at 354-4048 or 354-4499.

If the incident requires further questioning of the student by the security department, the student will respond to those questions. If the Security Department recommends that the student notify local authorities, the student is expected to do so. In some cases, the Security Department will notify local law enforcement agencies.

Security concerns at the NMC Campus or Josie's Village are minimal; however, the few incidents that occur could be avoided by the following precautions:

- Do not leave anything of value (purse, cellular telephones, portable TVs, CD players, cassette players) in plain sight in your automobile.
- Close your door each time you leave your room. A door propped open communicates the clear message that you are not in your room.
- Do not leave money, meal tickets or jewelry in plain sight in your room.
- Report the presence of strangers or any suspicious situations to an RA, the Security Department, faculty or staff member.

Blue Lights

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 College. The stations are easily located by finding the blue lights attached to various parking lot lights. The station locations are as follows:

- South upper parking lot
- South lower parking lot (near stairs)
- 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 four blue light stations within the parking lots of Josie's Village. The station locations are as follows:

- 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. Please do not use the blue lights for matters such as a stalled vehicle, flat tire, etc.

Professional Development and Lifelong Learning

NMC Professional Development and Lifelong Learning promotes education by providing courses and offerings designed to assist individuals in acquiring, updating and enhancing their knowledge base and improving the skills necessary for meeting the needs of rapidly changing workplaces and health care settings.

NMC students are encouraged to attend any of the educational offerings held by the department. There are offerings that enhance students' personal and professional growth which students may be expected to attend as part of their curricula. Catalog and certification information is available on our Web site (www.MethodistCollege.edu).

General Student Policies

Student Injury

If a student is involved in an accident or unusual occurrence which may cause actual or potential injury, proper documentation of the incident must be made within 24 hours. The completed Incident Report Form documenting the incident will be filed in the Student Health Office.

Protocol for on-campus and off-campus occurrences:

1. The student reports the incident to the appropriate faculty member, preceptor or designated supervisor, who initiates reporting and treatment.
2. The student receives immediate first aid or medical attention at the site as needed, and will receive information related to the nearest emergency services, if necessary.
3. The student must report the incident to the Student Health Center within 24 hours by calling 354-7211. If leaving a message, provide your name and contact information as well as the nature, date, and location of the incident.
4. If necessary, the student will seek further treatment at the provider/agency of their choice. Any costs incurred are the responsibility of the student. The exception is a blood/body fluid exposure which requires immediate treatment (refer to BBF policy).
5. Student Health will notify the student's Program Director and follow-up with the student as necessary

Blood/Body Fluid Occupational Exposure Procedure

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident at any campus or clinical facility.

1. Faculty, preceptor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash areas (i.e., eyes, mucous membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.
2. If the exposure occurs Monday–Friday, 6:30 a.m. – 5 p.m., call Methodist Employee Health at 354-5684. When speaking to the secretary, the caller should identify him/herself as a Nebraska Methodist College student with a potential BBF exposure. The student will be directed to go to one of the Employee Health locations (Methodist Hospital, 2nd floor, North Tower or 8601 W. Dodge, Suite 37).
3. If the exposure occurs at a time when Employee Health is closed, call the Methodist Hospital operator at 354-4000 and page the House Supervisor to report the exposure.
4. Employee Health will assist the student in filling out all necessary documentation forms and coordinate any necessary follow-up.
5. In addition to notifying the Methodist Health System Employee Health Department (as directed above) the student is to follow any institutional policies and procedures at the location where the exposure occurred.
6. Costs incurred by a student blood and body fluid exposure are paid by Nebraska Methodist College.

Return to Clinical/Classroom Policy:

Upon return from a health related absence (i.e. surgery, orthopedic pain or injury including back and neck pain, pregnancy, delivery, etc) or a student needs to request clinical restrictions due to a health condition, the student must present documentation from their personal health care provider to the Student Health Center. Documentation must indicate the date that the student may return to clinical and any restrictions. Students with physical restrictions may not be allowed to provide patient care. Restrictions will be evaluated on a case-by-case basis depending on the clinical area at the time of the illness/injury.

