

GRADUATE ACADEMIC CATALOG 2026-27

Academic Affairs, Methodist University
5400 Ramsey St., Fayetteville, NC 28311

Student Responsibility:

Each student accepts full responsibility for reading all materials and information included in this Academic Catalog and for the satisfactory completion of all graduation requirements.

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PREAMBLE

Methodist University is related by faith to the North Carolina Annual Conference, Southeastern Jurisdiction of the United Methodist Church. It is an independent corporation rather than an agency of the Conference and is responsible for its own debts and obligations.

Methodist University does not discriminate by age, race, gender, national or ethnic origin, religion, sexual orientation, or disabilities for otherwise qualified persons in the administration of its admissions, educational policies, scholarships, loan programs, athletics, employment or any other university-sponsored or advertised program.

This catalog is not an irrevocable contract. All regulations, provisions, and information herein are subject to change as conditions dictate.

INTRODUCTION TO THE UNIVERSITY

Mission and Purpose Statement

Methodist University, historically supported by the North Carolina Annual Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The University's programs are based on the conviction that a liberally educated person is sensitive to the needs and rights of others. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. Therefore, Methodist University provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

The purpose of Methodist University is to provide an undergraduate and graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

Methodist University (MU) Learning Outcomes

MU graduates are prepared to become leaders across local and global contexts, meaningfully and creatively contributing to their chosen professions and to the communities and world around them. MU graduates will have explored academic disciplines and interrogated their personal, social, and intellectual callings and passions, leaving Methodist University as socially just, whole human beings, who acknowledge the importance of caring about and for people, and for the physical and natural world. In keeping with our university mission, Methodist University graduates are:

- **critical thinkers and creative problem solvers** with the capacity to engage the world around them as socially responsible citizens with an understanding of equity, inclusivity, and global diversity.
- **engaged leaders and collaborators** on global and local levels, deeply attuned to civic-mindedness, environmental responsibility, and ethical professionalism.
- **effective communicators** in global and local contexts and across a variety of rhetorical situations, modes, media, and languages.
- **interdisciplinary scholars** who recognize and apply the importance of intellectual values across a variety of disciplines, allowing them to adapt and evolve as thinkers and researchers in multiple professions, while also being prepared to keep pace with the emergence of new technologies and global issues.
- **reflexive lifelong learners** who leave MU with a foundation of lifelong learning and inquiry, with the capacity to use refined research skills across various academic disciplines to identify and utilize appropriate, reliable, and accurate sources to inform their thinking for a postgraduate future of personal and professional growth.

PURPOSE OF GRADUATE EDUCATION

The purpose of graduate education at Methodist University is to provide a graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs of the

University; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

Graduate Level Goals

- To graduate Master's and Doctoral level students who are competent in their academic disciplines.
- To graduate Master's and Doctoral level students who are prepared for the job market and equipped to pursue further post-graduate education.

Other Goals

- To attract, develop, and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community, and service to the University outside the classroom.
- To provide significant services and facilities to groups within the community and state.
- To engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that our Graduate programs are accomplishing this purpose.

Assessment of Goals

Graduate Level Goal 1: is assessed via the student learning outcomes as defined by the learning objectives for graduate courses, and program outcomes provided by each graduate program, including board and other certification exams.

Graduate Level Goal 2: is assessed via results obtained from the University's Graduate Exit Survey and Employer Survey. Also, individual graduate programs may use their own instruments in addition to these.

Other Goal 1: is assessed via documentation and review of faculty curricula vitae, faculty credentials such as academic transcripts, other professional credentials and experience, and documentation of graduate faculty selection procedures.

Other Goal 2: is assessed by documentation of services provided by graduate faculty, students, and staff; plus, programs/agendas and attendance of meetings of groups which use facilities of the graduate program.

Other Goal 3: is assessed by the development and use of an assessment system that addresses each of the above goals. Products of such assessment are annual reports of each graduate program, which include assessment sections presenting results, and decisions based upon those results, for actions to be carried out to address aspects of each program that need improvement. The assessment system not only addresses current graduate programs, but also the feasibility of additional graduate programs.

Accreditation

Methodist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master, and doctoral degrees. Questions about the accreditation of Methodist University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 by calling [404.679.4500](tel:404.679.4500) or by using information available on the SACSCOC website (sacscoc.org).

The University is also a member of the North Carolina Association of Colleges and Universities and the North Carolina Association of Independent Colleges and Universities.

All other school and program accreditations, associations, and endorsements can be found in the respective areas in the catalog.

Location and Facilities

The University is located in Fayetteville, North Carolina, part of the Carolina Sandhills region in the heart of golfing country and two hours from the coast. Designed by Stevens and Wilkinson of Atlanta, the award-winning campus has grown from three buildings at its opening in 1960 to its present more than 80 major and minor structures. The campus consists of 600 acres, primarily in undeveloped woodland, including Cape Fear River frontage. Part is given over to the Pauline Longest Nature Trail, visited by many school children and garden clubs each year. Classes are held principally in the Trustees Building, the Dr. and Mrs. M. Elton Hendricks Science Complex, the D. Keith Allison Hall, the Richard L. Player Golf and Tennis Learning Center, the Walter and Margaret Clark Hall, the Physician Assistant Program's three-building complex, the Robert J. Chaffin Building, the March F. Riddle Center, the John M. Reeves Fine Arts Building (a community center for the arts), the Thomas R. McLean Health Sciences Building, and the William F. Bethune Center for Visual Arts. Other campus facilities include 14 residence halls, Berns Student Center, Chris's House, Nimocks Fitness Center, Horner Administration Building, O'Hanlon Amphitheatre, Joe W. Stout Hall (housing Admissions, Financial Aid, and Veterans Affairs), Davis Memorial Library, Gene Clayton Tennis Facility, Monarch Stadium and outdoor track, a driving range, putting greens, 18-hole golf course, Armstrong-Shelley Baseball Field, Price Field (softball), Coach Sink Field (intramural sports), and Duggins Soccer Stadium. The Yarbrough Bell Tower, in the central mall of the campus, provides amplification for the Jones Memorial Carillon. The illuminated cross at the top of this 95-foot-tall structure is symbolic of the University religion origin. Hensdale Chapel, located on the central mall, features a vaulted ceiling and an interior of red oak. A Schantz pipe organ enhances worship services and is an excellent instrument for recitals. The Mallett-Rogers House, which dates to 1778, was donated to the campus by the Florence Rogers Foundation. Computer labs available to students are in the Davis Memorial Library, Trustees Building, Clark Hall, Allison Hall, Hendricks Science Complex, Bethune Center, and Physician Assistant buildings. The Methodist University Cape Fear Valley Health School of Medicine satellite campus is located at 3518 Village Drive, Fayetteville, NC 28304.

Davis Memorial Library

Davis Memorial Library supplies access to resources, knowledge, information, and ideas for the intellectual inquiry of students, faculty, and staff; supports the instructional program; houses MU One Stop academic services and support; and facilitates scholarship on campus, demonstrating a commitment to freedom of information and equity of access to information.

The Davis Memorial Library houses more than 25,734 book volumes, video-recordings, and many other formats. For electronic full text sources, students can select from more than 71,451 electronic journals and more than 529,000 e-books. Most of the library's electronic resources can be accessed both on and off campus by students. These resources include the Online Catalog and more than 148 databases for journal article searching, including ProQuest Research Library, JSTOR, Science Direct and many others. A password is needed for off-campus access.

Services available include research assistance, interlibrary loan, and information literacy classes. There are computers for student use as well as wireless service for laptops. The Special Collections Room showcases letters and other materials relating to the Marquis de Lafayette, for whom Fayetteville is named, and a four-volume facsimile set of the double elephant folio *Birds of America* by John James Audubon, donated by Margaret Rose and Terry Sanford. In addition, the library houses an extensive Bible collection donated by the Reverend Mr. Allen C. Lee, memorabilia of Carolina College, and the archives of both the University and the United Methodist Women of the North Carolina Conference.

Faculty, staff, and students may register to check out library materials and to reserve study rooms by presenting a current Methodist University ID card. More information is available on the Davis Memorial Library [homepage](#).

Religious Life and the University Chaplain

Religious Life fosters a spirit of belonging and inclusion that supports and encourages all students, faculty, and staff to honor all that is sacred to members of the MU community. While distinctively Wesleyan in The United Methodist Church tradition of the Christian faith, Religious Life encourages members of the MU community to know deeply and to live their own faith's sacred texts and traditions freely while intentionally learning about and reverencing the teachings of all faiths. In this environment, there are safe and respectful times and places to wrestle with the hard questions of life and faith. Religious Life engages students at the intersection of faith and justice in their lives by supporting opportunities for spiritual growth, discernment, prayer, and questions of meaning and purpose. Students are encouraged to broaden and deepen their spiritual horizons by participating in diverse worship styles, Bible study, music, community service, and the pursuit of love, justice, truth, and virtue. The University Chaplain is available to students of all or no faith traditions for conversations around personal matters, faith, or vocational discernment. The University Chaplain is an ordained clergy member who can offer the sacraments of baptism and Holy Communion and officiate for marriage and memorial services.

GOVERNANCE

Graduate Council

The Chair of the Graduate Council presides over monthly Graduate Council meetings. The Chair is responsible for chairing the Graduate Academic Standards Committee (GASC) and overseeing the Graduate Honor Board.

The Graduate Council is the governing body for all graduate programs. The Graduate Council consists of:

- Dean or Assistant Dean of Online Programs of each college (1 vote per college)
- Director, department chair, program director, or a faculty representative of each current graduate program (1 vote per program)
- Associate Provost for Academic Operations
- Director of Library Services
- University Registrar
- Two at-large faculty-elected representatives who serve a term of three years

The Provost is welcome at any meeting as a guest.

Graduate Council Responsibilities

The Graduate Council has the following responsibilities:

- Make recommendations and provide advice to academic departments proposing graduate programs and graduate policies.
- Recommend proposed graduate programs to the University's approval process.
- Serve in an advisory capacity for existing graduate programs.
- Approve requests sent to the Curriculum Committee by graduate programs.
- Edit, update, and approve changes to the graduate catalog, including curricular and policy items. Send items to Provost for review.
- Approve and recommend changes related to graduate faculty to the Faculty Senate.
- Elect a graduate faculty representative and alternate to the Institutional Review Board.

- Elect a graduate faculty representative to the Calendar Committee.
- Elect a graduate faculty representative to the University Case Management Team.
- Elect an undergraduate faculty representative to the Graduate Academic Standards Committee. The undergraduate representative should be a current member of the UG Academic Standards Committee. All Graduate Council members serve as members of the Graduate Academic Standards Committee.

GRADUATE ADMISSIONS

Methodist University admits academically qualified students of any faith, age, race, sex, national or ethnic origin, or religion. Candidates applying for admission are accepted as first-year graduate students, transfer students, or re-admitted students depending on the program.

On-Campus Graduate Programs

Candidates should apply directly to the graduate program for which they are seeking admission. The application process and admissions requirements are outlined for each program in their respective section of the catalog.

The following graduate programs are available for admission in an on-campus setting:

Master of Medical Science in Physician Assistant Studies	Doctor of Physical Therapy
Doctor of Occupational Therapy	Doctor of Medicine (Methodist University Cape Fear Valley Health Satellite Campus)

MU Online Graduate Programs

First-year graduate students seeking admission to graduate degree and certificate programs offered in a fully online setting should apply through the [MU Online Admissions Portal](#).

The following graduate programs are available for admission in a fully online setting:

Master of Business Administration (MBA)	Doctor of Nursing Practice: Executive Leadership (DNP)
Master of Health Administration	Teacher Education - Post Baccalaureate Residency Licensure Certificate
Master of Science in Clinical Mental Health Counseling	Graduate Certificate in Health Care Administration
Master of Criminal Justice	Graduate Certificate in Nursing Education
Master of Science in Nursing (MSN)	

Concurrent Enrollment

Undergraduates admitted to a graduate program must be in their senior year and be able to meet all graduation requirements in that academic year.

A student taking graduate courses while completing his or her undergraduate degree cannot exceed 6 credit hours at the graduate level in any semester. Any exceptions must be made by an appropriate graduate program director. Only designated undergraduate courses can be used to fulfill an MU graduate requirement.

No student may receive a graduate degree without first completing their undergraduate degree.

Readmission and Reapplications

The readmission or reapplication policy of each individual graduate program, for graduate students who have voluntarily left the program but who are otherwise in good academic standing, is determined by each graduate program director. This must be completed before the first day of class of the semester. Please see the individual graduate program section in this catalog or specific program handbooks for details.

GRADUATE ACADEMIC POLICIES

Protection of Freedom of Expression

Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are responsible for learning the content of the course of study for which they are enrolled. The professor in the classroom should encourage free discussion, inquiry, and expression.

Student Responsibility

Each student accepts full responsibility for reading all materials and information included in this academic catalog and for the satisfactory completion of all graduation requirements. Students must consult with their advisor before making changes to their academic program.

Registration

Registration dates are published in the academic calendar and are scheduled throughout the academic year. Students are not permitted to attend any class until they have registered, nor can they register after the published add/drop period.

Course Cancellations

All published class schedules are tentative and are not contractual in nature. The University reserves the right to cancel any scheduled course at any time through the first meeting of the class.

Furthermore, the University reserves the right to cancel or discontinue any course because of insufficient enrollment, or for other reasons. To assure quality education, the University reserves the right to limit further registrations when the maximum number set by the department has been reached. The University reserves the right to make changes in schedules and/or faculty when necessary.

Adding, Dropping, and Withdrawing from Courses

The published add and drop period for any given term or sub term typically extends through the Friday of the first week of classes. Students may add and drop classes without record during this time.

The course withdrawal period begins immediately following the end of the published add/drop period. Therefore, any student wanting to officially remove themselves from a course after the published add/drop period will receive a course withdrawal denoted by a grade of W. Students should consult with their academic and career advisor to complete the appropriate course withdrawal form available in the myMU portal.

Note: *A grade of W is recorded and maintained on the official academic transcript along with all associated attempted credit hours.*

Official University Withdrawal

Students are considered officially withdrawn from the University when they drop all of their enrolled courses through the myMU Experience portal at any time after the conclusion of the add/drop period.

Dropping all courses constitutes an official university withdrawal for the current term and will be reported to the National Student Clearinghouse. Students are strongly encouraged to consult with their academic and career advisors regarding the impact on degree progress, and to speak with Student Financial Services about any financial implications.

Students should not stop attending classes without completing the official withdrawal process. Failure to withdraw from all courses through the myMU Experience portal may result in failing grades for each enrolled course at the conclusion of the term.

Students who complete the withdrawal process will receive a grade of W for each course on their academic record. Withdrawing from the University does not release a student from financial responsibility. Course withdrawal deadlines are published in the academic calendar.

Administrative Withdrawal/Administrative Drop

In extraordinary circumstances, the University reserves the right to withdraw or drop a student from the institution should there be deemed sufficient evidence that the student is violating the mission or core values of the University. An administrative withdrawal or drop of a student occurs at the request of an academic or administrative Dean of the University or senior administrative department head with final approval at the corresponding Vice President level. Examples of situations that may result in administrative withdrawal or drop from the University include, but are not limited to, violating University policies, disregarding professional codes of ethic and conduct, or engaging in behavior that disrupts the learning environment and safety of the campus community.

When the University determines that it is in the best interest of the student or the University community that a student be administratively withdrawn from the institution, the Registrar will be notified to cancel the student's enrollment, remove the student from all their courses, and assign grades of "W" or drop the courses without record.

The decision to administratively withdraw or drop a student cannot be appealed. However, under certain circumstances, the student may be eligible to return after meeting terms set forth by the university. Any student who is eligible to return to the institution after meeting the terms of their administrative withdrawal or drop must follow the program readmission process to request re-entry.

An administrative withdrawal does not release a student from financial responsibility for the semester in which the administrative withdrawal occurs.

Medical Withdrawal

A petition for a medical withdrawal may be submitted for either physical or mental health conditions that render a student incapable of completing coursework within a given semester. A student may submit a petition to be medically withdrawn from courses as soon as possible after the published university withdrawal deadline has passed, but no more than 15 business days after the last official day of the registered sub term or semester.

Students are encouraged to consult with faculty for alternative options to complete required coursework prior to submitting a petition, as well as review the potential impact on degree completion and finances with their academic advisor, student financial services, and financial aid.

Circumstances for which a medical withdrawal may be considered for all coursework within the term or semester include:

- A hospitalization for an extended period of time during the scheduled term, or

- A severe illness, injury, or surgery with prolonged recovery time during the scheduled term, to include medical events associated with chronic health conditions, or
- A severe psychological condition that prohibited participation in coursework during the scheduled term for a prolonged period of time

In very rare circumstances, students may be considered for a medical withdrawal for individual registered courses. This only applies when an injury or condition limits the student's ability to successfully complete certain physical activities required in the course. For example, if a student experiences a broken limb, they may be unable to complete a physical activity course and/or a clinical Nursing course, but they are still able to complete other coursework.

