



# NEBRASKA METHODIST COLLEGE

HEALTH PROMOTION MANAGEMENT PROGRAM  
MEDICAL GROUP ADMINISTRATION PROGRAM

STUDENT HANDBOOK

2009-2010

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The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Associate Dean. Any changes made will be communicated to students in a timely manner. It is the responsibility of each student to be acquainted with all requirements, policies, and procedures for his or her degree program and to assume responsibility for meeting those requirements.

Please contact the PDO with questions regarding the information in this Handbook or general NMC policies and procedures.

## **PURPOSE**

The purpose of this handbook is to provide students with information specific to the Master of Science Programs in Health Promotion Management (HPM) and Medical Group Administration (MGA). This information serves to supplement the College Catalog and general Student Handbook. It is the student's responsibility to become familiar with these documents, and abide by the regulations while enrolled at NMC.

## **MISSION STATEMENTS**

- **NMC:** As a health profession institution, NMC provides educational experiences for the development of individuals in order that they may positively influence the health and well being of the community.
- **HPM Program:** The Master of Science in Health Promotion Management program educates professionals in the design, implementation and evaluation of wellness programs geared toward improved employee health, increased employee satisfaction and reduced organizational health care costs. Graduates are equipped with advanced technological, legal, financial, communication and management skills to institute and improve organizational wellness.
- **MGA Program:** The Master of Science in Medical Group Administration educates professionals in medical practice management. Graduates are equipped with medical practice competencies, change management, professionalism and ethical leadership to effectively administer a medical group practice.

## **ACCREDITATION**

NMC is fully accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, the accrediting agency for the region in which the College is situated. The College is authorized to offer programs of study leading to certificate, associate, baccalaureate and master's degrees.

## **DIRECTORY**

Pat Sullivan, Ph.D; Associate Dean; 402-354-7024; [Pat.Sullivan@methodistcollege.edu](mailto:Pat.Sullivan@methodistcollege.edu)

- Administrative Oversight, Curriculum

Beth Pirnie, MS, CHES; Program Development Officer (PDO); 402-354-7138;

[Beth.Pirnie@methodistcollege.edu](mailto:Beth.Pirnie@methodistcollege.edu)

- Program Operations

Associate Faculty Contact info can be obtained from the PDO

- Course instruction and development

## **COURSE POLICIES**

**Communication** – All NMC students are provided with an NMC email address. It is the responsibility of the student to check this email account on a regular basis to receive important information from faculty and other NMC personnel.

**Faculty Communication** – Communication with HPM and MGA faculty will take place in the form of email, ANGEL postings, phone conversations, and possibly face-to-face interactions. Some faculty may post “Office Hours” in the course syllabus to indicate when they prefer to be contacted. Please respect these “Office Hours” when contacting faculty by phone. If you have ongoing difficulty reaching a faculty member, please contact the PDO.

### **Online Community**

The MGA and HPM programs are designed to create an effective on-line learning environment, as well as facilitate networking and relationship building. This is largely achieved through the discussion-board portion of the courses; therefore, success in this program requires continual participation in course discussion forums. Specific guidelines are available in the course syllabi. Please take advantage of the opportunity to share relevant experiences and learn from your classmates and faculty along the way.

### **Online & Discussion Board Etiquette**

The Discussion Forums are used as the main form of interaction among students and faculty throughout the MGA and HPM programs. The overarching goal is to discuss the topics at hand and answer questions posed by faculty each week. These interactions are to be meaningful, professional and timely. (I think this is clear in the above section- do you want to add anything about appropriate or inappropriate uses of the discussion forum?- you might want to move this and the above policy to the Course policies.)

**Late Work** – All work is to be received on or before due dates and times listed. When your work is submitted electronically, the date and time is reflected. Any assignment submitted after a deadline will no longer be eligible for full credit. This policy remains at the instructor’s discretion; please see course syllabi for specifics.

**Academic Honesty** – NMC Students 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. Academic or academic-related misconduct includes, but is not limited to:

1. Plagiarism from any source.
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.

**Plagiarism** – NMC’s policies on cheating and plagiarism mandate serious penalties for offenders. General policies are listed in a section entitled “Academic Honesty” in the *College Catalog – Academic Policies* (p. 57). The *College Catalog* is available on NMC’s website under Quick Links: “Catalog/Handbooks”. Each student will be held accountable for following all policies in this *Catalog*. If a student commits plagiarism or any breach or academic honesty (whether this is

intentional or not), the penalties to be assessed will be as follows: 1) on the first offense, the grade on the assignment plagiarized will be reduced to 0; and 2) on the second offense, the course grade will be reduced to “F.” Faculty discretion may apply.

**Disability Statement** – Reasonable academic accommodations are provided for students who have documented disabilities and have met sufficiently in advance with the NMC Academic Skills Specialist to develop a written plan. It is the student’s responsibility to request accommodations. Accommodations may not be granted retroactively, and late notification of need does not excuse the student from work already completed in the course.

**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.

**Syllabus Revisions** – The standards and requirements set forth on syllabi may be modified at any time by the course instructor. Notice of such changes will be posted as announcements on Angel, or by written email notice.