Before returning to class or clinical from an absence *related to an actual or probable infectious condition* including, but not limited to, pink eye, diarrhea/vomiting, rash, draining wounds or influenza, the student must contact the Student Health Center at the request of the faculty and may need to be seen by Student Health prior to a return to the clinic or classroom. The student may also be requested to present documentation from their personal health care provider stating that they are no longer infectious and may return to class/clinical.

All documentation related to the issues above shall be presented to the Student Health Center to be placed in the student's medical file.

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 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. If students are 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.

Equal Opportunity/Non-Discrimination

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. Nebraska Methodist College admits qualified students 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 students at the College. NMC does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other college-administered programs.

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, 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 (see Complaint Policy). Any student or employee who engages in discrimination in violation of this policy is subject to disciplinary action.

Harassment

Harassment is defined as verbal or physical conduct which 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 conflicts with the philosophy, core values, and policies of NMC. Harassment of any kind is not acceptable 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 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.

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/Immunization Requirements

Nursing Assistant Students

All NA students must make an appointment with the Student Health Center prior to the start of classes to verify immunizations, review health status, and receive a TB test. Proof of required immunizations must be submitted along with the Pre-Entrance Report.

Phlebotomy Students

All Phlebotomy students are required to make an appointment with the Student Health Center prior to the start of classes for a pre-entrance physical and to verify and/or receive required immunizations. Proof of required immunizations must be submitted along with the Pre-Entrance Report.

Nursing Assistant and Phlebotomy students may access Student Health Services for ill visits at a minimal charge. Over-the-counter medications are available free of charge.

Any NMC student who is not compliant with health record requirements will be withdrawn from classes. See Student Health Services for more information.

Immunizations

All NMC students are required to show proof of immunization prior to enrollment at the College and 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. The NMC Student Health Center can provide all required immunizations for students at minimal costs. For information or appointments, please call the Student Health Office at 354-7211.

Any changes in status must also be reported to Student Health. Failure to do so may result in an ineligibility to enroll and/or continue in NMC courses.

Immunization Requirements – The immunization history must be completed and signed by your healthcare provider. The Student Health Center reserves the right to request proof of any immunization documented that is in

question. If you are in progress with a vaccine series, you may complete the remaining doses with your healthcare provider or on campus.

- **Measles, Mumps and Rubella (MMR)**
Entering students born after January 1, 1957 must have two MMR vaccines given after the first birthday. Positive titers for measles, mumps and rubella will meet the requirement if vaccine dates are not available.
- **Chicken Pox/Varicella**
If you have had chicken pox disease, please indicate dates. If not or you are not sure, you will need a titer or immunization.
- **Hepatitis B**
Proof that the first of the three dose series has been initiated.
- **Tuberculosis (TB)**
You must show proof of a negative TB test within the past year. If you have had a previous positive test, you must provide documentation of a negative chest x-ray done within the United States. The radiology report is required. **TB skin testing is required annually while you are a student at the college.**
- **Tetanus**
Documentation of one booster within the past 10 years. Adacel (Tdap) is suggested by the CDC for all healthcare workers.

Infectious Diseases

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 the Rehabilitation Act of 1973 and the Civil Rights Act of 1964.

Within the clinical setting, all students are required to employ standard precautions in working with clients in order to minimize the risk of transmission of disease from student to client or 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 works with students in an effort to redesign curriculum and provide appropriate educational experiences consistent with academic and career goals. Students or prospective students with concerns in this area should familiarize themselves with the College's policies as they consider their career choices. Students are welcome to discuss their concerns with College administration or counseling staff.

The increase of infectious diseases is cause for concern for colleges and universities. Students in a campus environment are confronted with new independence, an uncertain sense of identity and self-esteem and strong peer pressures. It is for these reasons that Nebraska Methodist College is called upon to provide accurate, updated information on the modes of transmission of HIV and other infectious diseases, protective measures to prevent the spread of diseases and the most current treatments and resources available.

Decisions regarding housing for students with infectious diseases are made on a case-by-case basis in consultation with the student. Students who have an infectious disease should obtain guidance from their personal physician regarding living arrangements and proper precautions. Students with an infectious disease must manage any symptoms sufficiently to assure that there is no significant risk to themselves or others.