To petition for a medical withdrawal, a student should submit the required online form with corresponding documentation from a physician or other licensed health care provider. Documentation must be submitted on official letterhead and must include date(s) of clinical presentation, date and time of return to school with or without restrictions, length of recovery, provider signature, and date. If the student is petitioning to withdraw from individual registered courses, documentation from a medical provider must confirm the student's inability to complete specified physical activities and must include date of injury or illness and expected recovery time. Documentation from a health care provider who is also a family member will not be accepted. Petitions for medical issues experienced by dependents or family members will not be accepted.

Completed petitions are reviewed by the university's medical withdrawal committee, and a decision is emailed to the student's MU email address within 10 business days. The committee recognizes the sensitive nature of information contained in student medical withdrawal petitions and will ensure confidentiality standards are strictly maintained throughout the process and on behalf of each student.

Upon approval, the student is withdrawn from all courses with a final grade of "W" except in cases where documentation supports withdrawal only from specified courses. Any awarded final grade (passing or failing) approved for withdrawal by the committee will be forfeited. Incomplete grades are not allowed.

The university reserves the right to impose return conditions on all approved medical withdrawals. A medical withdrawal does not negate a student's financial responsibility to the university.

Students enrolled in the Doctor of Physical Therapy, Doctor of Occupational Therapy, Master of Medical Science in Physician Assistant Studies, and Doctor of Medicine programs should adhere to the program's Leave of Absence policy for physical or mental health conditions.

Unexpected Military Service Withdrawal

Students who are unexpectedly called to military service during the term or semester should promptly submit official documents detailing their service and the timeframe of their deployment. Documents should be submitted to the Military and Veteran Student Services Center at veterans@methodist.edu. Methodist University will work with affected students to mitigate any adverse repercussions because of service. Effective and timely communication between the service member and Methodist University personnel is extremely important. Upon receipt of military documents, the Military and Veteran Student Services Center will communicate with instructors and will recommend the best course of action depending upon the timing and duration of the deployment.

Academic Record Retention Policy

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the appropriate time.

The Registrar's Office at Methodist University is the institution's official custodian of the academic records of enrolled students and complies with the provisions of the Family Educational Rights and Privacy Act of 1974. The office retains records and disposes of records within guidelines established by AACRAO recommendations and best practices. The standards for academic records storage and disposal within the Office of the Registrar are reviewed and maintained at the direction of the University Registrar.

Under no condition shall an active student's academic record housed within the University Registrar's Office be willfully destroyed. Retention and destruction standards for academic records of students that are no longer active students shall follow AACRAO recommended guidelines and be enforced by the University Registrar. This policy will supersede all other policies on student records retention and destruction pertaining to the academic records in the Office of the Registrar.

Campus Closure

If courses are canceled due to emergency/unplanned circumstances for three consecutive days, faculty are required to engage students in alternate learning activities.

- For all unplanned campus closures, faculty are encouraged to reorganize their syllabi to absorb content and classroom work and/or to engage students in other synchronous or asynchronous learning activities. Examples of such learning activities are available on the Teaching and Learning Center website.
- Some courses may not follow "traditional" class times (e.g., 50 min MWF or 80 min T Th). A course that meets for three hours on one day may be considered to miss an entire week of class if the University is closed on that day. Individual instructors may implement this policy as appropriate to satisfy requirements for the course.
- Students may not be penalized for closure decisions made by the University. When classes resume, students should be given no less than 1 week but no more than 30 days or the last day of classes (whichever comes first) to turn in work assigned during unplanned closures. Deadlines that occur during the closure should be extended.
- Students who are participating in clinical education rotations, fieldwork experiences, and internships should follow guidance provided by the individual site in the event of an emergency or unplanned circumstance.

Honor Code

In the pursuit of academic studies at Methodist University, every student has the responsibility of obeying the Honor Code, which prohibits cheating (including plagiarism), and academic misrepresentation. Each student is responsible for becoming familiar with the Honor Code. All work submitted to instructors must comply with the rules of the Honor Code and "pledged" as an indication of its conformity to the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist University community.

Academic endeavor is undermined by cheating, plagiarism, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning through its own example as a community of scholars but also through the establishment and support of a system by which students charged with

academic wrongdoing can be fairly judged with appropriate penalty. That system at Methodist University is founded on the following principles:

- Student civil rights must be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.
- Grading is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the University community resulting from a hearing process.
- More severe penalties (suspension and expulsion) are the responsibility of the University as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
- A fair and independent appeal process is vital to protect student rights and correct abuses.
- Although the relationship between student and teacher is essentially a private one and while academic violations can and should be kept between two parties and resolved to their satisfaction, fairness to the larger community requires that all violations be reported to the Honor Board. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Graduate Honor Board. Repeat violators face mandatory Graduate Honor Board hearings.
- Consistency requires that a relatively small and fixed group hear and judge Graduate Honor Board cases.
- The adversarial system utilized in litigation is not used in Graduate Honor Board cases; rather, the procedure is more conversational in character.

Jurisdiction

Cheating, plagiarism, and academic misrepresentation (lying) are academic offenses that fall under the jurisdiction of the Methodist University Honor Code. Students must understand what these offenses are and how to avoid them.

Cheating

Assignments and examinations should be the products of the student's own efforts. Cheating includes, but is not limited to, the use of unauthorized materials for examinations or assignments, unauthorized assistance from other people, and papers from commercial companies or the internet. Students should assume, unless told otherwise, that examinations and assignments should be completed without the use of books, notes, or conversation with others; however, individual faculty members may authorize certain types of materials or collaborations for specific assignments. Students should therefore follow the expectations of their instructor regarding the use of materials for their assignments.

Plagiarism and Intellectual Property

Plagiarism is copying another person's work and presenting it as one's own. Plagiarism is committed when a student knowingly represents another person's work as their own. A student who has tried in good faith to credit their source but has "misused a specific citation format, or incorrectly used quotation marks" has not plagiarized. Such a student has "failed to cite and document sources appropriately," according to the [Council of Writing Program Administrators](#).

Plagiarism is often associated with written work when a writer copies a section of another writer's work and fails to acknowledge the source by using quotation marks and proper academic citation. However, plagiarism may exist in other works, such as scientific posters, painting, music, and film. Sources must be

acknowledged in a manner appropriate to the discipline when images, composition, or conceptions are copied, even when the appropriated material is reconfigured to make a new meaning. Other types of plagiarism include 'mosaic plagiarism' and paraphrasing without attribution. In mosaic plagiarism, pieces of other people's work are rearranged without acknowledgment. Paraphrasing without attribution is rewording someone else's work without acknowledging the original author's research or thinking.

For methods of documentation and all other aspects of manuscript form, students should follow current practices advocated by style manuals (e.g., MLA, APA, Chicago/Turabian) recommended by individual departments and/or professors.

Recycling

Students should not assume that reusing or recycling assignments from other coursework is acceptable; they must disclose their intention to reuse or rework material at the outset of the project to be sure that they have the faculty member's approval.

Academic Misrepresentation

Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to:

- forged or false signatures on documentation,
- forged or false excuses for class absences,
- forged or false evidence of completed work
- lying to university faculty and staff about any academic work or status

Academic Violations of the Honor Code

STEP ONE: Faculty

If a faculty member believes a student has committed an academic violation of the Honor Code (see descriptions above), the faculty member will notify the student and meet with them to discuss the issue. The student may not bring anyone to this meeting. At that meeting the student will be presented with evidence supporting the claim of a violation and may choose to present evidence either in support of or contradicting such violation. The faculty member will consider the evidence and render a decision in writing as soon as practicable after the meeting. Such decision will include any actions taken to remedy the situation and/or any penalty appropriate to the level of violation. The maximum level of penalty decided by the faculty member is an F in the course.

Faculty members are expected to make a sincere effort at communicating with the student to coordinate a meeting. However, if the student does not reply to the faculty member's request, refuses to meet within a reasonable amount of time, or does not attend a scheduled meeting, the faculty member may move forward through the process, imposing the penalty and submitting the required information on the Honor Code Violation form.

The student will:

- accept the decision and the penalty, or
- appeal the decision to the Graduate Honor Board.

If the student accepts the decision, the faculty member will impose the penalty. The faculty member must notify both the department chair/program director and the Office of the Provost of the situation, and any penalty imposed, by completing the Honor Code Violation form in the myMU portal.

STEP TWO: Honor Board

- The student may appeal to the Graduate Honor Board if they consider a faculty member's settlement unfair.
- The faculty member may appeal to the Graduate Honor Board for major violations for which they determine a failing course grade is insufficient penalty.
- The Office of the Provost may bring students with repeated violations of the Honor Code to the Graduate Honor Board.
- Any member of the University community may bring a case directly to the Graduate Honor Board.
- The Graduate Honor Board does not consider grade appeals (see Grade Appeal Policy and Student Complaints)
- To initiate an Honor Board hearing, contact the Chair of the Graduate Council.

Graduate Honor Board Composition and Roles

The Honor Board is appointed by the Chair of Graduate Council. The Chair serves as a non-voting moderator of the Graduate Honor Board. The Chair arranges the time, place, and personnel for the hearing panels, takes notes on the Graduate Honor Board case as presented, and forwards written documentation of the case, including the decision, to the Office of the Provost.

The Graduate Honor Board consists of two students and three faculty members designated by the Chair of Graduate Council.

Appeal Procedure

All student appeals and other cases must be brought to the Graduate Honor Board in writing before the end of the subsequent semester. The case or appeal must be submitted through the Graduate Honor Board Violation form in the myMU Portal, providing details on the violation and an explanation for why it was not resolved at the course level and why the case is being brought to the Graduate Honor Board. The Office of the Provost will forward the appeal documentation to the Chair of the Graduate Council.

- Upon receiving the case or appeal, the Chair of the Graduate Council arranges a Graduate Honor Board Panel, the time, the location for the hearing, and notifies the parties involved.
- The Chair informs the student of the right to have any person from the University community attend as an advisor and a counsel.
- The person who brought the case presents evidence of alleged offense and the rationale for the penalty imposed (if applicable). The Graduate Honor Board members ask any questions of the person who brought the case needed to clarify the issue.
- The student states the reason for their appeal or responds with evidence to the allegation. The Graduate Honor Board members ask any questions of the student needed to clarify the issue.
- The Graduate Honor Board panel members ask any questions of either party needed to clarify the issue, except that students are not required to incriminate themselves.
- The panel retires to consider the case and reconvenes as soon as possible to announce the decision. Deliberations in reaching a decision are documented in written notes and in the written decision. Panel decisions are by majority vote.
- The person who brought the case is obligated to accept the panel's decision at this stage in the process.
- If the panel finds in favor of the person who brought the case (or adds additional penalties), the student has the right to appeal in writing to the Office of the Provost within 24 hours or by the end of the next working day, whichever is later. No formal grounds for this appeal are necessary.
- The Chair of the Graduate Honor Board (Chair of Graduate Council) sends the Provost a written report on the board's findings and decision.

- The Provost may use the documentation as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Provost communicates the result of any appeal beyond the Graduate Honor Board decision in writing to the student and to the Chair of Graduate Council, with details for the reason for any change. The student remains in class pending resolution of the appeal. The decision of the Provost is final and is not subject to further appeal.

Graduate Honor Board Penalties

The Honor Board or Provost may assign the following penalties:

- Grade of F on the assignment(s) or evaluation(s)
- Grade of F in the course
- Suspension from the University for a defined period of time, which requires completion of a Graduate Honor Board Readmission Form with panel review for readmittance
- Expulsion from the University with no option for return
- The Graduate Honor Board may also void any previous penalties imposed by the faculty member.

Artificial Intelligence (AI) Use Policy

Methodist University encourages the thoughtful use of AI across campus. Use of AI in the classroom is at the instructor's discretion, and individual instructors may create their own AI policies, assignments, and/or course requirements.

The following principles serve as guidelines:

Ethical Use of AI:

1. Unless otherwise specified by the instructor, work submitted in a course must be the student's original creation. AI generated content should not constitute the primary source of student work.
2. Unless otherwise specified by the instructor, AI can be used to brainstorm ideas and generate content, but student work should demonstrate a deep understanding of the subject matter. The following are some examples of acceptable use of AI:
 - a. Brainstorming topics
 - b. Developing an initial and/or broad understanding of a topic
 - c. Exploring a topic
 - d. Searching for sources
 - e. Seeking inspiration for a project
 - f. Practicing skills
3. AI generated content must not plagiarize or infringe on the work of others (please refer to the MU Honor Code for further information). AI generated content must align with fair use and copyright regulations. Proper attribution and citation of any sources, including AI generated content, is required. This includes, but is not limited to, the written word, audio, video, and still images.

Correct Citation of AI-generated content:

All AI generated content must be acknowledged in text and must conform to citation standards (i.e., APA, MLA, or Instructor policies, etc.)

Mandatory Student E-Mail Policy

All students are responsible for checking their e-mail daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other e-mail address.

Students should contact [Information Technology Services](#) for additional information concerning resources and policies that govern computer use, safety, and student email.

Online Etiquette

Students are expected to interact with other students, the instructor, and any teaching assistants or technical support staff enrolled in the course, just as they would be expected to do in a traditional classroom setting.

Because online courses contain a combination of communication channels, some public and some private, such as e-mail, instant messaging, discussion forums, and chat rooms, inappropriate conduct in these channels is not allowed. Examples of inappropriate conduct that are never permitted include: sexually harassing language, racially or ethnically degrading language, profanity, and verbally abusive language. Evidence of any of the aforementioned actions is grounds for an immediate administrative course withdrawal which will be executed by the Registrar at the request of the primary faculty member and after approval by the appropriate College Dean. An administrative course withdrawal for violation of online etiquette does not negate a student's financial responsibility for the course.

ACADEMIC CREDIT

Methodist University Definition of a Credit Hour

Methodist University defines a credit hour according to federal and regional accreditation guidelines, along with generally accepted practices in higher education. This definition applies equally at the undergraduate and graduate level. A credit hour is the amount of academic work represented by:

- Not less than one contact hour of direct faculty instruction and a minimum of two hours of out-of-class student work for each week of approximately 15 weeks instruction for one semester, or the equivalent amount of work over a different amount of time.
- At least an equivalent amount of work as outlined above for other academic activities, as established by the institution including distance education, laboratory work, directed and independent study, internships, practica, student teaching, clinical rotations, physical education, studio work, and other academic work leading to the award of credit hours.
- Faculty who teach remote, hybrid, or online classes have identical learning outcomes and content established for an on-campus/in-person course as for online delivery and assessment of student learning. The faculty are responsible for ensuring that the student's demonstrated expected learning outcomes are equivalent to the credit hours earned.

Transfer Credit

Evaluating, awarding, and accepting transfer credit is at the discretion of the individual graduate programs at Methodist University.

GRADING

All standard letter grades are counted toward a student's grade point average (GPA).

**The College of Medicine grade scale is listed in its respective section.*

Grade Scale

Grade	Quality Points
A	4.0
B+	3.3
B	3.0
C+	2.3
C	2.0
F	0.0 (Failure)
I	Incomplete
P	Pass (zero quality points)
W	Course withdrawal

Incomplete Grade Policy

An Incomplete grade may be requested by a student when extenuating circumstances (i.e., illness, emergency, military service, or other reasonable cause) warrant an extension of time for completion of remaining course requirements. A student must be passing the course, or for cohort programs, must meet the minimum requirements established by the program for accreditation standards before an incomplete grade request can be considered by an instructor. A signed contractual agreement between the instructor and student, outlining work completed to date, remaining course requirements, and reasonable due dates must be completed before an incomplete grade may be assigned by an instructor.

A change of grade request must be submitted by the instructor, with all necessary approvals, no later than the final day of classes during the subsequent semester – including summer. If a change of grade is not received within the applicable time frame, the incomplete grade will automatically convert to a failing grade.

Incomplete grades should be avoided in a student's final semester. A degree will not be conferred on any student with an incomplete grade present on their academic record.

Grade Change Policy

Final grades of A through F are permanent and may not be changed except when assigned in error. All grade changes must be approved by the respective department chair or program director, school head (where applicable), and College Dean. A fall grade change must be made by the end of the following spring semester. A spring grade change must be made by the end of the following fall semester. A summer grade change must be made by the end of the following fall semester.

Graduate Final Grade Appeal Policy

The grading and evaluation policies outlined in the course syllabus form the basis for resolving all final grade appeals. Every attempt should be made to resolve grade disputes through consultations between the student and the instructor or among the student, instructor, and the department chair or program director. If these consultations fail to resolve the dispute, the appeal procedure outlined below is available to students.

A student must file a formal final grade appeal in writing within 10 business days following the "grades due" deadline published in the academic calendar. Students are responsible for reviewing their final grades at the end of each semester or subterm to adhere to the final grade appeal deadline. All documents must be dated and must include all prior documentation and responses from all previous levels of appeal (where applicable) and within five business days from receipt of a previous

response. Business days do not include weekends, observed holidays, or any day when the university is not open for normal business.