**IDEA Evaluations** – NMC obtains course evaluations from students and faculty in the form of IDEA Evaluations. Students receive an email toward the end of each course, providing a website link and requesting the completion of an online evaluation along with a deadline for doing so. Valuable program development information is gained through student completion of IDEA evaluations. Students may contact the PDO at any time with questions related to this evaluation process.

## **ACADEMIC PROGRESSION**

Students enrolled in the NMC Master’s programs must maintain a cumulative GPA of 3.0 to graduate. All programs at NMC require satisfactory progression be made during the student’s academic career. Graduate students may not receive more than one grade below “B” during their time in a NMC program. A student receiving a course grade of “C” for the first time will receive credit for the course, but will be advised that a second grade below “B” will result in dismissal from the College. If a student receives a course grade *below* “C” the student will be required to re-take the course the next time it is offered; however, they will remain in the program and may continue to take additional courses. All required coursework for the Master's degree must be completed within six calendar years from the program matriculation date.

## **RESOLUTION PROCESS**

A resolution processes (for both academic and non-academic concerns) is in place for resolving conflict at NMC. The College Catalog provides step-by-step guidance regarding these processes, and can be accessed on the NMC website (under the “Quick Links” dropdown menu).

## **PROFESSIONALISM**

Students should demonstrate integrity by being open, accountable, and accessible in interactions with others by:

- Understanding the value and impact of ethical decision-making processes
- Developing self awareness of strengths and weakness
- Ensuring that decisions and actions are in compliance with ethical standards of the College and the field of practice

## **COLLEGE ACADEMIC POLICIES (related to the Registrar's Office)**

### **Leave of Absence**

Students may request a Leave of Absence (LOA) from their coursework by contacting the Program Development Officer (PDO). The PDO will facilitate necessary paperwork completion by submitting a Student Leave of Absence Request form. In order to remain in the program, students on LOA must re-enter their program within one year of declaring LOA status. Students who do not return within one year and do not require a leave in excess of one year will be administratively withdrawn and must reapply for admission to NMC.

### **Student Withdrawal**

Students may withdraw from a five-week course before the fourth day of the third week without risking the grade of "F". Withdrawing from a course prior to the specific deadline will result in a grade of "W" on the transcript, and require the student to re-take the course next time it is offered. A "W" will also likely result in a delayed graduation date. Students may initiate the withdrawal process by contacting the PDO, who will facilitate the necessary paperwork for the student.

### **Incomplete**

An "Incomplete" ("I") is given to a student who has substantially completed a course, but who cannot complete all requirements of the course by the end of the term, due to serious illness or other justifiable cause. An "I" is not granted to a student who has been excessively "absent" during a course or who has simply failed to complete the coursework without an exceptionally good reason. The student faced with extenuating circumstances preventing the completion of course requirements according to the established schedule must contact the course instructor and the PDO to request an "I". The student must be passing the course at the time of the request for the "Incomplete". The faculty member will review the situation and render the decision whether or not to approve the student request. The faculty member may consult with the Associate Dean of Health Professions regarding a student's request for Incomplete. If the faculty member approves, the student and faculty will complete an Incomplete Approval Form (available from the PDO) detailing the requirements and deadlines for completion of the course. Upon approval, the faculty member will provide the student, PDO and Registrar with a copy of the Incomplete Approval Form. The responsibility for completing all coursework lies with the student. Completion of course materials should be done within a month of the last day of class if at all possible. The maximum time allowed for the clearing of a grade of "I" is one year from the START of the course.

### **Transcript Request**

Transcripts are issued only when a student submits a written request in the form of a Transcript Request Form to the Registrar. This form can be found at the following link: <http://www.methodistcollege.edu/Uploads/Downloads/transcriptrequest.pdf>. Students may print “unofficial” transcripts directly from IQ Web at anytime.

### **Address Change**

In the case of an address change, students must inform the PDO AND submit a Student Change of Address Form to the Registrar’s Office.

### **BUSINESS OFFICE**

Students pay tuition and fees to the Business Office during their time at NMC. Information regarding financial statements and balance due can be found online; necessary login details provided via email from the Business Office on a regular basis.

The Business Office may work with a student and create a payment plan to assist with tuition/fees. Students who have not made subsequent payments on a payment plan or who have been more than one week late more than once during any semester are no longer eligible for this benefit. Individuals who do not communicate their plans for payment during an entire semester and students who have been on unpaid balance hold more than once during their career at NMC are required to meet with the Business Office Director to develop a plan for payment prior to being eligible for student services (course registration, transcripts or diplomas).

A STOP is placed on a student account when a student does not submit payment prior to “tuition due dates”, or misses a payment plan payment (with 5 day grace period). When an account is on STOP, students are not eligible for course registration, textbooks, transcripts, or diplomas. Students who repeatedly offend Business Office policies will be referred to the Vice President of Academic Affairs for review and possible action.