Information obtained by the College about a student's health status is treated as confidential. Only those individuals with a legitimate need to know such information in connection with the performance of the student's duties will be informed, with a clear understanding that such information is confidential.

Individual programs within Nebraska Methodist College have established guidelines for students with infectious disease concerns. See individual departments for further information.

Non-Academic Suspension/Dismissal

A student who willfully and deliberately violates 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 abuses College, agency, or another's property by theft or destruction; who has possession of, consumes or is under the influence of alcohol or illegal drugs while on the College campus and/or at another agency; or who willfully and deliberately violates civil or criminal code is liable to immediate dismissal from the Program. Dismissal constitutes expulsion from the College. Students who have been dismissed are not eligible for return or reapplication.

Personal Conduct

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.

In addition, behavior is recognized as a reflection of professional and personal integrity, which conveys to the community an image of the College and, ultimately, of the health care profession. Through the delivery of health care, a student assumes serious responsibility for other persons. Based upon these factors, the College believes a student, as an adult, has the personal responsibility for understanding the potential impact of his or her personal and 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 community. 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 theft, vandalism and possession of weapons, fireworks, illegal devices or substances are prohibited.
- Strive to facilitate, in self and others, behavior that is intended to maximize potential and success and to foster self-responsibility.
- Adhere to the highest personal and professional ethical standards. Disrespectful and/or disruptive behavior is unacceptable.
- Assume accountability for self and actions taken.
- Refer peers to appropriate professional resources when necessary.
- Maintain the confidentiality of others' 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.

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 request 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.

Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as any unwanted communication of a 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:

- Is used as the basis for either implicitly or explicitly imposing favorable or adverse terms and/or conditions of academic/employment standing.
- Is used as a basis for decisions affecting employment/academic standing of an individual.
- 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

Any form of sexual misconduct, whether physical, mental, or emotional in nature, is unacceptable behavior and is not 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-inducing sleep or is otherwise in a state of consciousness, 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 of giving legal consent (under age 18 and not married).

Sexual misconduct offenses should 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 of this Handbook. 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.

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;
 6. Normal visitation rights.
- 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 reapplication.

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 him/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 him/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.

Complaint Policy

If a complaint cannot be resolved through phase one of the Resolution Process (informal procedure), it will progress to phase two of the Resolution Process - the Judicial Board Hearing. Please contact the Dean of Students for assistance.

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.

Waiver of Liability

NMC is not liable for damage, theft, or loss of personal property. Students are advised to consider personal household insurance for coverage.

ACADEMIC POLICIES AND PROCEDURES

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.

Academic Success

Certificate Program students must receive a grade of “C” (2.0) or better for course credit. A student who does not successfully complete the course may reapply for admission. Readmission to the program is not guaranteed.

Alternative Testing Policy

Alternative testing is only available to students with a documented learning disability (refer to Services for Students with Disability Policy on page 4).

Appeals Policy - Academic

See “Resolution Process for Academic and Nonacademic Student Concerns”

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. Students are never to leave their clinical site without notifying faculty or staff.

Change of Program

Should students choose to change their programs, they should initially meet with their program coordinator/faculty 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.

Developmental Plan Policy

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.

Enrollment Status

Student enrollment status at the College is classified as active or inactive.

Active Status:

Certificate students are classified as active when enrolled and progressing at the expected course rate with rest of cohort.

Grading

The grading system is as follows:

A+	96-100	4.0
A	90-95	4.0
B+	86-89	3.5
B	80-85	3.0
C+	76-79	2.5
C	70-75	2.0
D	60-69	1.0
F	Below 60	0.0
CR	Credit	*
NC	No Credit	*
S	Satisfactory	*
U	Unsatisfactory	*
AU	Audit	*
I	Incomplete	*
W	Withdrew	*
WF	Withdrew with failing grade	*
WX	Withdrawn Administratively	*
NR	Not Reported	*
R	Repeated Course	*

(*Not used in calculating grade point average)

A grade of less than "C" or 2.0 for undergraduates in any course is unacceptable and the course must be repeated. All final grades are to be documented on the grade report sheet.

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.