For the final grade appeal to be considered, it must go through the following procedure and timelines. This procedure is specific to final grade appeals and may not be used for general instruction or policy concerns:

- Every grade appeal must be submitted in writing by the student to the instructor who awarded the grade. The student must copy the department chair or program director when the original appeal is submitted to the instructor.
- The instructor is expected to respond in writing to the student and copy the department chair or program director within five business days.
- If the response from the instructor is not satisfactory to the student, a written petition of appeal to the department chair or program director will be submitted within five business days.
- Within five business days, the department chair or program director will respond to the student's petition of appeal in writing, copying the instructor.
- If the decision of the department chair or program director is unsatisfactory to the student, they may appeal to the dean of the appropriate college within five business days.
- Within five business days, the dean of the appropriate college will respond to the student's petition of appeal in writing, copying the instructor and the department chair or program director.
- If the student considers the matter unresolved at that point, they may, with the assistance of their advisor, appeal to the Graduate Academic Standards Committee of the University within five business days. This committee will review the documentation and determine a resolution. The Graduate Academic Standards Committee may request additional information from the student and/or instructor involved.
- The decision of the Graduate Academic Standards Committee is final and cannot be appealed.

The grade assigned by the instructor is assumed accurate at the time of initial appeal. This means that a student whose academic standing is unsatisfactory or a student who does not meet subsequent course prerequisites at the time of the initial grade appeal may not continue to attempt subsequent coursework, clinical practicum or fieldwork experiences until a final grade appeal decision is received and the ability to continue course and program progression (continuation standards) has been re-evaluated.

Independent Study

Independent Study contracts are developed only in special circumstances. In all cases, the supervising professor, the program coordinator, and the College Dean must approve the independent study contract prior to the beginning of the semester. The Independent Study form can be obtained from the Office of the Registrar.

PROGRAM CONTINUATION STANDARDS (Campus graduate programs)

Program continuation standards are evaluated for every Methodist University student in the following programs at the conclusion of each fall, spring, and summer semester:

- Doctor of Occupational Therapy
- Doctor of Physical Therapy
- Master of Medical Science, Physician Assistant Studies

Good Standing

The status of Good Academic Standing is applied to any student who meets the following:

- A cumulative GPA of 3.00 or higher.
- Students must achieve a grade of C or above in all didactic courses and clinical education courses.
- Successful performance of C or above on all clinical skill/practical examinations.
- Does not meet any criteria for academic probation, suspension, or dismissal.

Academic Probation

Academic probation is a formal status assigned to students when their academic performance falls below requirements for good academic standing. The purpose of academic probation is to alert students that they are at risk of academic suspension or dismissal and to encourage them to improve their performance. Students are formally notified of their probation status and all criteria required to regain good academic standing. Academic Probation is documented on the student's transcript.

Academic Suspension

Academic Suspension is a formal status that temporarily disenrolls a student from their program for to failure to meet the minimum academic standards or to fulfill the requirements of a previous academic probation. Academic suspension is intended to give students time to address factors affecting their academic performance. Each individual program determines the period of time for which a student is placed on Academic Suspension. Academic Suspension is documented on the student's transcript and a student may not be placed on Academic Suspension more than once.

**Academic suspension is not a continuation standard recognized by the Physician Assistant Studies program.*

Academic Dismissal

Academic Dismissal is a formal action taken by the institution when a student fails to meet the institution or program's minimum academic standards for continued enrollment and academic progression. Students who are academically dismissed are officially withdrawn from the university. Academic Dismissal is documented on the student's transcript.

**Physician Assistant Studies students who have been academically dismissed are not eligible to reapply to the program.*

ACADEMIC STANDING (MU Online programs)

Good Standing

The status of Good Standing is applied to graduate students who earn a B or better in all courses and maintain a minimum 3.00 cumulative GPA.

Academic Warning

The status of Academic Warning is applied to any student who earns a grade of C or C+.

Academic Probation

The status of Academic Probation is applied to any student whose program GPA falls below 3.00 after completion of 12.00 credit hours. A student must raise their program GPA to 3.00 or higher by the time they reach 24.00 credit hours in the program to be removed from academic probation. The status of Academic Probation is reflected on a student's official transcript.

Academic Suspension

The status of Academic Suspension is applied to any student who meets either of the following criteria:

1. A student will be suspended from the program for a minimum of one academic year if they fail to raise their program GPA to 3.00 or higher by the time they reach 24.00 credit hours in the program. Students who are academically suspended must re-apply for program admission after the period of suspension has ended.
2. A student must not make more than one course grade of C or C+. If a student receives a second grade of C or C+, the student may repeat one of the courses with a C or C+ grade. If a student earns two C or C+ grades and does not choose to repeat a course, the student will be suspended from the program. The status of Academic Suspension is reflected on a student's official transcript.

Academic Dismissal

A student must not make a course grade of F. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission. Dismissal decisions are final, cannot be appealed, and are reflected on the official academic transcript.

ACADEMIC SERVICES AND SUPPORT

Health Insurance

Please refer to individual program guidelines in the graduate catalog or respective handbooks for individual program health insurance requirements.

International student health insurance is mandatory. All international students must contact the [Global Education Office](#) for additional information and to obtain the requisite International Student Health Insurance Compliance form.

Student Access and Accommodation Services

Methodist University is in compliance with the Americans with Disabilities Act. If students require accommodations due to disabilities, they must bring the appropriate documentation to the Coordinator of Student Access and Accommodation Services (SAAS) at the One-Stop Center located in Davis Memorial Library. We encourage all students who may be using our services to register with the SAAS before the beginning of their first academic year. However, students are welcome to discuss services at any time during their college career. Together the student and the coordinator will decide upon the modifications to be implemented. Accommodations cannot be instituted retroactively.

Note: For information specific to the Master of Medical Science in Physician Assistant Students, Doctor of Occupational Therapy, and Doctor of Physical Therapy programs, please go to that program's entry in this catalog and read under the section Minimum Technical (Performance) Standards.

The Writing Center

The Writing Center is a specialized, cross-disciplinary facility dedicated to individual instruction in writing. It is open to all members of the Methodist University community—students, faculty, and staff. Trained professional writing consultants are available to assist writers with all aspects of writing. The Center is in Davis Memorial Library, room 111, and is open fifty-five hours per week. For additional information about the Writing Center and how to schedule appointments, go the Writing Center's [webpage](#).

Tutorial Services

The faculty and staff endeavor to provide students with the means for academic success. Academic support and tutoring are available, free of charge, to the student. All the University's graduate programs include a course or courses in the use of statistics. Past history indicates that new graduate students sometimes need to review statistical concepts. Therefore, Tutoring Services provides the services of a professional tutor in statistics to support students. For information regarding these services, please contact Tutoring Services at (910) 630-7151 located in the Davis Memorial Library. If a graduate student requires academic support in other courses within their program, they should contact their program coordinator or program director.

GRADUATION

Degree Conferral

Methodist University confers degrees three times per year and holds a formal commencement ceremony in May. Degrees are conferred at the conclusion of the semester in which all university and program requirements have been met.

All students near completion of a Methodist University graduate degree must file a graduation application via the myMU Experience portal to be considered for formal candidacy. Due dates are as follows:

May/Spring degree completion	November 1
August/Summer degree completion	June 1
December/Fall degree completion	August 1

The University assumes no responsibility for making special adjustments for students who fail to file the requisite graduation application by the published due date.

The graduation fee must be paid no later than one month before the graduation date. All financial obligations must be paid in full before a student can receive any official documents from the University, inclusive of their diploma.

Academic Record Closure

When students complete all requirements for master, or doctoral degrees and the degree is conferred, academic records for those degrees are complete. No courses can be added to a conferred degree, and the graduation GPA cannot be changed by repeating courses or requesting a grade change.

COLLEGE OF ARTS, HUMANITIES, AND SCIENCES

CRIMINAL JUSTICE (M.S.)

Master of Science in Criminal Justice

**The Master of Science in Criminal Justice is offered in a fully online setting through MU Online.*

Program Description

The Master of Science in Criminal Justice Program was developed in response to the growing demand in the field of Criminal Justice and the strong reputation of the Methodist University Criminal Justice and Forensic Science programs in the region. There is a shortage of law enforcement officers across the country. This shortage applies to local, state, and federal agencies. In addition, there is a significant need for senior and commanding officers. This program will give officers the education they need to move into senior and supervisory roles. However, this need is not limited to law enforcement. Graduate degrees are needed by those looking to advance in corrections, probation and parole, victims services, and in the area of juvenile delinquency. This program is designed to prepare students for success in the highest levels of these fields.

Mission

The mission of the university includes “the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. The goals of the Master of Science in Criminal Justice are to teach and prepare future leaders in the justice system for supervisory, leadership, and academic roles, with an emphasis on critical and ethical decision making. This is a direct tie into the liberal arts tradition of Methodist University.

Learning Goals

1. To develop graduates who demonstrate competency in the critical components of the criminal justice system.
2. To develop graduates who are knowledgeable of both historical and modern issues pertaining to criminal justice organizations.
3. To develop graduates who are ready to take senior leadership roles in criminal justice organizations as managers/administrators.
4. To develop graduates who demonstrate effective problem solving and critical thinking skills within the context of ethical decision-making.
5. To prepare future academics for research and teaching positions.

Learning Outcomes

To accomplish the above program goals the student will be able to:

1. Identify key components of the juvenile system and differentiate them from the adult system.
2. Trace the historical development of the juvenile system and identify future changes and areas of growth.
3. Identify areas of policy strength and growth pertinent for administrative leadership in the field.
4. Articulate and contextualize contemporary policing issues within a defined ethical framework.
5. Develop correctional research agendas, as well as explore classroom applications.

Admissions Requirements

The admissions requirements for the Master of Science in Criminal Justice Program are as follows:

1. Bachelor's degree in criminal justice, criminology, or closely related field from an accredited college or university
2. Undergraduate GPA of 2.75 or higher
3. Two letters of recommendation (one from a professor or professional reference)

Academic Degree Requirements

Students must successfully complete the following **36 credit hours** of coursework in good academic standing and in accordance with all policies of the university and the Criminal Justice Department:

Course #	Course Title	Credit Hours
CJS 5000	Criminological Theory	3.00
CJS 5100	Policy and Ethics in Criminal Justice	3.00
CJS 5150	Correctional Philosophies and Practices	3.00
CJS 5200	Modern Policing Strategies	3.00
CJS 5300 OR CJS 5530	Victimology (5300) OR Seminar in Digital Forensics (5530)*	3.00
CJS 5400	Legal Issues in Criminal Justice	3.00
CJS 5500	Seminar in Juvenile Justice and Delinquency	3.00
CJS 5550 OR CJS 5600	Seminar in Criminal Justice (5550) OR Contemporary Issues in Criminal Justice (5600)*	3.00
CJS 5700	Research Methods	3.00
CJS 5750	Data Analysis	3.00
CJS 5800	Capstone I*	3.00
CJS 5900	Capstone II*	3.00

*Specific courses to be offered will be determined by the Division Head and faculty of the Criminal Justice Department.

Course Descriptions - CJS

CJS 5000 CRIMINOLOGICAL THEORY (3)

This course focuses on historical and contemporary perspectives of criminal behavior. Various social, psychological, and economic theories and correlates of criminal behavior will be examined and analyzed. Typologies of offenders will be studied.

CJS 5100 POLICY AND ETHICS IN CRIMINAL JUSTICE (3)

This course will examine the development, implementation, and analysis of ethical criminal justice policy and programs. Students will be required to critically analyze a range of issues related to the process of criminal justice policy making, policy analysis, and program planning. Emphasis will be placed on developing skill in using various concepts and techniques to analyze and evaluate policies and programs. Local, state, and federal processes that create and change criminal justice policies will be studied.

CJS 5150 CORRECTIONAL PHILOSOPHIES AND PRACTICES (3)

Strategies for the successful administration and management of correctional facilities and staff will be examined, both from a theoretical and practical vantage point. Emphasis will be given to special populations, including inmates who are mentally ill, mentally challenged, elderly, pregnant, and chronically ill.

CJS 5200 MODERN POLICING STRATEGIES (3)

The course examines the development and the role of police in modern society. It will explore such topics as, the history of policing, police recruitment, police misconduct, police discretion, police culture,

patterns of police-community relations, crime prevention strategies, the relationship between police and the media, the future of policing, and the role of the police around the world.

CJS 5300 VICTIMOLOGY (3)

This class examines the historical and modern understanding and treatment of victims in the criminal justice system. The different ways in which victims are understood and recognized through the various lenses of race, gender, age, sexual orientation, social economic factors, religious orientation, and occupation will be examined. Special emphasis will be placed on understanding programming and legislation designed to aid victims of crime.

CJS 5400 LEGAL ISSUES IN CRIMINAL JUSTICE (3)

This course will cover major legal issues facing the administration of the 21st century criminal justice system—from investigation through the corrections process. The course will be primarily taught through the Socratic Method as well as by lecture and discussion. Emphasis will be placed on advanced constitutional as well as North Carolina statutory concerns and on personnel management issues.

CJS 5500 SEMINAR IN JUVENILE JUSTICE AND DELINQUENCY (3)

This course provides an examination of the juvenile offender from intake, adjudication, commitment, and release. Diversion and various treatment options are explored, as well as contemporary and emerging issues.

CJS 5530 SEMINAR IN DIGITAL FORENSICS (3)

This course is designed to provide an examination of, and exposure to issues related to cybercrime and digital forensics. Both traditional crimes now taking place in a digital arena, as well as crime born in the digital arena will be examined. Ethical issues will be explored, and policy recommendations pursued.

CJS 5550 SEMINAR IN CRIMINAL JUSTICE (3)

Modern and emerging trends and issues in criminal justice will be examined from a theoretical and historical framework. Problems will be examined, and policy solutions offered with the aim of uniting the theoretical and practical as well as the academic and practitioner.

CJS 5600 CONTEMPORARY ISSUES IN CRIMINAL JUSTICE (3)

Courses will be offered, as needed, in areas of interest such as emergency and disaster planning, homeland security, racial profiling, labor relations, forensic science, new technologies, correctional rehabilitation, and community policing.

CJS 5700 RESEARCH METHODS (3)

This course covers the scientific methods of conducting research in criminal justice and criminology. Additionally, this course will present students with the techniques of conducting and assessing evaluative research (i.e., program evaluation). Where appropriate, methods of statistical analysis will be incorporated. Students will learn skills necessary for conducting their own research and for critically evaluating research done by others.

CJS 5750 DATA ANALYSIS (3)

This course introduces the student to the basics of statistical techniques that justice administrators use to summarize numeric data obtained from surveys and experiments. The topics include frequency distribution, central tendency, variability, probability theory, and estimation. Students will also learn how to test hypotheses for group differences in means (z-test, t-test), for association between two variables (correlation, chi square tests), and the basics of regression analysis.

CJS 5800 CAPSTONE I (3)

The Capstone is taught over two consecutive 8-week terms. Capstone one will provide the student with an opportunity to demonstrate, under faculty supervision, the ability to conduct a problem-solving management project as a demonstration of skill in administration techniques. Students will demonstrate their ability to present an evaluation of a problem, issue, or dilemma in an organization by (1) organizing a research project that answers or addresses a particular question or set of questions specific to the needs of a particular organization; (2) beginning an analysis that answers their specific research question(s). The project will be completed in Capstone II.

Students must receive a grade of C or better in Capstone one to proceed to Capstone two. Capstone I and II must be taken in the last semester of the student's course work. Exceptions will only be made with the written permission of the Division Head for Criminal Justice.

CJS 5900 CAPSTONE II (3)

Part two of the capstone course consists of completing an analysis that answers the student's specific research question(s); and (3) presenting a defense of the research and findings to the faculty.

COLLEGE OF BUSINESS, TECHNOLOGY, AND PROFESSIONAL STUDIES

THE CHARLES M. REEVES SCHOOL OF BUSINESS (M.B.A.)

Master of Business Administration, Digital Transformation

**The Master of Business Administration is offered in a fully online setting through MU Online.*

Accreditation

The Reeves School of Business is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP) to offer the Master of Business Administration (MBA) degree with a focus on Digital Transformation.

Mission

The Professional MBA in Digital Transformation provides a high-quality graduate education that fosters personal and professional growth, preparing students to lead and innovate in technology-driven business environments. In support of the Reeves School of Business mission and purpose, the program enhances students' entrepreneurial, analytical, and leadership capabilities, enabling them to apply emerging technologies strategically, succeed in business ventures, and assume advanced management roles in a rapidly evolving global economy.

Purpose

The Professional MBA program is designed to meet the advanced educational needs of business leaders who must navigate digital disruption, data-driven decision-making, and organizational change. The program integrates leadership and innovation with digital strategies to prepare graduates to transform organizations through the intelligent use of technology.

Goals

1. Graduates will demonstrate comprehensive knowledge of core business disciplines—including management, finance, marketing, and operations, integrated with the principles of digital transformation and innovation.
2. Graduates will exhibit advanced communication and leadership skills, with the ability to lead teams and initiatives within technology-enhanced and data-informed environments.
3. Graduates will apply strategic and ethical reasoning to the adoption and management of emerging technologies that impact organizations and society.