### **STUDENT SERVICES**

#### **Health**

All graduate and online students must complete the Graduate/Online Student Health Form which can be found at the following link:

[https://nmcangel.methodistcollege.edu/Angel/section/content/default.asp?WCI=pgDisplay%5FForm&WCE=take&WCU=CRSCNT&ENTRY\\_ID=2F2E6236141649D3910357D881186C17](https://nmcangel.methodistcollege.edu/Angel/section/content/default.asp?WCI=pgDisplay%5FForm&WCE=take&WCU=CRSCNT&ENTRY_ID=2F2E6236141649D3910357D881186C17)

#### **Counseling**

The NMC website provides links to local and national resources related to counseling services. This information can be found at the following link:

<http://www.methodistcollege.edu/student-services/professional-counseling/index.asp>

#### **Campus Emergencies/Closings**

NMC utilizes a system called E2Campus to communicate campus closings/emergencies with students and employees via cell phone text messaging. Many campus closings do not impact online students; however, it is still important for everyone to be kept updated when such emergencies or

campus closings occur. Emergencies can be weather related, power outages, mechanical breakdowns, health emergencies, or local/national crises.

All students with cell phone access may register for E2Campus by completing the following steps.

**Please note: You must have your cell phone with you when you register.**

1. Click on the link <http://e2campus.com/my/methodistcollege/signup.htm> and fill in the information to create an account.
2. Enter your phone and carrier, fill in an opt-out date (use your expected graduation date), check the box “agree to terms” and click “Create Account.”
3. A validation code will be texted to your cell phone. Enter the 4-digit validation code into the website as requested, and submit.

Contact the PDO if you experience any technical difficulty. NMC will run a test of the service once in the spring and fall terms.

Campus emergencies are also recorded on the College Hotline at 402-354-7222, communicated via NMC email accounts, and posted on the NMC website (Alert Notification Page) as long as the emergency has not impacted the internet/computers/server.

## **EXECUTIVE SERVICES**

### **Course Registration**

The PDO will complete the course registration process for MGA and HPM students each semester. Students will be registered for each course according to the course schedule they are given at the start of the program. Students may contact the PDO with questions about registration. The College reserves the right to alter course sequencing in the program; however, every effort is made to ensure that student progression is not negatively affected by curricular changes.

### **Textbooks**

Students will receive textbooks via FedEx shipment to their home at the start of each semester. Each shipment will contain textbooks needed for all courses taken that particular semester. If a student believes they have received an incorrect book or are missing a necessary text, it is their responsibility to contact the PDO immediately. Students who withdraw from the program are expected to return any unused books from courses that they did not enroll in.

### **Paperwork**

The PDO will assist students by completing appropriate paperwork related to changes in enrollment (Leave of Absence, Course Withdrawal, Incomplete, etc.).

## **NMC LIBRARY**

The NMC Library provides off campus access to online catalog and a broad range of educational resources. Students can reach the library by phone (402-354-7245) or email ([library@methodistcollege.edu](mailto:library@methodistcollege.edu)). Online databases can be accessed using NMC user ID and password at the following link: <http://www.methodistcollege.edu/library.asp>.

## **CAPSTONE OVERVIEW**

**The HPM Capstone** provides students with the opportunity to complete one of the following projects on a health promotion topic of their choice. This project is completed in written and oral form (oral presentations may include live or video presentations or voice-over PowerPoint presentations).

- Literature Review
- Health Promotion Program Planning
- Health Promotion Strategic Plan OR Health Promotion Culture Change Plan

**The MGA Capstone** is designed around the ACMPE Fellowship requirement of completing three case studies. During the Capstone course students will work with faculty to prepare case studies for submission to MGMA for ACMPE Fellowship status. Please note: The entire submission process may not happen during the MGA program. However, the goal is that each student will write three case studies during their tenure in the MGA program, with at least one of the case studies ready for submission if/when students choose to apply for fellowship after graduation.

### **Capstone Prerequisite Policy**

If a student does not complete more than two courses throughout the MGA or HPM program, they are not eligible to enroll in the Capstone course until the missed courses have been completed. Students may contact the PDO to apply for an exception. The PDO will confer with the Associate Dean and render a decision on whether or not to grant the exception.

## **GRADUATION**

### **Filing for Graduation**

Students must file for graduation candidacy in either October (for May/August commencement) or in February (for December commencement). Students must submit an Application for Degree Request (actual due dates will be communicated through the Registrar's Office). The Registrar will audit the student's academic record to ensure compliance with graduation requirements. If all degree requirements are not satisfied before the anticipated graduation date, students must reapply for a subsequent graduation date. Students will receive a copy of their academic record audit from the Registrar after filing for graduation. The Application for Degree Request can be found at the following link:

<http://www.methodistcollege.edu/student-services/registration-registrar/graduation-application/index.asp>

### **Graduation Events**

HPM/MGA students and guests are invited to attend the NMC commencement ceremony upon completing the program. In addition, HPM and MGA students are invited to attend NMC's Morning of Celebration Breakfast, which is offered on the morning of their graduation date.

## **NMC ALUMNI ASSOCIATION**

The Director of Alumni Services can be reached at 402-354-7256 for information about being involved with the NMC Alumni Association.