Successful completion of Certificate Programs includes student compliance with the policies on written and practical examinations. Students must also complete appropriate clinical and field requirements described in the program section of this catalog.

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 endeavor to be supportive of various faiths and practices. Although the designated holidays for the College are New Years 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 your Program Coordinator/Faculty.

Issuance of Transcripts

Transcripts will be issued only upon written request or authorization of the individual. Transcripts are issued after verification that the individual's accounts are current. When transcripts are issued directly to the student, it will be noted, "Issued to student". The College will not be responsible for loss of transcripts due to insufficient address.

Leave Of Absence

A leave of absence may be permitted for a maximum period of one (1) year. Students wishing to initiate a leave of absence should first meet with their academic advisor/collegiate liaison and subsequently 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 department chairperson/program director.

Military Commitments

Leave required for military activation will be handled on a case-by-case basis in time of national emergency. Students with military commitments should attempt to arrange their responsibilities to the military so as not to interfere with the normal progression of the program of study.

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 accreditor 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 accreditor.

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

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.

GENERAL INFORMATION

Photo Policy

Any pictures of Nebraska Methodist College students, classes, activities and/or faculty and staff may be put on the Web site and in NMC publications without the consent of those photographed, if the names of the subjects are not identified. Group pictures are preferred. No external product or service will be endorsed in conjunction with pictures. Communication of the policy will be coordinated through NMC and will be included in orientation materials and employee/faculty policies and procedures.

If you do not wish to have your picture published, you must inform NMC in writing. Send notification to the Vice President for Student Affairs, Nebraska Methodist College, 720 N. 87th Street, Omaha, NE 68114.

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.

Parking

Students must comply with specific clinical site who visit the Hospital as patients or visitors may use the visitor lot when necessary. Students must register with Security as soon as possible by speaking to an officer or calling the voice mail box at 354-2886 (354-AUTO) and leaving the requested information. Personal notes left in a vehicle or sent with a citation appeal are not accepted if Security was not contacted in advance by the student.

Parking at Clinical Facilities

Students need to familiarize themselves with the rules and regulations of the clinical facility. Students are expected to abide by that facility's expectations and guidelines.

STUDENT RESOURCES

Bookstore

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

Computing Centers

The College has 22 computers in the Computer Lab (Clark Room 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.

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. Two refrigerators are located in the Student Center.

Library Services

John Moritz Library maintains a collection of books, journals, and online resources selected to support teaching, learning, and research at Nebraska Methodist College. The collections emphasize nursing, nursing education, women's health, obstetrics and gynecology, oncology, and select allied health disciplines. Through its Web pages, www.methodistcollege.edu/asp, the library provides both on-campus and remote access to research databases including CINAHL, PubMed, Academic Search Premier, PsycInfo, and the Cochrane Database of Systematic Reviews.

The library maintains 270 active periodical subscriptions and offers full text access to select content of nearly 5,000 licensed and open-access journals. The library procures books and journal articles not part of its collection through interlibrary loan service. Knowledgeable librarians and staff members orient students to library services and resources; instruct students in database search skills; guide students in selecting the most appropriate databases for specific research assignments; and assist in evaluation of information sources. All library computers are equipped with Microsoft Office 2007. Printers, photocopy machines, TV/DVD players, microphones, and a scanner are available to students.

The library, located on the second level of the Clark Center, is an inviting, student-centered facility that accommodates both individual and group study. As such, all visitors are expected to be considerate of others in this shared resource environment. Clients of John Moritz Library have the right to expect a quiet, productive, and secure library environment conducive to research and study and free of disruptive activity. John Moritz Library is open 76 hours/seven days per week with adjusted hours over holidays and during the summer.

Learning Laboratories

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.

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.

Student Center

The Katherine Shreffler Student Center is located on the first floor of the Clark Center and is available for student gatherings, relaxation and refreshments.

FINANCIAL INFORMATION

Satisfactory Progress Policy (for students in certificate programs taught in clock hours)

Satisfactory progress compliance ensures 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 Measurement (CGPA)

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 will be treated as transfer students for one term.

Probation and Suspension

Students not attaining CGPA of a minimum 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 2.0 must be attained. Students not achieving a minimum of 2.0 by the end of the probationary term will be suspended from receiving financial aid.