Objectives

1. Students will acquire substantive knowledge in the areas of Finance, Management, and Digital Strategy, applying these to solve complex business challenges.
2. Students will develop proficiency in data analytics, digital tools, and innovation management as essential components of business leadership.
3. Students will demonstrate the ability to lead digital change, effectively managing people, processes, and technology to achieve organizational goals.
4. Students will integrate entrepreneurial and ethical decision-making with technological insight to create sustainable business value.

Admissions Requirements

- Bachelor's degree from a four-year accredited college or university before starting the first term of the program.
- Must submit official transcripts from all relevant institutions.

- Undergraduate GPA of 2.50 or higher will automatically be accepted.
- If undergrad GPA is between 2.25 and 2.5: Must also submit
 - Professional resume
 - Statement of purpose from the candidate
 - Letter(s) of recommendation

MBA Candidates will be individually evaluated, and an entrance interview may be required, as determined by the Reeves School of Business faculty.

Transfer Credit

Up to 9.00 graduate credit hours of transfer coursework, with a minimum grade of B, may be considered and approved by the Program Director and the Registrar for the MBA Program. Each of these courses must have been taken at an accredited institution within five years prior to admission to the MBA Program. A transfer grade cannot replace a grade earned at Methodist University.

Academic Degree Requirements

Students must successfully complete the following **36 credit hours** of coursework in good academic standing and in accordance with all policies of the university and Reeves School of Business:

MBA Core Courses

Course #	Course Title	Credit Hours
MBA 5000	Accounting for Managers	3.00
MBA 5020	Applied Business Statistics	3.00
MBA 5100	Managerial Economics	3.00
MBA 5200	Advanced Financial Management	3.00
MBA 5355	Business Law and Ethics	3.00
MBA 5550	Operations Management	3.00
MBA 5950	Business Analytics	3.00
	Total:	21.00

Digital Transformation Focus Courses

Course #	Course Title	Credit Hours
MBA 5510	Leading People and Teams in the Digital Era	3.00
MBA 5520	Leading Organizational Change in the Digital Era	3.00
MBA 5530	Marketing and Artificial Intelligence	3.00
MBA 5540	Artificial Intelligence in Business Strategy and Decision Making	3.00
	Total:	12.00

Elective Courses: Select **one course (3.00 credit hours)** from the following list:

Course #	Course Title	Credit Hours
MBA 5050	Ethical Decision Making	3.00
MBA 5300	Global Business Management	3.00
MBA 5500	Marketing Management	3.00

Course Descriptions – MBA

MBA 5000 ACCOUNTING FOR MANAGERS (3)

This course emphasizes the use of an organization's accounting information for decision-making. With a focus on both financial and managerial accounting, the course reviews financial statement analysis and interpretation. The course shifts to managerial accounting, which is defined and contrasted with financial accounting. Managers' use of managerial accounting to evaluate business performance and make strategic decisions in management is reviewed. Course topics include financial and managerial accounting concepts, interpreting financial statements, cost-volume profit relationships, budgeting, and accounting for planning and control.

MBA 5020 APPLIED BUSINESS STATISTICS (3)

The student will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the utilization of statistical methods as applied to business problems and operations. Descriptive statistics, probability and random variables, sampling and statistical inference, regression analysis, chi-square analysis, and analysis of variance will be investigated. Students will use a statistical software program.

MBA 5050 ETHICAL DECISION MAKING (3)

This course surveys applied topics relating to business ethics and provides a conceptual framework for thinking about and discussing these topics. This framework has three parts or "themes": (1) Corporate Social Responsibility; (2) Relationship of Law and Ethics; and (3) Individual Ethical Decision-Making. Class time will be used to explore applied topics with reference to these three themes.

MBA 5100 MANAGERIAL ECONOMICS (3)

This course covers efficient resource allocation and the application of the analytical tools of economic theory to decision making by managers. The curriculum is designed to show students how to use various tools comprising the economics of effective management for the profit-maximizing firm. Upon successful completion of the course, students will be able to calculate and apply price elasticity, employ a statistical regression analysis, perform cost analyses, and display competency in other areas of managerial economics.

Prerequisite: MBA 5020 Applied Business Statistics

MBA 5200 ADVANCED FINANCIAL MANAGEMENT (3)

This course provides a working knowledge of the tools and analytical conventions used in the practice of corporate financial decision-making. Students will analyze fundamental decisions that financial managers face in capital budgeting, cost of capital, dividend policy, long-term financing and mergers, and working capital management. Course activities include lectures, problem sets, and case studies.

Prerequisite: MBA 5000 Accounting for Managers

MBA 5300 GLOBAL BUSINESS MANAGEMENT (3)

International Business Environments covers key aspects of conducting business within an international setting, which includes the role of government, multi-national commercial operations, small and medium-sized firms, and social responsibility issues. The course delivery is framed within the cultural and geographic aspects of International Business.

MBA 5355 BUSINESS LAW AND ETHICS (3)

This course surveys the organization and theory of the American legal system and its relationship to business, including contracts, agency, torts, criminal law, and employment law. This course incorporates the study of ethical issues facing managers in today's business environment and provides a conceptual framework for analyzing and addressing these issues.

MBA 5400 ORGANIZATION AND LEADERSHIP (3)

Students will explore historical and contemporary leadership and organizational theories. Related cases and hypothetical situations will be analyzed. The course will draw on selected management scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance.

MBA 5450 CHANGE MANAGEMENT (3)

This course will provide students with a comprehensive understanding of the strategies and techniques needed to effectively manage organizational change. Students will learn how to identify the drivers of change, assess their impacts on the organization, and develop and implement a change path that aligns with the organization's goals and objectives. Topics covered will include change management theory, identifying and evaluating potential change strategies, stakeholder analysis, communication planning, and resistance management. Case studies and real-world examples will be used to illustrate best practices and to provide students with practical experience. As part of this integrative experience, students will explore the concept of change management from both theoretical and practical perspectives.

MBA 5500 MARKETING MANAGEMENT (3)

Successful organizations match the objectives and resources of the firm with the needs and opportunities of the target markets. The focus of the course is how marketing contributes to the delivery of value to individual and business consumers at a profit in management. Emphasis is placed on the managerial activities of strategic planning, market and competitive analyses, customer behavior evaluation, value assessment, market segmentation, targeting, positioning, and marketing mix decisions.

MBA 5510 LEADING PEOPLE AND TEAMS IN THE DIGITAL ERA (3)

Students will explore historical and contemporary leadership and organizational theories with emphasis on leading in digitally connected and hybrid work environments. Related cases and situations involving distributed teams, digital collaboration, and technological change will be analyzed. The course will draw on selected management scenarios to understand organizational effectiveness in dynamic, tech-enabled settings and change processes that can be used to improve team performance and foster innovation.

MBA 5520 LEADING ORGANIZATIONAL CHANGE IN THE DIGITAL ERA (3)

This course examines why 70% of digital transformations fail despite substantial technology investments, focusing on executive-level strategic decisions rather than technology choices. Topics include deciding which digital initiatives to pursue versus legacy systems to abandon, restructuring organizations for speed and agility, building versus buying digital talent, managing dual operating systems, and timing decisions around cannibalizing profitable businesses. Students analyze cases like Microsoft's cultural transformation, GE's failed digital pivot, and traditional retailers navigating Amazon's disruption.

MBA 5530 MARKETING AND ARTIFICIAL INTELLIGENCE (3)

Marketing and Artificial Intelligence is a deep dive into how data, creativity, and consumer psychology converge in the age of AI. The course moves beyond traditional models, showing students how to leverage machine learning and the modern MarTech stack to hyper-personalize the customer journey and drive exponential revenue growth. From mastering programmatic ad bidding mechanics to engineering cutting-edge generative content, students will learn to orchestrate fully optimized, omni-channel campaigns where AI enhances every consumer touchpoint, from initial ad exposure to post-sale engagement.

MBA 5540 ARTIFICIAL INTELLIGENCE IN BUSINESS STRATEGY AND DECISION-MAKING (3)

Artificial Intelligence in Business Strategy and Decision-Making bridges the critical gap between *technical possibility* and *executive execution*. Unlike functional AI courses (e.g., AI in Marketing), this course focuses on the macro-level enterprise perspective, treating AI as a strategic corporate asset rather than a set of tools. Students will examine how organizations balance the pressure to innovate rapidly with the realities of governance, risk management, regulatory compliance, ethical responsibility, and sustainable operational architecture. Emphasis is placed on making informed strategic decisions, designing AI roadmaps, evaluating enterprise-wide AI readiness, and developing policies that align with corporate goals and stakeholder expectations. By the end of the course, students will be able to lead C-suite discussions on AI adoption, enterprise transformation, and long-term value creation.

MBA 5550 OPERATIONS MANAGEMENT (3)

Operations Management focuses on the design and management of the processes involved in the production of goods and delivery of services. The course covers many interdependent aspects of the supply chain and emphasizes the importance of quality, consistency, and value in sustaining the firm's competitive advantage. The topics covered include operations strategy, designing services and products, managing production capacity, managing inventories, quality philosophies, and supply chain management.

MBA 5950 BUSINESS ANALYTICS (3)

Business Analytics prepares students to bring data-driven decision-making skills to all facets of a business organization and to use quantitative reasoning to solve business problems in a complex environment. Students will be introduced to a wide variety of technical skills, including predictive modeling and econometrics, statistical computing, and data visualization, and will be trained in how to apply those skills in a modern business environment.

Prerequisite: MBA 5020 Applied Business Statistics.

Honor Societies

- Delta Mu Delta (National Business Honor Society)
- Alpha Chi (National Scholastic Honor Society)

Post Baccalaureate Residency Licensure Certificate

Accreditation

The Residency Licensure Program is accredited by the North Carolina Department of Public Instruction (NCDPI). Main Switchboard: 919.807.3300. Physical address, North Carolina Department of Public Instruction, Education Building, 301 N. Wilmington Street, Raleigh, NC 27601-2825 and mailing address, North Carolina Department of Public Instruction 6301 Mail Service Center, Raleigh, NC 27699-6301.

Program Description

The Post Baccalaureate Residency Licensure Certificate Program is designed for those who have completed a bachelor's degree and now wish to enter the field of education. Specifically, Residency Licensure in North Carolina is an alternative pathway to pursue initial licensure in education. **Applicants with a degree from an accredited university AND who are currently teaching or are seeking employment in a NC public school are eligible to apply to the Methodist University Post Baccalaureate Residency Licensure Certificate Program. ***

The program consists of a minimum of 18 credits focused on pedagogical practices needed for successful teaching. Candidates will have up to three years to complete the residency program. Coursework is completed in an online format that allows students to attend class while continuing to teach.

NOTE: Candidates may enroll in courses associated with the residency licensure, but a residency license cannot be issued until all Residency Licensure requirements are met. Important to the program is the “Student Teaching” experience, which allows the students to apply pedagogical knowledge in their assigned classroom. Teacher candidates will complete all course work and assignments in their own classrooms and will be assigned both a faculty supervisor as well as a site-based mentor. Teacher candidates, faculty, and site-based mentors will work together through observational coaching cycles to provide feedback and support on lesson planning, classroom management, and best practices for teaching.

Residency Program Admissions Requirements

Separate from admission to the institution, students seeking to obtain a Residency Teaching License through the state of North Carolina Department of Instruction must meet the following criteria:

Year 1

Persons with an approved baccalaureate degree wishing to obtain North Carolina teaching licensure through Methodist University must meet the following eligibility requirements:

- Has earned a bachelor’s degree from a regionally accredited university or college.
- Has earned a 2.7 cumulative GPA on the degree.
- Has either completed 24 credit hours of coursework in the requested licensure area or passed the NC State Board of Education required content area examination(s) for the requested licensure area.
- Is currently employed or is seeking employment by an LEA.

Admissions Application – Year 1

Interested candidates will apply for the program through the MU Online website. In addition, applicants will submit all transcripts (official or unofficial) for evaluation to the Residency Licensure Program Coordinator. The Director for Online and Transfer Student Support will work with the Chair of the Teacher Education Committee to create an individualized prescribed course of study for the candidate. The individualized plan of study will contain all courses and state licensure testing the candidate is required to complete. All courses on the plan of study must be taken at Methodist University.

Year 1 Transcript Review: During the initial application process (first year), transcripts will be reviewed for each candidate. In some cases, additional course work may be required based on this review. Candidates will be notified of any additional course requirements as part of their individual prescribed plan of study.

Candidates with a GPA lower than a 2.7 cumulative must establish a GPA at Methodist University as part of their individualized plan. Teacher candidates who do not meet the minimum requirements listed above will have an individualized prescribed plan of study comprised of undergraduate courses selected to fulfill the areas of deficit. These will be included as part of their initial plan of study.

Program Status Review – Year 2 & 3

A Residency Licensee may be renewed two times. PBRLP candidates returning for a second or third year in the program must meet the following criteria:

- Must be in good standing within the Residency Program by maintaining a 2.7 GPA.

- Must be employed with and LEA and submit an updated RLP form signed by the LEA.
- Must submit either licensure exam scores or evidence of registration for licensure exams as noted in their plan of study.

As needed, the Director of Online and Transfer Student Support will work with the Chair of the Teacher Education Committee to modify the candidates individualized prescribed course of study. The individualized plan of study will contain all courses and state licensure testing the candidate is required to complete the MU Residency Program.

NOTE: Additional course work may be identified at this time if the RLP candidate has completed the course work on the initial plan but failed to pass the required licensure exams. Candidates will be placed in one or more of the courses not included in their original plan of study. Courses will be selected from the existing graduate level courses aligned with their specific licensure area.

NOTE: All courses on the plan of study must be taken at Methodist University.

Course Waivers

Students enrolled in the Post Baccalaureate Residency Licensure Certificate program may qualify for course waivers. Students who have graduated from Methodist University with a BS or BA in Education without licensure or with a BS in Educational Studies and have passed all content specific licensure exams will be eligible for course waivers.

Certificate Course Requirements by Concentration

Elementary Education

Course #	Course Title	Credit Hours
EDU 5110	Elementary Math Pedagogy I	1.50
EDU 5120	Elementary Math Pedagogy II	1.50
EDU 5130	Early Literacy Pedagogy I	1.50
EDU 5140	Early Literacy Pedagogy II	1.50
EDU 5500	Content Area Licensure Exam Preparation	1.00
EDU 5510	Methods for Instructional Technology I	1.50
EDU 5520	Methods for Instructional Technology II	1.50
EDU 5530	Application of Pedagogy I	1.50
EDU 5540	Application of Pedagogy II	1.50
EDU 5900	Focus on Teaching in the Field	3.00
EDU 6310	Advanced Behavior Management Techniques	3.00
	Total:	19.00

Art Education, Middle Grades Education, Music Education, Physical Education & Health Education, Secondary Education

Course #	Course Title	Credit Hours
EDU 5400	Introduction to Classroom Pedagogy I	1.50
EDU 5410	Introduction to Classroom Pedagogy II	1.50
EDU 5420	Disciplinary Literacy I	1.50
EDU 5430	Disciplinary Literacy II	1.50
EDU 5500	Content Area Licensure Exam Preparation	1.00
EDU 5510	Methods for Instructional Technology I	1.50
EDU 5520	Methods for Instructional Technology II	1.50
EDU 5530	Application of Pedagogy I	1.50

EDU 5540	Application of Pedagogy II	1.50
EDU 5900	Focus on Teaching in the Field	3.00
EDU 6310	Advanced Behavior Management Techniques	3.00
	Total:	19.00

Special Education

Course #	Course Title	Credit Hours
EDU 5110	Elementary Math Pedagogy I	1.50
EDU 5120	Elementary Math Pedagogy II	1.50
EDU 5130	Early Literacy Pedagogy I	1.50
EDU 5140	Early Literacy Pedagogy II	1.50
EDU 5150	Introduction to Special Education I	1.50
EDU 5160	Introduction to Special Education II	1.50
EDU 5500	Content Area Licensure Exam Preparation	1.00
EDU 5510	Methods for Instructional Technology I	1.50
EDU 5520	Methods for Instructional Technology II	1.50
EDU 5530	Application of Pedagogy I	1.50
EDU 5540	Application of Pedagogy II	1.50
EDU 5900	Focus on Teaching in the Field	3.00
EDU 6310	Advanced Behavior Management Techniques	3.00
	Total:	22.00

Course Descriptions - EDU

EDU 5110 ELEMENTARY MATH PEDAGOGY I (1.50)

Part I of a two-course series, this course is designed to explore how elementary children think about and learn mathematical concepts. Teacher candidates will be introduced to a variety of approaches and methodologies used in teaching mathematics in elementary school. Students will engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. This course will be taken in consecutive terms with EDU 5120 Elementary Math Pedagogy II. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must be enrolled in EDU 5120 in the consecutive term.

EDU 5120 ELEMENTARY MATH PEDAGOGY II (1.50)

Part 2 of a two-course series, teacher candidates will build on the content introduced in EDU 5110. This course is designed to enhance teacher candidates' understanding of current instructional methods in mathematics education and to assist them in designing mathematical lessons using relevant strategies and activities. Teacher candidates will understand how to teach and assess diverse groups of students through the implementation of math lesson plans, strategies, and activities. This course will be taken in consecutive terms with EDU 5110 Elementary Math Pedagogy I. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must receive a grade of C or better in EDU 5120

EDU 5130 EARLY LITERACY PEDAGOGY I (1.50)

EDU 5130 is the first part of a two-part series that focuses on cognitive, linguistic, and affective factors impacting emergent readers. Candidates will explore how literacy instruction has progressed utilizing a variety of pedagogical strategies and brain research. Critical reading of professional literature will support the understanding of how students learn to read. EDU 5130 focuses on providing students with an overview of literacy development, theory, oral language development (phonological and phonemic

awareness), concepts of print, letter knowledge, phonics, and word recognition skills. This course will be taken in consecutive terms with EDU 5140. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must be enrolled in EDU 5140 in the consecutive term.

EDU 5140 EARLY LITERACY PEDAGOGY II (1.50)

EDU 5140 is the second part of a two-part series that focuses on cognitive, linguistic, and affective factors impacting emergent readers. Candidates will explore how literacy instruction has progressed utilizing a variety of pedagogical strategies and brain research. Critical reading of professional literature will support the understanding of how students learn to read. EDU 5140 focuses on providing students with an overview of oral reading fluency, vocabulary, and comprehension. This course will be taken in consecutive terms with EDU 5130. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must receive a grade of C or better in EDU 5130.

EDU 5150 INTRODUCTION TO SPECIAL EDUCATION I (1.50)

Part I of a two-course series, this course will examine principles and practices of curriculum assessment and planning for instruction. An emphasis will be placed on formal and informal assessment strategies including formal and summative assessments. The designing of assessment strategies that lead to the implementation of instructional methods are also an integral part of this course. The course goals and objectives will be taught over two terms. This course will be taken in consecutive terms with EDU 5160 Intro to Special Education II. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must be enrolled in EDU 5160 in the consecutive terms.

EDU 5160 INTRODUCTION TO SPECIAL EDUCATION II (1.50)

Part two of a two-course series, EDU 5430 is a designed to support teacher candidates as they examine current theories, models, and research for teaching in a special education classroom. This course will develop teacher candidates' understanding of how to implement lesson plans, strategies, and activities. The course goals and objectives will be taught across two terms. The course goals and objectives will be taught over two terms. This course will be taken in consecutive terms with EDU 5150 Intro to Special Education I. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: This course will be taken in consecutive terms with EDU 5150. Students must receive a grade of C or better in EDU 5150.

EDU 5400 INTRODUCTION TO CLASSROOM PEDAGOGY I (1.50)

Part I of a two-course series, EDU 5400 is designed to introduce students to relevant instructional pedagogical practices. Students will explore a variety of research based instructional strategies and activities to implement in the classroom. Students will engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. The course goals and objectives will be taught across two terms. This course will be taken in consecutive terms with EDU 5410 Introduction to Classroom Pedagogy II. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must be enrolled in EDU 5410 in the consecutive term.

EDU 5410 INTRODUCTION TO CLASSROOM PEDAGOGY II (1.50)

Part 2 of a two-course series, teacher candidates will build on the content introduced in EDU 5400. EDU 5410 is designed to enhance teacher candidates' understanding instructional methods and to assist them in designing instructional experiences using relevant strategies and activities. This course will be

taken in consecutive terms with EDU 5400 Introduction to Classroom Pedagogy I. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: This course will be taken in consecutive terms with EDU 5400. Students must receive a grade of C or better in EDU 5400.

EDU 5420 DISCIPLINARY LITERACY I (1.50)

Part I of a two-course series, this course will develop teacher candidates' understanding of how to implement disciplinary literacy lesson plans, strategies, and activities. EDU 5420 is designed to introduce teacher candidates to approaches and methodologies used in teaching disciplinary literacy. Students engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. This course will also examine current theories, models, and research for teaching in specific content areas. The course goals and objectives will be taught across two terms. This course will be taken in consecutive terms with EDU 5430. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must be enrolled in EDU 5430 in the consecutive term.

EDU 5430 DISCIPLINARY LITERACY II (1.50)

Part two of a two-course series, this course will develop teacher candidates' understanding of how to implement disciplinary literacy lesson plans, strategies, and activities. EDU 5430 is designed to support teacher candidates as they integrate disciplinary literacy within the curriculum with an emphasis on instructional strategies used to prepare students with the skills necessary to read, comprehend, and react to appropriate instructional materials in their individual discipline. The course goals and objectives will be taught over two terms. This course will be taken in consecutive terms with EDU 5420 Disciplinary Literacy I. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: This course will be taken in consecutive terms with EDU 5420. Students must receive a grade of C or better in EDU 5420.

EDU 5500 CONTENT AREA LICENSURE EXAM PREPARATION (1.00)

This course is designed for teacher candidates to review content knowledge, concepts, and skills in preparation for completion of required content area licensure exams. Students will be presented with a practice exam that will serve as the foundation for review of content covered on licensure exams. This course concludes with a practice examination that will identify the student's knowledge in all concepts covered to identify student's understanding of the subject matter for which they will be licensed. The content area exam must be passed to proceed with the final course sequence in the program and to become a fully licensed teacher in North Carolina. This course will be waived if all content area exams have been successfully completed. Students may take this course up to three times.

EDU 5510 METHODS FOR INSTRUCTIONAL TECHNOLOGY I (1.50)

EDU 5510 is part one of a two-part series, and it will develop teacher candidates' understanding of how to leverage educational technology strategies and tools in meaningful ways across the various content areas to increase student learning. The course is based on the ISTE Standards for Students, North Carolina Digital Literacy Competencies, The Technological Pedagogical Content (TPACK) model, Technology Integration Matrix (TIM), and Substitution, Augmentation, Modification, and Redefinition (SAMR) Model. Teacher Candidates will explore practical ways to teach Digital Citizenship, and tools like Google, Adobe, Apple, Microsoft, and various Learning Management Systems (LMS). Candidates will develop lessons that align with ISTE Standards for Students 1.1 - 1.3. This course will be taken in consecutive terms with EDU 5520. Students must earn a grade of C or higher to successfully complete this course.

Pre-Requisite/Co-Requisite: Students must be enrolled in EDU 55200 in the consecutive term.

EDU 5520 METHODS FOR INSTRUCTIONAL TECHNOLOGY II (1.50)

EDU 5520 is the second part of a two-part series, and it will develop teacher candidates' understanding of how to leverage educational technology strategies and tools in meaningful ways across the various content areas to increase student learning. The focus of the course is to prepare students to think critically and develop knowledge to help students succeed in a global digital world. The course prepares teacher candidates to understand how to use educational tools in their classroom to benefit students. Teacher Candidates will explore practical ways to use educational tech tools and strategies to enhance classroom management, assessment, presentations, and collaboration. Teacher Candidates will develop lessons that align with ISTE Standards for Students 1.4 - 1.7. This course will be taken in consecutive terms with EDU 5510. Students must earn a grade of C or higher to successfully complete this course. Pre-Requisite/Co-Requisite: This course will be taken in consecutive terms with EDU 5510. Students must receive a grade of C or better in EDU 5510.

EDU 5530 APPLICATION OF PEDAGOGY I (1.50)

Part I of a two-course series, EDU 5530 is designed to apply a variety of approaches and methodologies used in teaching. Students will engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. The course goals and objectives will be taught across two terms. This course will be taken in consecutive terms with EDU 5540. Students must earn a grade of B or higher to successfully complete this course. Pre-Requisite/Co-Requisite: Students must be enrolled in EDU 5540 in the consecutive term.

EDU 5540 APPLICATION OF PEDAGOGY II (1.50)

Part 2 of a two-course series, teacher candidates will build on the content introduced in EDU 5530. EDU 5540 is designed to enhance teacher candidates' understanding of current instructional theories and pedagogical methods and to assist them in designing instructional experiences using relevant strategies and activities. Teacher candidates will reflect on their teaching and assessing diverse groups of students. This course will be taken in consecutive terms with EDU 5530. Students must earn a grade of B or higher to successfully complete this course. Pre-Requisite/Co-Requisite: This course will be taken in consecutive terms with EDU 5130. Students must receive a grade of B or better in EDU 5530.

EDU 5900 FOCUS ON TEACHING IN THE FIELD (3)

This course is designed to provide an internship experience at the appropriate grade level within the licensure area. Students engage in a variety of instructional activities focused on planning, implementing, and reflecting on instructional practices. This course requires observations conducted by both a site-based mentor and a faculty supervisor. This course is taken prior to the student teaching course and is designed to give licensure candidates the opportunity to practice research-based strategies. Students must earn a grade of C or higher to successfully complete this course.

EDU 6310 ADVANCED BEHAVIOR MANAGEMENT TECHNIQUES (3)

This course presents concepts and strategies that have been found to be effective (even when working with individuals who exhibit extreme behavioral problems) in creating productive classroom learning environments. Assignments are designed to help develop strategies to be used in classroom settings. Topics include establishing classroom rules and expectations, classroom organization and operation, supporting appropriate student behavior, understanding of cultural and religious differences, positive behavior management, and promoting student independence and intrinsic motivation. Students must earn a grade of C or higher to successfully complete this course.

Professional Tennis Management Certificate

PTM Professional Certificate Program students must have previously earned a degree from a four-year institution and can typically complete the requirements in a two-year time period.

Requirements:

Required Base Courses: 12 credit hours

PTM 1010 Introduction to Professional Tennis Management	3 credit hours
PTM 1450 Teaching Methods I	3 credit hours
PTM 2450 Teaching Methods II	3 credit hours
PTM 2500 Racquet Repair & Tennis Techniques	3 credit hours

PTM Internships: 3 credit hours

PTM 1700 Internship I	1 credit hour
PTM 2700 Internship II	1 credit hour
PTM 3700 Internship III	1 credit hour

PTM Professional Seminars (select six seminars): 3 credit hours

PTM 1250, 1260, 2250, 2260, 3250, 3260, 4250, 4260	0.5 credit hour each
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PTM Elective Courses: 6 credit hours

Select a minimum of two courses (6 credit hours) from the following list:

PTM 3300 Tennis Facility Management	3 credit hours
PTM 3400 Sport Science in Tennis	3 credit hours
PTM 3450 Advanced Teaching Methods	3 credit hours
PTM 3600 Club Management & Operations	3 credit hours
PTM 4500 PTM Capstone Course -Obtaining Specializations	3 credit hours

Other PTM Concentration Requirements:

- Completion of a minimum of 24 academic hours as specified
- Certification by the USPTA or PTR as a Level Two Certified Tennis Professional
- Certification as a USTA Official & Referee
- USTA Introduction to Sport Science Certification
- USTA Teaching Essentials I, II & III Certification

Successfully passing the following assessments for the Methodist PTM Program:

- Ball Feeding Assessment – Part I & Part II
- Teaching Basics Assessment – Part I & Part II
- Facility Management Assessment
- Sport Science Assessment
- Court Maintenance Assessment
- Video Analysis Assessment
- Statistical Analysis Assessment
- Advanced Teaching Assessment
- Racquet Stringing Assessment (may be replaced with USRSA's PRA Certification)

Total: 24 credit hours and other required assessments

See Undergraduate catalog for course descriptions.

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

CLINICAL MENTAL HEALTH COUNSELING (M.S.)

Master of Science in Clinical Mental Health Counseling

**The Master of Science in Clinical Mental Health Counseling is offered in a fully online setting through MU Online.*

Accreditation

The MS in Clinical Mental Health Counseling program has been designed to the standards and requirements of CACREP, The Council for Accreditation of Counseling and Related Educational Programs. CACREP Accreditation will be pursued as soon as we are eligible. Contact Information: 500 Montgomery Street, Suite 350, Alexandria, VA 22314, (703) 535-5990.

Program Description

The fully online program is designed to prepare students to become counselors who will work in clinical capacities in a variety of clinical mental health settings including agencies, private practice, hospitals, and prisons. The program will provide students with comprehensive curricular and supervised practice experiences to prepare students to take state licensure exams for Licensure as Clinical Mental Health Practitioners. The program includes preparation to take the CMHCE or NCE (dependent upon requirements for licensure in your state). Students will also be prepared to meet the standards established by the National Board of Certified Counselors for national certification as a professional counselor (NCC).

The program will consist of synchronous, asynchronous, and in person components. Methodist University faculty will assist program participants in locating and obtaining local sites or private supervised practice opportunities for practicum and internship training.

Mission

The mission of Methodist University's Master of Science in Clinical Mental Health Counseling program is to prepare future counselors to utilize foundational clinical skills to serve multicultural and diverse clients and community members in an ever-changing global world. It is our goal to operate from the values of diversity, social justice, advocacy, technology, leadership, and community engagement.

Learning Outcomes

- Students will gain an understanding of the foundations of mental health counseling in the clinical setting including trends; roles, functions, and standards of practice and credentialing of community counselors; policies and laws, ethical and legal considerations (e.g., the ACA Code of Ethics); and diversity issues.
- Students will demonstrate commitment to learning their own cultural identity, including privilege, oppression, and biases, and how it influences the counseling relationship.
- Students will learn various theories of human development to engage in developmentally appropriate approaches when working with a wide range of diverse clients across the lifespan.
- Students will understand various career counseling theories to conceptualize career development, including how career concerns influence mental wellness.
- Students will learn counseling theories and techniques that are needed to foster movement towards clients' goals through effective use of helping skills, theoretical conceptualizations, and related diverse helping modalities.

- Students will obtain knowledge and skills required for effective and culturally competent facilitation of group counseling.
- Students will learn to utilize assessment and testing throughout the counseling relationship while centering the impact of assessment on diverse populations.
- Students will gain knowledge related to the principles of ethical, culturally appropriate and effective research methods for counselors; in particular, an understanding of how to use counseling research to inform counseling practice and direct future research for the field at large.
- Students will gain a comprehensive understanding of clinical mental health counseling practices, including advocacy, prevention, and treatment for a broad range of mental health concerns.

Admissions Requirements

- A Bachelor's degree from a four-year regionally accredited college or university. No specific major is required. An overall college GPA of 3.0 or higher is recommended.
- 3 Professional References
- Updated resume/CV
- Written 1–2-page statement of purpose that addresses the following:
 - Provide overview of interest in the counseling profession and future career goals
 - Detail potential to work with wide array of diverse populations with varying lived experiences
 - Ability to engage in graduate level work in an online environment
- Official transcripts
- Complete MU Online Application

The application review committee will screen all applicants meeting the minimum requirements and those determined to be the most qualified candidates will be invited to a virtual interview with Methodist University's Clinical Mental Health Counseling faculty. Criteria used by the interviewers in their interview evaluations include, but are not limited to, academic performance, human services experience, emotional and intellectual maturity, ability to communicate verbally, evidence of strong academic skills and desire to engage in the counseling profession. Those not meeting minimum requirements but having a strong application package may be invited to an interview on a case-by-case basis.

Admission Preference Programs

The Clinical Mental Health Counseling program is dedicated to working with community members and partners, to increase counselors in our area. These partnerships are an opportunity for students to gain additional support through a preference candidacy pathway. Preference candidacy is a unique opportunity to have priority consideration for admission into the Methodist University CMHC Program at the completion of undergraduate coursework. The Methodist University CMHC Program has established a preference program with the institution listed below.

- FSU to MU: Psychology to Counseling Pathway Program

Academic Degree Requirements

Students must successfully complete the following **61 credit hours** of coursework in good academic standing and in accordance with all policies of the university and the department:

Required Core Courses

Course #	Course Title	Credit Hours
MHC 5000	Professional Orientation to Counseling	3.00

MHC 5040	Life Span Development: Implications for Counseling	3.00
MHC 5050	Theories and Models of Counseling	3.00
MHC 5080	Research and Statistical Analysis in Counseling	3.00
MHC 5100	Basic Counseling Skills and Techniques	3.00
MHC 5210	Group Procedures in Counseling	3.00
MHC 5230	Cultures and Counseling	3.00
MHC 5240	Career Development and Counseling	3.00
MHC 5300	Appraisal Procedures	3.00
MHC 5320	Professional, Legal, and Ethical Issues in Counseling	3.00
Total:		30.00

Clinical Mental Health Courses

Course #	Course Title	Credit Hours
MHC 5200	Advanced Counseling Skills	3.00
MHC 5220	Family Counseling	3.00
MHC 5400	Clinical Mental Health Counseling	3.00
MHC 5500	Addiction Counseling & Psychopharmacology	3.00
MHC 5530	Diagnosis, Psychopathology & Treatment Planning	3.00
MHC 5550	Trauma and Crisis in Counseling	3.00
MHC 5800	Professional Identity Capstone	2.00
Total:		20.00

Field Experience Courses

Course #	Course Title	Credit Hours
MHC 5598	Clinical Mental Health Counseling Practicum I	1.50
MHC 5599	Clinical Mental Health Counseling Practicum II	1.50
MHC 5600	Clinical Mental Health Counseling Internship I	3.00
MHC 5700	Clinical Mental Health Counseling Internship II	3.00
MHC 5750	Clinical Mental Health Counseling Internship III	2.00
Total:		11.00

Course Descriptions - MHC

MHC 5000 PROFESSIONAL ORIENTATION TO COUNSELING (3)

This course is an introduction to the profession of counseling. The course is designed to acquaint individuals who are preparing to enter the counseling profession with a broad overview of the profession's historical and theoretical foundations, as well as to begin the development of a professional identity.