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 be eligible for financial aid.

Quantitative Measurement

Federal regulations require that no more than 150% of the total clock hours in a 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 67% of the scheduled clock 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.

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.

Appeals

A student may appeal the decision based on these mitigating circumstances:

- Injury or illness to the student.
- Death of a relative.
- 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 Obligations

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.

Acceptable arrangements for payment of tuition must be made no later than the end of the first week of each semester. Securing adequate financial aid is considered payment on a tuition 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 arranged by Friday of the first week of class. Arrangements include financial aid, monthly payments or charging on a credit card.

A student's bill includes costs for tuition, residence hall fees, food services, books charged at the Bookstore (for those with approved financial aid), packet charges, syllabus fees, test fees and other fees. Note: Students not satisfying financial requirements will be ineligible to attend classes.

Textbooks

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

Transportation

Students are responsible for their own transportation to and from your affiliating agencies. Some supervised practice experience will necessitate the use of an automobile. Nebraska State Law requires that the owner/operator of an automobile carry liability insurance in case of accident.

Tuition Refund Policy and Schedule: Short Career Courses: Nursing Assistant (NA) or Phlebotomy

If a student enrolled in the Nursing Assistant or Phlebotomy program needs to withdraw from his/her program, the student is entitled to a 100 percent tuition refund if this withdrawal occurs prior to the first day of class. No refunds will be made beginning the first day of class except under extraordinary circumstance as determined by the Program Coordinator.

Refund of Residence Room - See Residence Handbook

Refund of Textbooks

Students should contact the Bookstore regarding the Bookstore policy regarding returning textbooks.

Graduating Students

Graduating students must contact the College Business Office 10 business days prior to graduation. Students who do not make appropriate financial arrangements concerning their accounts during the exit procedure will have their transcript and diploma held until the required arrangements have been made.

Safety Policies

Inclement Weather

The College will be closed for severe weather conditions. A closure of the College includes all classes, clinical and laboratory sessions for the calendar day.

Members of the College Administration will monitor Weather Bureau communications when potential for severe weather conditions exist. The College Administration will announce College closure or delays in opening prior to 5 a.m. (or later in the day as weather dictates). Such announcements will be communicated via the "Weather Line" voice mail at 354-7222. Local radio and TV stations will also be notified and asked to broadcast news of the College closing or delaying opening. Students are not to report to the College if it is declared closed. Faculty and staff are to report to the College when able.

It is the responsibility of each individual to monitor the "College Hotline" (354-7222) for College announcements related to or resulting from inclement weather. The ultimate decision regarding personal safety during inclement weather is ultimately the responsibility of the individual.

Fire and Disaster Guidelines

In the event of FIRE, think R.A.C.E.:

RESCUE

Students should remove any person subject to immediate danger from flames or smoke. This safety to life feature should take precedence over turning in the alarm. However, this immediate peril situation will seldom occur and it is the only time when transmittal of an alarm is to be delayed.

ALARM – SOUND IT

Shout "Code Red" and pull the alarm (a fire alarm should be sounded according to the directions on the box). Students reporting the fire should go to nearest house phone, dial 7000, and give the location (room number, if possible), type, and extent of fire to the Information Desk. The phone should not be hung up after reporting the fire. The Information Desk will notify the Fire Department and the hospital operator.

CONFINE THE FIRE

Close all doors and windows to exits and rooms.

EXTINGUISH FIRE, using the acronym P.A.S.S., or EVACUATE

Pull the pin.

Aim at the base of the fire.

Squeeze the handle.
Sweep from side to side.

Students are to evacuate the building IMMEDIATELY UPON HEARING THE FIRE ALARM. Campus Housing students should put on a coat and shoes and take a bath towel with them. Students, who are in their rooms when the fire alarms sound should close any open windows, leave the lights on and take the room key with them when they leave.

ELEVATORS ARE NOT TO BE USED UNDER ANY CIRCUMSTANCES.

When possible, Residence Hall Advisors will knock on each door to alert students and/or their guests to evacuate the building.