MHC 5040 LIFE SPAN DEVELOPMENT: IMPLICATIONS FOR COUNSELING (3)

Implications for Counseling: This course provides an examination of major theories of human development, including those from physical, psychological, cognitive, social, and moral perspectives. Development is viewed across the human life span in each of these areas. The course is designed to encourage an integrated concept of these theoretical perspectives, which serves as a developmental framework for the counseling process.

MHC 5050 THEORIES AND MODELS OF COUNSELING (3)

Students will become familiar with the established and emerging theories and models of counseling including historical context and key names, terms, and concepts. The course will also focus upon how theory translates into practice and will consider available outcome research. Each student will be expected to be able to articulate his or her own tentative personal theoretical orientation at the end of the course.

MHC 5080 RESEARCH AND STATISTICAL ANALYSIS IN COUNSELING (3)

This course will provide an overview of research and statistical analysis in counseling. It will combine reading of the required text, journal articles and other selected publications, lectures, discussion, small group activities, and student presentations to help you learn and assimilate the key statistics and research principles necessary. Enhancing your understanding of basic statistical concepts as well as methods for integrating research in counseling practice will be featured elements of this course.

MHC 5100 BASIC COUNSELING SKILLS AND TECHNIQUES (3)

This course is designed to facilitate the development of basic communication skills necessary to develop an effective helping relationship with clients. It includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of alternative solutions; and decision making.

MHC 5150 PROFESSIONAL AND CLINICAL SKILLS IN COUNSELING (2)

This is a competency-based course with an experiential emphasis. The student is required to demonstrate proficiency in counseling concepts and techniques that align with a variety of theoretical approaches which are all fundamental to understanding and modeling a therapeutic counseling relationship. These basic skills will be practiced and applied. Additionally, students must demonstrate an appropriate professional disposition as outlined in the American Counseling Association Code of Ethics.

MHC 5200 ADVANCED COUNSELING SKILLS (3)

This course covers counseling skills, processes and strategies associated with major counseling theories. Provides intensive practice in both technical and conceptual skills with emphasis on self-awareness, case conceptualization, racial-cultural considerations, and supervised practice in a community setting.

Pre-requisites: MHC 5050 and MHC 5100

MHC 5210 GROUP PROCEDURES IN COUNSELING (3)

This course is designed to develop a basic familiarity with theories, procedures, and techniques in counseling. It will provide the learner with an understanding of group processes and dynamics from both an experiential and a didactic perspective.

MHC 5220 FAMILY COUNSELING (3)

This course is designed to facilitate the development of basic communication skills necessary to develop an effective helping relationship with clients. It includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of alternative solutions; and decision making.

MHC 5230 CULTURES AND COUNSELING (3)

An introduction to the field of multicultural counseling. Issues and practical considerations in counseling five population groups; definition of terms and concepts.

MHC 5240 CAREER DEVELOPMENT AND COUNSELING (3)

This course will examine the world of work, life career development, career decision-making theories, the process and techniques of career counseling and the interrelationship between career and life balance issues and mental health; these issues will be discussed using multicultural and social justice frameworks.

MHC 5300 APPRAISAL PROCEDURES FOR COUNSELORS (ASSESSMENT AND EVALUATION) (3)

This course provides an understanding of individual and group approaches to assessment and evaluation in a multicultural society. It will examine basic concepts of standardized and non-standardized testing and other assessment methods for appraising individual differences and family dynamics.

MHC 5320 PROFESSIONAL, ETHICAL, AND LEGAL ISSUES IN COUNSELING (3)

Ethical standards are discussed from a historical and practice perspective, and an ethical decision-making model is explored. Laws that affect the professional practice of mental health, school and rehabilitation counseling are presented and examined. Professional issues concerns and associations are discussed.

MHC 5350 HUMAN SEXUALITY IN COUNSELING (3)

This course is designed for counseling and human service professionals whose work will bring them into contact with clients experiencing problems and concerns with their sexuality. The course is designed to develop a) students' knowledge base related to human sexuality, b) an understanding of the varied sexuality issues which may be encountered in professional counseling practice, c) students' skills in assessment and intervention skills with sexuality issues and d) increased awareness of one's personal perceptions, attitudes and affect related to sexuality issues. Course participants will become more effective in identifying, assessing and intervening with human sexuality related counseling issues. Prerequisites: MHC 5000, MHC 5040, MHC 5050, MHC 5100, MHC 5230, and MHC 5320

MHC 5400 CLINICAL MENTAL HEALTH COUNSELING (3)

This is a study of the history, professional roles, and responsibilities of the counseling profession, including ethical, and legal standards/principles for conduct. Professional organizations, preparation, credentialing, and the creation of a plan for lifelong professional and personal development will be examined.

MHC 5480 CONSULTATION AND PROGRAM DEVELOPMENT IN COUNSELING (2)

This course explores the role of the counselor and psychologist as consultant and collaborator; models and skills; evaluation/techniques; issues.

MHC 5498/MHC 5499 CLINICAL MENTAL HEALTH COUNSELING RESIDENCY I & II (1 credit hour each)

This course offers a comprehensive, interactive experience designed to develop and evaluate students' counseling skills and professional dispositions through two mandatory in-person, synchronous sessions. Regardless of the program's delivery method, students will engage in live observations and assessments at least twice throughout their studies, with one assessment occurring prior to the practicum. These sessions will provide essential feedback on key competencies and dispositions, ensuring students meet professional standards and are well-prepared for fieldwork and beyond. This structured approach fosters personal growth, skill mastery, and readiness for real-world counseling environments.

MHC 5500 ADDICTION COUNSELING & PSYCHOPHARMACOLOGY (3)

This course provides counselors in training with an overview of the addictive process and the practice of addiction counseling, including various treatment modalities such as psychopharmacology. Students will develop conceptual knowledge, practical skills, and self-awareness concerning the etiology of addiction

and its impact across the lifespan. Models of addiction and professional issues in Addiction Counseling such as co-occurring disorders, process addictions and mental illnesses will be addressed. Assessment, diagnosis, and treatment of addictions with diversity & advocacy issues will also be explored.

Pre-requisites: MHC 5050 and MHC 5100

MHC 5530 DIAGNOSIS, PSYCHOPATHOLOGY & TREATMENT PLANNING (3)

Introduction to the structure and uses of the DSM-V TR for diagnosing mental and emotional disorders. Limits and weaknesses of these approaches—especially regarding cultural differences—and alternatives to them. How to use these systems effectively in the context of person-centered, psychosocial, and systemic interventions, and in culturally diverse environments will be addressed. Students will learn how the history of psychopathy and ways to integrate diagnostic criteria into case conceptualization and treatment planning, while utilizing appropriate treatment modalities.

Pre-requisites: MHC 5050, MHC 5100, MHC 5320

MHC 5540 ISSUES IN CLINICAL MENTAL HEALTH COUNSELING (3)

As the foundation course for those planning to be counselors in mental health settings, this course includes theoretical and applied information regarding mental health counseling services in the context of the larger social services system.

MHC 5550 TRAUMA AND CRISIS IN COUNSELING (3)

This course provides students with foundational knowledge of the impact of crises, disasters, and other trauma-causing events on people as well as the principles of crisis intervention for people during crises, disasters, and other trauma-causing events. The appropriate use of diagnosis during crisis, disaster, or other trauma-causing events and the differentiation between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events will be examined. Students will learn specific crisis intervention practices, including procedures for assessing and managing suicide risk, suicide prevention models, and the use of psychological first aid strategies. The counselors' roles and responsibilities as members of an interdisciplinary emergency management response team during a crisis, disaster or other trauma-causing event and the operation of emergency management systems will be studied.

Prerequisites: MHC 5000, MHC 5040, MHC 5050, MHC 5100, MHC 5230, MHC 5320, and MHC 5530

MHC 5598/MHC 5599 CLINICAL MENTAL HEALTH COUNSELING RESIDENCY I & II (1 credit hour each)

This course offers a comprehensive, interactive experience designed to develop and evaluate students' counseling skills and professional dispositions through two mandatory in-person, synchronous sessions. Regardless of the program's delivery method, students will engage in live observations and assessments at least twice throughout their studies, with one assessment occurring prior to the practicum. These sessions will provide essential feedback on key competencies and dispositions, ensuring students meet professional standards and are well-prepared for fieldwork and beyond. This structured approach fosters personal growth, skill mastery, and readiness for real-world counseling environments.

MHC 5600 CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP I (3)

Internship is a highly individualized learning experience that provides opportunities for growth in skills, knowledge, and personal development. In Internship, you will be provided the opportunity to increase understanding of yourself and your impact on others as well as augment your understanding of your clinical setting. Internship meetings will be composed of various experiences to be determined by the needs, abilities, and concerns of the group members and supervisor. Activities will be designed to facilitate growth in specific counseling skills, case conceptualization skills, self-awareness, and professional identity development.

MHC 5700 CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP II (3)

Internship is a highly individualized learning experience that provides opportunities for growth in skills, knowledge, and personal development. In Internship, you will be provided the opportunity to increase understanding of yourself and your impact on others as well as augment your understanding of your clinical setting. Internship meetings will be composed of various experiences to be determined by the needs, abilities, and concerns of the group members and supervisor. Activities will be designed to facilitate growth in specific counseling skills, case conceptualization skills, self-awareness, and professional identity development.

MHC 5750 CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP III (2)

Internship is a highly individualized learning experience that provides opportunities for growth in skills, knowledge, and personal development. In Internship, you will be provided the opportunity to increase understanding of yourself and your impact on others as well as augment your understanding of your clinical setting. Internship meetings will be composed of various experiences to be determined by the needs, abilities, and concerns of the group members and supervisor. Activities will be designed to facilitate growth in specific counseling skills, case conceptualization skills, self-awareness, and professional identity development.

MHC 5799 CMHC COMPREHENSIVE EXAMINATION PREPARATION (1)

The Comprehensive Exam - CPCE course prepares students for their licensure exam by revisiting core didactic coursework that will appear on state licensure examinations. The CPCE examination also serves as the programmatic capstone for students to display their knowledge of core courses and didactic knowledge. The CPCE must be taken no earlier than completion of the prerequisite courses listed.

Prerequisites: MHC 5000, MHC 5040, MHC 5050, MHC 5080, MHC 5100, MHC 5210, MHC 5230, MHC 5240, MHC 5300, and MHC 5320

MHC 5800 PROFESSIONAL IDENTITY CAPSTONE (2)

The Integrative Learning Capstone provides an opportunity for students to pull together things they have been working on for the past 3 years. It will also help them prepare for the next steps after graduation. Unlike past courses, which often have been content heavy, this course is about the student. Student's will have an opportunity to do several things to enhance their professional development such as creating an electronic portfolio that provides evidence of growth as a counselor, creating a presentation that reflects that growth, and interviewing a mental health professional who has expertise in a particular field that interests them.

Honor Societies and Student Organizations

Psi Chi Honor Society

HEALTH CARE ADMINISTRATION (M.H.A.)

Master of Health Administration

**The Master of Health Administration is offered in a fully online setting through MU Online.*

Program Description

Health Administration is one of the most exciting and challenging careers in modern society. It offers an opportunity to have an impact directly on people's lives through the improvement of personal health services. The profession offers a challenge to those individuals who seek a management position that is rapidly changing and has significant social overtones.

Methodist University has a 25-year history of educating Health Administrators at the undergraduate level with the goal of preparing them for front line management and/or graduate study, and we have been quite successful with students in leadership roles across America in many of the nation's finest health care organizations. The MHA is considered the gold standard for those who seek to move up the leadership ladder, and the MU MHA will allow our students to seek senior leadership roles.

Important to the program is the Capstone Experience, which allows the student to apply their knowledge to a real-world health care organization (HCO). We envision students and faculty working together to solve unique management and leadership issues HCOs in the regions face every day. The Capstone can take place in a variety of settings and is often conducted at the student's regular place of employment. This arrangement offers great benefits to the student and their health care organizations.

Mission

The mission of the Methodist University Department of Health Care Administration is to prepare professionals to manage, lead and improve a changing health care system. Our graduate and undergraduate programs are designed and continually strive to improve their efforts to meet the needs of the dynamic United States health care system, and to cultivate academic and healthcare leaders who create and apply evidence-based knowledge to enhance the health of individuals and communities.

Goals

- Be prepared for professional employment in health care administration-related fields.
- Promote health care management excellence in the region.
- Prepare to manage, lead, and improve a changing health care system.
- Meet the needs of a dynamic United States health care system.
- Create and apply evidence-based knowledge to enhance the health of individuals and communities.
- Learn to lead and manage in today's contemporary health care environment that is rapidly evolving and challenging social dynamics.
- Be able to successfully build on undergraduate-level knowledge and skills to successfully compete for mid- and senior level positions.

Admissions Requirements

1. Bachelor's degree from a four-year accredited college or university before starting the first term of the program.
2. Undergraduate GPA of 3.0 or higher.
3. Two professional letters of recommendation.
4. Provide a 1–2-page personal statement including your background, interest in the program, and career goals.
5. Official transcripts.

Candidates will be individually evaluated, and an entrance interview may be required, as determined by the faculty.

Students may be provisionally accepted into the program while awaiting a date of conferral if all undergraduate degree requirements have been met. Students must meet all other admissions criteria for provisional acceptance.

Academic Degree Requirements

Students must successfully complete the following **36 credit hours** of coursework in good academic standing and in accordance with all policies of the university and Health Care Administration department:

Course #	Course Title	Credit Hours
HCA 5410	Organization and Leadership of Health Care Organizations	3.00
HCA 5600	Health Care Policy Issues	3.00
HCA 5645	Strategic Management of Health Care Leaders	3.00
HCA 5650	Finance and Economics of Health Care Organizations	3.00
HCA 5680	Global Health	3.00
HCA 5998	Capstone Experience I	3.00
HCA 5999	Capstone Experience II	3.00
MBA 5000	Accounting for Managers	3.00
MBA 5020	Applied Business Statistics	3.00
MBA 5355	Business Law and Ethics	3.00
MBA 5450	Change Management	3.00
MBA 5500	Marketing Management	3.00

**MBA course descriptions can be found in their respective area of the catalog.*

Graduate Certificate in Health Care Administration

**The Graduate Certificate in Health Care Administration is offered in a fully online setting through MU Online.*

Program Description

Health Care Administration is one of the most exciting and challenging careers in modern society. It offers an opportunity to have an impact directly on people's lives through the improvement of personal health services. The profession offers a challenge to those individuals who seek a management position that is rapidly changing and has significant social overtones.

The Graduate Certificate in Health Care Administration is designed for those who have completed an undergraduate degree or who already hold a graduate degree but now wish to enter the ever-evolving field of health care. Some students will come from a clinical background, and this program will allow those clinical leaders to gain necessary knowledge and experience in health care administration so important in contemporary health care. Clinical leaders are highly sought after but are often thrust into roles they may not be adequately prepared to assume. This program will provide the necessary preparation for these individuals.

Important to the program is the Capstone Experience, which allows the student to apply their knowledge to a real-world health care organization (HCO). We envision students and faculty working together to solve unique management and leadership issues HCOs in the regions face every day. The

Capstone can take place in a variety of settings and is often conducted at the student's regular place of employment. This arrangement offers great benefits to the students and their health care organizations.

Program Mission

The mission of the Methodist University Department of Health Care Administration is to prepare professionals to manage, lead and improve a changing health care system. Our graduate and undergraduate programs are designed and continually strive to improve their efforts to meet the needs of the dynamic United States health care system, and to cultivate academic and healthcare leaders who create and apply evidence-based knowledge to enhance the health of individuals and communities.

Program Goals

1. Prepare to manage, lead, and improve a changing health care system.
2. Meet the needs of a dynamic United States health care system.
3. Create and apply evidence-based knowledge to enhance the health of individuals and communities.
4. Have the opportunity to make a direct impact on people's lives through the improvement of personal health services.
5. Train for management positions that are rapidly changing and have significant social overtones.

Admissions Requirements

1. Bachelor's degree from a four-year accredited college or university before starting the first term of the program.
2. Undergraduate GPA of 3.0 or higher.
3. Two professional letters of recommendation.
4. Provide a 1–2-page personal statement including your background, interest in the program, and your career goals.
5. Official transcripts

Candidates will be individually evaluated, and an entrance interview may be required, as determined by the faculty.

Students may be provisionally accepted into the program while awaiting a date of conferral if all undergraduate degree requirements have been met. Students must meet all other admissions criteria for provisional acceptance.

Academic Degree Requirements

Students must successfully complete the following **15 credit hours** of coursework:

Course #	Course Title	Credit Hours
HCA 5410	Organization and Leadership of Health Care Organizations	3.00
HCA 5600	Health Care Policy Issues	3.00
HCA 5645	Strategic Management of Health Care Leaders	3.00
HCA 5650	Finance and Economics of Health Care Organizations	3.00
MBA 5000	Accounting for Managers	3.00

Course Descriptions - HCA

HCA 5410 ORGANIZATION AND LEADERSHIP OF HEALTH CARE ORGANIZATIONS (3)

Students will explore historical and contemporary leadership and organizational theories in health care organizations. Related cases and hypothetical situations will be analyzed. The course will draw on selected management scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentations of cases.

HCA 5600 HEALTH CARE POLICY ISSUES (3)

The student examines significant health care policy issues. Special emphasis is given to public policies with broad implications, such as Medicare, regulation, and financial assistance for the uninsured. The process of policy decision making is explored. Methods and approaches for the research of policy issues are reviewed.

HCA 5645 STRATEGIC MANAGEMENT FOR HEALTH CARE LEADERS (3)

This course examines the fundamental and contemporary issues in the strategic management of health care organizations. There will be particular emphasis on both the development of overarching organizational strategies as well as the implementation of that strategy at the operational level of the organization. Students successfully completing this course are required to apply specific concepts of health care strategy to real world scenarios through case studies.

HCA 5650 FINANCE AND ECONOMICS OF HEALTH CARE ORGANICATIONS (3)

An introduction to health economics and financial management applications in health-related organizations. Specific information is presented concerning reimbursement systems, insurance, accounting, Medicare/Medicaid, investment decisions, capital financing, government regulations, liability issues, accessibility, budgeting, and human resources. National health insurance and state/local initiatives will be discussed.

HCA 5680 GLOBAL HEALTH (3)

This course introduces important global health issues, including determinants of health, key areas of disease burden, and the role that new health technologies can play in solving these problems. The goal of the course is to expand students' understanding of the impact of infectious and chronic diseases on the world's population with particular attention paid to the health status of women, children, and the poor. Students will examine case studies of successful global health interventions to understand features of successful programs.

HCA 5998 CAPSTONE EXPERIENCE I (3)

Part one of the capstone course provides an in-depth study of topics pertaining to the United States Health Delivery System. Emphasis is placed upon the health care administrator as a professional with an evidence-based mindset. Upon completion, students should create the framework for a scientific research project using fundamentals obtained throughout the curriculum.

HCA 5999 CAPSTONE EXPERIENCE II (3)

Part two of the capstone course is designed to continue the study of a health care topic selected in part one. Emphasis is placed on peer critiques, research methodology, and the use of peer feedback in revisions. Upon completion, students should produce a fully formatted research project ready for scientific dissemination or publication.

PHYSICIAN ASSISTANT STUDIES (M.M.S.)

Master of Medical Science in Physician Assistant Studies

Accreditation

The Accreditation Review Commission on Education for the Physician Assistant (**ARC-PA**) has granted Accreditation- Continued status to the Methodist University Physician Assistant Program sponsored by Methodist University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **September 2027**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Vision Statement

For our graduates to enhance the quality of the lives they touch and to help alleviate healthcare disparities in our nation and the world.

Mission Statement

To develop competent clinicians within a supportive, engaging, culturally diverse environment which fosters academic and social growth. Our graduates will become integrated into communities striving for excellence in healthcare through compassion, professionalism, and lifelong learning.

Program Description

The Methodist University Physician Assistant Studies Program is geared toward preparing individuals who will be healthcare professionals licensed to practice medicine under physician supervision. Physician Assistants pursue careers in primary care as well as specialty fields.

Program Goals

1. Upon graduation, Methodist PA students will demonstrate the medical knowledge to effectively evaluate, treat, and manage patients.
2. Upon graduation, Methodist PA students will demonstrate the clinical skills necessary for practice, including effective history taking, physical exams and basic medical procedural skills.
3. Upon graduation, Methodist PA students will demonstrate professional communication and behavior towards their patients and other medical professionals.
4. Methodist PA students will have at least one job offer at the completion of the program.
5. Methodist PA program is committed to retaining students who matriculate into the program.
6. Methodist PA students will complete at least one clinical rotation in both a Medically Underserved Area (MUA) and a Health Provider Shortage Area (HPSA).

Admissions

Application & Selection Process

All applicants to the Methodist University PA Program must apply through the Centralized Application Service for Physician Assistants (CASPA). No supplemental application is required. The program has ONE start date each year, which is mid-August. For specific entry and application dates, please see information listed [here](#).

The Admissions Selection Committee will screen all applicants meeting the minimum requirements and those determined to be the most qualified candidates will be granted an on-site interview at Methodist University.

Admissions Requirements

1. A Bachelor's degree from a four-year regionally accredited college or university. No specific major is required. An overall college GPA of 3.0 or higher is recommended.
2. Applicants must demonstrate satisfactory completion of all [required prerequisite coursework](#), earning a letter grade of C or higher in each course. All prerequisite courses must be completed in the United States at a regionally accredited institution. At the time of application, applicants may have no more than three (3) outstanding prerequisite courses remaining. A prerequisite GPA of 3.2 or higher is recommended. Competitive applicants exceed this recommendation.

If the applicant is accepted to the program, any prerequisite courses that are outstanding at the time of acceptance must be completed with a B- or higher.

There are no time restrictions on the prerequisite coursework, but if courses were taken more than 5 years ago, it is recommended to consider retaking the course(s) as a refresher. Any course with a letter grade of C- or below must be retaken to count.

Applicants can make an application to the program if there are coursework deficiencies. However, to be admissible, applicants must be in progress or have a plan in place to complete the coursework deficiencies by the program's start date in August. There are no substitutions or exceptions for required coursework and applicants must receive a letter grade in each course.

To benefit the applicant upon matriculation and to make an application more competitive, it is highly recommended coursework be taken at a four-year regionally accredited college or university, or at a community college through a college transfer program. Online courses in math, psychology, and medical terminology have been accepted, but community college level or online courses for biology and chemistry requirements are highly discouraged.

COVID-19 response to coursework: The program will allow prerequisites graded as 'pass/fail' and will relax the in-the- classroom vs. online preference for prerequisites. This policy modification applies only to courses taken during the academic year of 2020-2021. The program will continue to monitor the COVID-19 situation for possible adjustments to our prerequisites for future application cycles.

3. A science GPA of 3.0 or higher is recommended. Competitive applicants exceed the 3.0 science GPA recommendation.
4. A minimum of [1,000 hours clinical experience](#) completed at the time of application. Applicants who have not completed the 1,000 hours at the time of application will not have their application considered further.

A minimum of 1,000 hours of clinical experience is required prior to matriculation. The purpose of clinical experience is to allow for exposure to how the healthcare system works and to gain an understanding of the PA profession. Having direct patient contact is valuable to helping applicants establish a comfort level when working with patients

and other members of the medical team. Hands-on direct patient care experiences may come from a variety of places. The extent to which an applicant is involved in patient care will be weighed based on the description of the applicant's duties during those hours. The title of a position is not as important as the duties the applicant performed in terms of patient contact and interaction with patients and other healthcare providers (physicians, PAs, nurses, etc.). Common examples of direct patient care experiences may include but are not limited to "tier 1" positions that are described below.

Applicants are encouraged to have completed or exceeded 1,000 hours at the time of application to be deemed competitive. The program is not responsible for assisting applicants with finding places of employment, shadowing opportunities, certifications, etc. It is the responsibility of the applicant to arrange their own clinical experience.

All hours must be completed by July 15th of the year planning to enter. The program considers hours in two tiers:

"Tier 1" hours are defined as positions that have direct patient contact and are normally paid positions. Typical hours that are considered "tier 1" are positions such as, but not limited to: Medical Assisting, C.N.A, EMT, Paramedic, Scribe, Respiratory Technician, Nursing, Surgical Technician, Military Medic, Phlebotomy, University Athletic Training, PT Aide, ER/ED, or Patient Technician, etc.

"Tier 2" hours are defined as hours that have limited or no patient contact but are somewhat relevant to an applicant's preparation for PA school and the PA profession. Only 250 hours of "tier 2" hours will be counted towards the 1,000-hour requirement. As a result, the applicant will need to obtain the remainder of the outstanding hours in a "hands-on" or "tier 1" type of position(s). Tier 2 hours include experiences such as, but not limited to: Pharmacy Technician, Laboratory Technician, and Shadowing.

5. Standardized Tests: The MUPAP **does not require** a standardized test (e.g., GRE, PA-CAT, MCAT, or Casper) for admission. Extra consideration will not be given if test scores are submitted.
6. The MUPAP recognizes academic success with review of overall, science, and prerequisite GPAs. Further, the MUPAP values diverse backgrounds within its cohorts and specifically identifies the below qualities as competitive enhancers within the application review process.
 - Students who are from economically and/or environmentally disadvantaged backgrounds (determined from HRSA indicators on the application)
 - Military affiliation (active duty, veteran, reserves)
 - Extracurricular activities (i.e. student athlete, club/organization member/leader, quality volunteer experiences [defined as 25 hours or more volunteer hours])
 - Completion of an honors program
 - Graduate of a master's level science program with a 3.0 GPA or higher (examples, but not limited to: Biomedical Sciences, Physiology, Biology, Anatomy, Biochemistry).
 - Rigorous post-bacc performance (with 25 or more semester hours and above a 3.0 GPA)
 - Cape Fear region resident (Cumberland, Bladen, Scotland, Harnett, Hoke, Lee, Moore, Robeson, Sampson, NC counties)
7. No history of drug abuse or conviction of a felony.

8. No history of dismissal from a PA, medical, or nursing school for academic or disciplinary reasons.
9. Applicants who have attended and/or completed a foreign or domestic medical school must have achieved a 3.0 overall GPA (program will use WES evaluation for GPA calculation for foreign schools), no history of dismissal from the medical program, and/or no failures on the United States Medical Licensing Exam (USMLE).
10. Advanced Placement: The program **does accept** advanced placement (AP) credit from high school for prerequisite coursework. The program **does not grant** advanced placement into the program based on previous educational experiences. For example, if a student has been enrolled in another medical program (i.e. PA school, medical school), coursework completed in the previous program will not replace any curricular components of our program, if accepted. All required curricular components of the program must be completed.
11. Applicants who have completed their degree outside the US must follow policies for [Foreign Graduates](#).
12. Applicants must complete an application through the [Centralized Application Service for PAs \(CASPA\)](#). No supplemental application is required.
13. [Three letters of recommendation](#) are required as a part of the CASPA application. Applicants are considered more competitive if they are determined by the evaluator to exceed “Average” marks (‘Good’ or ‘Excellent’) in the following categories:
 - Adaptability
 - Conflict Resolution
 - Empathy
 - Intellectual Ability
 - Interpersonal Relations
 - Oral Communication
 - Reaction to Criticism
 - Reliability
 - Self-Awareness
 - Team Skills
 - Written Communication
 - Overall evaluation
14. Applicants must also meet the programs [Technical Standards](#).
15. Completion of a successful [interview](#) with the Admissions Selection Committee. Only in-person and on-campus interviews are conducted. Virtual interview requests will not be granted.
16. Applicants must review the [Policies and Procedures](#) page to ensure understanding of specific program policies and requirements separate of cognitive and non-cognitive admissions requirements.
17. **Background Checks:** Only applicants who are accepted to the program and pay an enrollment deposit will be required to have a background check conducted by Certiphi. The average cost to the student is \$75-\$85, but not to exceed \$250. Students will be automatically contacted by Certiphi, via email, within 24 hours of submitting an enrollment deposit. Applicants who have paid an enrollment deposit and who do not complete the background check process or have criminal or felony charges that are not permissible by MU, the MUPAP, or our clinical affiliates will automatically have their acceptance rescinded.
18. Applicants who are recommended as a part of an [Admissions Preference Program](#) will receive preferential consideration for an interview or acceptance. Preferential consideration for an interview or acceptance is defined on the terms of the preference agreement.

Admissions Preference Programs

Preference candidacy is a unique opportunity to have priority consideration for admission into the Methodist University PA Program at the completion of undergraduate coursework. The Methodist University PA Program has established preference programs with the following institutions listed below. Details regarding each program may be found by clicking [here](#).

- Methodist University: Early Assurance Program and Admissions Preference
- University of North Carolina at Pembroke
- Meredith College Pre-Health Post-Baccalaureate Program
- Meredith College Master of Arts in Biomedical Sciences Program

Transfer Credit

The PA Program does not accept transfer credit from a student previously enrolled in another PA program, nor does it accept experiential credit. All students accepted into the PA program must satisfy all requirements of the didactic and clinical years.

Academic Degree Requirements

Students must successfully complete the following **134 credit hours** of didactic and clinical coursework (*coursework in each didactic semester must be successfully completed before progressing to the next semester*)

FALL - Year 1, Term 1		
Course #	Course Title	Credit Hours
PHA 5000	Medical Ethics	2.00
PHA 5010	Physician Assistant Orientation	1.00
PHA 5070	History and Physical Examination I	3.00
PHA 5140	Physiology	4.00
PHA 5201	Human Anatomy I	4.00
PHA 5210	Health Promotion & Disease Prevention	1.00
PHA 5220	Behavioral Medicine	2.00
PHA 5780	Ophthalmology	1.00
PHA 5790	Otolaryngology	1.00
PHA 5810	Dermatology	1.00
PHA 5830	Hematology	1.00
Total Semester Hours		21.00

SPRING - Year 1, Term 2		
Course #	Course Title	Credit Hours
PHA 5080	History & Physical Examination II	3.00
PHA 5100	Pharmacology I	2.00
PHA 5221	Human Anatomy II	4.00
PHA 5240	Clinical Skills I	2.00
PHA 5740	Cardiology	3.00
PHA 5750	Orthopedics	2.00
PHA 5800	Pulmonology	2.00
PHA 5820	Neurology	2.00
PHA 5860	Clinical Immunology and Infectious Disease	2.00
Total Semester Hours		22.00

SUMMER - Year 1, Term 3		
Course #	Course Title	Credit Hours
PHA 5090	Introduction to Laboratory Medicine I	2.00
PHA 5110	Pharmacology II	2.00
PHA 5150	Emergency Medicine I	2.00
PHA 5190	Fundamentals of Surgery	2.00
PHA 5410	Research Methods and Statistics	2.00
PHA 5720	Endocrinology	2.00
PHA 5730	Gastroenterology	2.00
PHA 5760	Urology/Nephrology	2.00
PHA 5880	Emerging Issues in Clinical Medicine	2.00
PHA 5900	History & Physical Examination III	2.00
	Total Semester Hours	20.00

FALL - Year 2		
Course #	Course Title	Credit Hours
PHA 5120	Pharmacotherapy	2.00
PHA 5130	Laboratory Medicine II	2.00
PHA 5160	Emergency Medicine II	2.00
PHA 5280	Geriatrics	2.00
PHA 5300	Pediatrics	2.00
PHA 5250	Clinical Skills II	1.00
PHA 5710	Clinical Research Project	3.00
PHA 5840	Oncology	1.00
PHA 5770	Obstetrics/Gynecology	2.00
PHA 5850	Critical Thinking	2.00
PHA 5870	Clinical Preparation	4.00
	Total Semester Hours	23.00

Clinical Year		
Course #	Course Title	Credit Hours
PHA 5510	Internal Medicine	4.00
PHA 5520	OBGYN	4.00
PHA 5530	Pediatrics	4.00
PHA 5540	Family Medicine	4.00
PHA 5570	Emergency Medicine	4.00
PHA 5580	Psychiatry	4.00
PHA 5590	Orthopedics	4.00
PHA 5600	Surgery	4.00
PHA 5620	Clinical Seminar	8.00
PHA 5650	Elective I	4.00
PHA 5680	Elective II	4.00
	Total	48.00

Additional Expenses

Major additional costs for the program will vary from student to student and may include, but are not limited to textbooks, medical supplies, clothing, computers, lodging, utilities, gas, and professional memberships. Averages for common expenses associated with attending the program may be found on the PA website by clicking [here](#).

Information Technology & e-Learning Instruction

Students should be proficient with the use of e-mail and Internet services as well as basic software programs such as Microsoft Word, PowerPoint, and Excel. Students will need to access instructional websites and be able to download course material, as well as communicate via online discussion boards. All students are required to have Internet and e-mail access, without exception. Some Web site instruction may be employed in the classroom. Thus, it is highly recommended that laptops be used in the classroom. The program has a dedicated PA classroom with wireless Internet. Clinical students are required to have internet access and/or a handheld device (i.e., smart phone) at the beginning of their second clinical year for clinical logging purposes.

Didactic Course Descriptions – PHA

PHA 5000 MEDICAL ETHICS (2)

This course will introduce ethical principles and professional responsibilities of a physician assistant. Students will analyze ethical dilemmas through case-based discussions using ethical frameworks, legal considerations, and professional standards of practice.