Tornado Watch

A tornado watch means that conditions exist for the development of tornadoes or tornadic weather. Windows and drapes should be closed. Gather flashlights and other equipment necessary for safety. Monitor television or radio for updates.

Tornado Warning

A tornado warning means that a tornado has been sighted, sirens are sounding, and the weather service is advising everyone to take cover.

On Campus: An announcement will be made over the P.A. system to take shelter in designated areas of the building (basement of the Clark Center or Room 1070 in the Riley-Leinart Center). Remain in the shelter until the All Clear announcement is made.

Campus Housing: Given it is safe for them to do so, Resident Advisors will knock on each door to alert students and/or their guests to seek shelter. Remain in the shelter until the ALL CLEAR is given by the operator or person in authority.

Disclaimer

This publication is not to be considered as a contract between Nebraska Methodist College and any student. The College reserves the right to make changes in costs, requirements, regulations policy and procedures, and curriculum without notice or obligation.

Revised 5/09

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DEPARTMENT DIRECTORY:

Academic Program Information

Division of Health Professions	Dr. Pat Sullivan, 354-7024
Division of Nursing	Dr. Marilyn Valerio, 354-7027 Dr. Lin Hughes, 354-7049 Dr. Linda Foley, 354-7050
General Education.....	Dr. Mary Lee Lusby, 354-7058
Health Promotion Management/Medical Group Administration	Beth Pirnie, 354-7024
Medical Assisting	Marcia Franklin, 354-7076
Nursing Assistant.....	Sharon Johannes, 354-7078
Phlebotomy	Marge DiLorenzo, 354-7075
Professional Development	Rose Leavitt, 354-7110
Radiologic Technology.....	LuAnn Baylor, 354-7066
Respiratory Care	Dr. Chris Hamilton, 354-7065
Sonography	Rebecca Mathiasen, 354-7034
Surgical Technician	Christy Grant, 354-7077
Academic Skill Building.....	Carol Moore, 354-7214
Admissions	354-7200
Alumni Relations	Denise Carlson, 354-7256
Appeals (Academic).....	Dr. Ken Ryalls, 354-7258
Appeals (Non-Academic)	Dr. Gina Toman, 354-7264
BLS/ALS Certification (First Aid & CPR).....	354-7100
Bookstore.....	354-7240
Computer Lab Information	Password re-set, 354-2280 or Technical issues, 354-7008
Counseling.....	Molly Atherton, 354-7213
Faculty Secretaries.....	354-7031 or 354-7026
Financial Aid	Brenda Boyd, 354-7225, Mark Araujo, 354-7227, or Mike Evert, 354-7011
Fitness Center Information	Dr. Melissa Hoffman, 354-7212
General Information.....	Information Desk, 354-7000
Grades	Melinda Stoner, 354-7230
Graduation Information	Crystal Lush, 354-7211
Housing Information.....	Dr. Melissa Hoffman, 354-7212
Library	354-7245
Portfolio Development.....	Dr. Ginny Curley, 354-7220
Professional Development Registrar (formerly Continuing Education)	354-7100
Registration Information & Records.....	Melinda Stoner, 354-7230
Scholarships.....	Brenda Boyd, 354-7225
Security.....	354-4000
Service-Learning.....	Dr. Kristin Mattson, 7030
Student Accounts.....	Beth Friedman, 354-7236 or Pat DeVeney, 354-7235
Student Center	Erika Pritchard, 354-7218
Student Organizations, Activities & Leadership.....	Erika Pritchard, 354-7218
Student Emergency Fund.....	Tina Knauss, 354-7261
Student Employment Opportunities.....	Carol Moore, 354-7214
Student Health Information	Crystal Lush, 354-7211
Student Senate	Student Senate President
Student Issues, Concerns & Services.....	Dr. Gina Toman, 354-7264
Transcripts	354-7230
Tutoring	Carol Moore, 354-7214
Weather Line (school closings/delays)	354-7222

Please tear out this page and return it to your Program Coordinator within the first week of class.

Statement of Responsibility

As a student at Nebraska Methodist College, I have received a copy of this Student Handbook and agree to abide by the rights and responsibilities outlined herein. I understand that as new policies are implemented, I will receive notification of those policies and will likewise be held accountable.

Signature

Date