Prerequisites: successful admission requirements

PHA 5010 PHYSICIAN ASSISTANT ORIENTATION (1)

In this course, students will trace the history of medicine and the development of various medical professionals to include physicians, nurses, allied health workers, and the physician assistant. The student will be introduced to the development of medical education in the United States and become familiar with issues challenging the PA profession today. Students will also be introduced to the various roles in which Physician Assistants practice to include rural health, obstetrics and gynecology, pediatrics, and the military PA. Several topics such as sponsoring and governing professional organizations, state licensing, national accrediting board, and North Carolina laws governing physician assistants will be examined. Students will also learn how to gain access to medical literature and resources to include books, computer software, on-line programs, and medical periodicals. The course also explores learning styles, stress management, time management, PA organizations (AAPA, NCCPA, PAEA, and NCAPA), and the PA as a life-long learner.

Prerequisites: successful admission requirements

PHA 5070 HISTORY AND PHYSICAL EXAMINATION I (3)

This course will provide students with instruction in the clinical skills needed to elicit a comprehensive history and perform a complete physical examination. Discussions and demonstrations will introduce the appropriate use of diagnostic equipment, interviewing techniques, cultural awareness, patient rights, and confidentiality. The student will be introduced to the concept of the patient/clinician relationship. The student will be taught to recognize and differentiate normal from abnormal physical examination findings and to record and orally present their findings in an organized manner. Skills in constructing both comprehensive and focused encounter notes will be developed.

Prerequisites: successful admission requirements

PHA 5080 HISTORY AND PHYSICAL EXAMINATION II (3)

This course is designed to continue in the development of skills and techniques needed to perform both problem-focused and complete medical history and physical examinations. Students will continue to develop their skills in critical thinking and patient care assessment, applying them to obtaining and documenting focused and comprehensive history and physical exams. This course will cover special examinations and the integration of physical exam skills into their expanding knowledge of clinical medicine.

Prerequisites: successful completion of the first didactic semester

PHA 5090 INTRODUCTION TO LABORATORY MEDICINE I (2)

This course will introduce the student to the techniques and procedures used in the medical laboratory. Emphasis will be placed on the tests and procedures performed by the various departments within the laboratory (hematology, chemistry, pathology, etc.). Students will learn to apply clinical laboratory medicine in the assessment of a wide range of medical problems, expanding their ability to formulate and test clinical hypotheses.

Prerequisites: successful completion of the first and second didactic semesters

PHA 5100 PHARMACOLOGY I (2)

This course is designed to present the fundamental mechanisms of action of the various classes of drugs, physiology and biochemical foundations of pharmacology, bioactive agents and structure-activity relations, and drug and food interactions. The physiological actions of drugs on the major organ systems will be covered along with the properties and uses of antibiotics and related therapeutic agents. PHA 5100 is designed to provide an introduction to pharmacy and to integrate pharmacological agents used in the treatment of disease processes and disorders taught in the clinical medicine courses.

Prerequisites: successful completion of the first didactic semester

PHA 5110 PHARMACOLOGY II (2)

This course is a continuation of PHA 5100 and provides integration into the body systems being taught in the clinical medicine courses. The physiological actions of drugs on the major organ systems and the agents used in the treatment of disease processes and disorders will be covered.

Prerequisites: successful completion of the first and second didactic semesters

PHA 5120 PHARMACOTHERAPY (2)

This course is a continuation of PHA 5110 and provides integration into the body systems being taught in the clinical medicine courses. The physiological actions of drugs on the major organ systems and the agents used in the treatment of disease processes and disorders will be covered. The course provides students an opportunity to apply general pharmacologic principles to the problems of therapeutics using a case-based approach.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5130 LABORATORY MEDICINE II (2)

This course is a continuation of PHA 5090 with special emphasis on laboratory studies of body systems and their interpretation. A pathophysiological basis for laboratory medicine data interpretation will be covered.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5140 PHYSIOLOGY (4)

This course provides an in-depth study of normal human physiology. Students will examine how cells, tissues, organs, and organ systems function individually and integrate to maintain homeostasis. Major topics include cellular physiology; neurophysiology; cardiovascular, respiratory, renal, gastrointestinal,

endocrine, musculoskeletal, and reproductive systems; and metabolic regulation. Physiologic principles are reinforced through clinical correlations.

Prerequisite: successful admission requirements

PHA 5150 EMERGENCY MEDICINE I (2)

The purpose of this course is to provide an overview of various acute care situations the student might encounter to include life-threatening illnesses and injuries and those illness/injuries which have high mortality or morbidity. The course will be presented as a series of lectures and discussions.

Prerequisites: successful completion of first and second didactic semesters

PHA 5160 EMERGENCY MEDICINE II (2)

This course is a continuation of PHA 5150 and provides further overview of various acute care situations the student might encounter to include life-threatening illnesses and injuries and those illness/injuries which have high mortality or morbidity.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5190 FUNDAMENTALS OF SURGERY (2)

This course is designed to improve student skills in analysis and treatment of common surgical problems. The students will be instructed in specific areas of surgical intervention, in both trauma and medical cases. Students will receive instruction in specific disease entities and topics which stress the evaluation, treatment, and monitoring of the surgical patient both preoperatively and post-operatively.

Prerequisites: successful completion of first and second didactic semesters

PHA 5201 HUMAN ANATOMY I (4)

This is the first course in a two-course series which provides an in-depth study of human anatomy, including an introduction to anatomical and medical terminology, and foundational information on human development and structure fundamental to considerations of function, physical diagnosis, trauma, and disease. Using a regional approach, this course places emphasis on obtaining functional knowledge of normal human gross anatomy.

Prerequisite: successful admission requirements

PHA 5210 HEALTH PROMOTION & DISEASE PREVENTION (1)

This course is designed to familiarize the student with methods and concepts of community and public health issues and the principles and guidelines of preventive health practices. A wide range of variables will be discussed to include lifestyles, nutrition, cultural diversity, genetics, and socioeconomic factors. In addition, students will be provided basic skills and knowledge in epidemiology and health care policy. Students will also become familiar with the department of Health and Human Services population health initiatives. The course will emphasize the role of the physician assistant as a health educator.

Prerequisite: successful admission requirements

PHA 5220 BEHAVIORAL MEDICINE (2)

This course will give the student a foundation in the understanding of mental illness, including affective disorders, psychotic illness, anxiety, dementia, personality disorders, substance abuse and dependence and eating disorders.

Prerequisite: successful admission requirements

PHA 5240 CLINICAL SKILLS I (2)

This course focuses on acquiring the skills necessary to function as a Physician Assistant in diverse medical settings. Various technical skills will be taught including diagnostic and therapeutic procedures required in the outpatient and inpatient settings.

Prerequisite: successful completion of Fall I, first didactic semester

PHA 5250 CLINICAL SKILLS II (1)

This course is a continuation of PHA 5240 and further covers the technical skills utilized in outpatient and inpatient settings.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5280 GERIATRICS (2)

This course concentrates on diseases and disorders of geriatric patients with an emphasis on health maintenance and preventive measures. The course is further designed to help the student distinguish normal physiological changes from pathology as it presents in the elderly population. In addition, the student will be able to understand the atypical presentation of common disorders in the elderly.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5300 PEDIATRICS (2)

This course is designed to provide physician assistant students with an understanding of the diagnostic and therapeutic processes as they relate to the specialty area of pediatric medicine. Each major system is presented individually, with a review of its embryonic development, anatomy, and physiology. The curriculum will provide students with an understanding of epidemiology, etiology, pathophysiology, symptoms, clinical presentations, diagnostics, and treatment of common pediatric diseases. Special emphasis will be placed on primary prevention, screening, immunizations, well-child exams, and the early recognition and intervention of suspected child abuse.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5410 RESEARCH METHODS AND STATISTICS (2)

This course is designed to introduce the student to the fundamental concepts of research. The student will learn the basic skills of data searching, reviewing medical literature, and being able to apply basic statistical analysis. The student will begin to consider and narrow a clinically relevant topic of choice that will be developed in PHA 5710.

Prerequisites: successful completion of first and second didactic semesters

PHA 5710 CLINICAL RESEARCH PROJECT (3)

This course requires that students complete a clinical research project and/or a research paper in a selected aspect of primary care medicine. The project and paper topic must be pre-approved by the instructor and be consistent with the guidelines as directed by the program.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5720 ENDOCRINOLOGY (2)

This course covers diseases and disorders of the endocrine system. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology and pathophysiology are also briefly reviewed for each disorder.

Prerequisites: successful completion of first and second didactic semesters

PHA 5730 GASTROENTEROLOGY (2)

This course covers diseases and disorders of the gastrointestinal system. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate

laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisites: successful completion of first and second didactic semesters

PHA 5740 CARDIOLOGY(3)

This course covers diseases and disorders of the cardiovascular system. Emphasis is placed on review of the pertinent anatomy, physiology, pathophysiology, clinical presentation, diagnostics, management, treatment and/or prevention of cardiovascular disease. Interpretation of EKGs is covered. Risk factors for the development of cardiovascular disease as well as preventive measures are covered.

Prerequisites: successful completion of Fall I, first didactic semester

PHA 5750 ORTHOPEDICS (2)

This course covers diseases and disorders of the musculoskeletal system. The skeletal system and joints are presented with a review of the anatomy and physiology. The course will examine the etiology, pathophysiology, clinical features, laboratory findings, diagnostic imaging evaluation, diagnostic criteria, current treatment methods, prognosis, and preventive protocols for orthopedic problems.

Prerequisites: successful completion of Fall I, first didactic semester

PHA 5760 UROLOGY/NEPHROLOGY (2)

This course covers diseases and disorders of the urogenital and renal systems. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisites: successful completion of first and second didactic semesters

PHA 5770 OBSTETRICS/GYNECOLOGY (2)

This course will introduce students to diagnostic and therapeutic interventions related to medical and surgical conditions of the female reproductive tract and breasts. Issues relating to human sexuality will be addressed and preventive screening measures will be emphasized. Female reproductive anatomy and physiology as they relate to pregnancy will be reviewed and students will learn the essentials of prenatal care, labor, and delivery.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5780 OPHTHALMOLOGY (1)

This course covers diseases and disorders of the eye. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisite: successful admission requirements

PHA 5790 OTOLARYNGOLOGY (1)

This course covers diseases and disorders of the ear, nose and throat. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisite: successful admission requirements

PHA 5800 PULMONOLOGY (2)

This course covers diseases and disorders of the pulmonary system. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory

and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisites: successful completion of Fall I, first didactic semester

PHA 5810 DERMATOLOGY (1)

This course covers diseases and disorders of dermatology. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisite: successful admission requirements

PHA 5820 NEUROLOGY (2)

This course covers diseases and disorders of the neurological system. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisites: successful completion of Fall I, first didactic semester

PHA 5830 HEMATOLOGY (1)

This course covers diseases and disorders of the hematological system. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisite: successful admission requirements

PHA 5840 ONCOLOGY (1)

This course covers concepts of oncology. The biology of cancer will be reviewed. Epidemiology, screening, presentations, symptoms, and diagnosis of cancers commonly seen in primary care will be discussed. The treatment of malignancy will be discussed in general terms with a focus on the primary care provider's role in recognizing and managing treatment complications.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5850 CRITICAL THINKING (2)

Taught in a case development and discussion format, this course is designed to apply information students have learned in clinical medicine courses to hypothetical clinical cases. Students will be given a presenting complaint, a history, a physical exam, and will generate a differential diagnosis, order appropriate diagnostic studies, and generate a treatment plan. The course is intended to develop critical thinking skills and confidence in managing clinical problems.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5860 CLINICAL IMMUNOLOGY AND INFECTIOUS DISEASE (2)

This course covers diseases and disorders of the immune system. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment, and prevention. Pertinent anatomy, physiology, and pathophysiology are also briefly reviewed for each disorder.

Prerequisites: successful completion of Fall I, first didactic semester

PHA 5870 CLINICAL PREPARATION (4)

This course will instruct and review clinical and technical skills that will be used during clinical rotations. In addition, the students will review professionalism, dispensing laws, and HIPAA/OSHA standards.

Students are also oriented to the rules and policies of both MUPAP and the institutions where they will be learning during the clinical year.

Prerequisites: successful completion of first, second, and third didactic semesters

PHA 5880 EMERGING ISSUES IN CLINICAL MEDICINE (2)

This course will cover areas of medicine such as nutrition and genetics in clinical practice. In addition, this course introduces students to and encourages the exploration of medical practice issues, the legal ramifications of the practice of medicine and major “hot topics” in healthcare, managed care, health insurance, medical reimbursement, billing and coding, malpractice and legal issues and the impaired practitioner.

Prerequisites: successful completion of first and second didactic semesters

PHA 5900 HISTORY AND PHYSICAL EXAMINATION III (2)

PHA 5900 continues with the practice of medical interviewing and history taking, medical information documentation, record- keeping, and patient-care skill building as presented in PHA 5070 and PHA 5080. This course is designed to provide students with didactic and hands-on instruction to continue to acquire the knowledge and skills needed to perform comprehensive physical examinations. Students will also continue to present their findings orally and in written form. Emphasis will be on using a critical thinking process to develop differential diagnosis and formulate treatment plans based on given abnormalities.

Prerequisites: successful completion of first and second didactic semesters

Clinical Course Descriptions – PHA

PHA 5510 INTERNAL MEDICINE I (4)

This 4-week rotation provides students with clinical experience in an inpatient or an outpatient internal medicine setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical internal medicine setting.

Prerequisite: Completion of the didactic phase of the program

PHA 5520 OBSTETRICS-GYNECOLOGY (4)

This 4-week rotation provides students with clinical experience in an obstetrics and gynecology setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical OB/GYN practice.

Prerequisite: Completion of the didactic phase of the program

PHA 5530 PEDIATRICS (4)

This 4-week rotation allows students to have an intense exposure to the problems encountered in pediatrics. The rotation concentrates on developing skills in well child preventive care, assessment of growth and development, common pediatric illnesses, recognition of symptomatology of the abused child, and care of the newborn. It also allows students to become familiar with ancillary professional services providing overall care and evaluation of children.

Prerequisite: Completion of the didactic phase of the program

PHA 5540 FAMILY MEDICINE I (4)

This 4-week rotation provides students with clinical experience in a family medicine setting during which students refine their skills in performing the history and physical exam, ordering and interpreting

diagnostic tests, and developing treatment plans for the diversity of patients in a typical family medicine practice.

Prerequisite: Completion of the didactic phase of the program

PHA 5570 EMERGENCY MEDICINE (4)

This 4-week rotation provides students with clinical experience in an emergency medicine setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical emergency medicine practice.

Prerequisite: Completion of the didactic phase of the program

PHA 5580 PSYCHIATRY (4)

This 4-week rotation provides students with clinical experience in a psychiatry setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical psychiatric practice.

Prerequisite: Completion of the didactic phase of the program

PHA 5590 ORTHOPEDICS (4)

This 4-week rotation provides students with clinical experience in an orthopedic surgery setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical orthopedic surgery practice.

Prerequisite: Completion of the didactic phase of the program

PHA 5600 SURGERY (4)

This 4-week rotation provides students with clinical experience in a surgery setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, assisting with surgery and developing treatment plans for the diversity of patients in a surgery practice.

Prerequisite: Completion of the didactic phase of the program

PHA 5620 CLINICAL SEMINAR (8)

The 8-week clinical seminar will occur within four months of graduation. This course supports the physician assistant student in their transition to clinical practice through lectures, activities, and independent study. Summative evaluation of students will occur during this course.

Prerequisite: Completion of the didactic phase of the program

PHA 5640 CLINICAL SEMINAR (4)

The 4-week clinical seminar will occur within four months of graduation. This seminar gives students the opportunity to demonstrate that they are ready to take on the responsibility of a practicing physician assistant. It also supports the physician assistant student in their transition to clinical practice through lectures, activities, and independent study.

Prerequisite: Completion of the didactic phase of the program

PHA 5650 ELECTIVE I (4)

During this 4-week elective rotation, students will be able to select from any area specialty or sub-specialty of medicine to complete the rotation. Options are limited to the availability of preceptors and specialties and will need approval by the program.

Prerequisite: Completion of the didactic phase of the program

PHA 5680 ELECTIVE II (4) (Prerequisites: Completion of the didactic phase of the program)

During this 4- week elective rotation, students will be able to select one specialty of medicine from a variety of internal medicine specialties with the approval by the program.

Prerequisite: Completion of the didactic phase of the program

PHA 5690 PRIMARY CARE (4) (Prerequisites: Completion of the didactic phase of the program)

This 4-week rotation provides students with clinical experience in a primary care (family medicine, pediatrics, or outpatient internal medicine) setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical primary care practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examination at the end of the rotation.

Prerequisite: Completion of the didactic phase of the program

Additional specialties may be selected for approval by the program.

Graduation Requirements

- Completion of all requirements for the specified professional phase of the program (didactic and clinical rotations) with a minimum GPA of 3.0 and no grades below a C. (70%)
- The professional phase (didactic and clinical rotation years) completed in residency.
- Good standing in character, conduct, and financial obligation to the University.
- Recommended by the faculty for graduation.
- Has met all other graduation requirements for the M.M.S. Degree.

Recommendation for the Master of Medical Science in Physician Assistant Studies is a discretionary right residing with the faculty and administration of the Methodist University Physician Assistant Program but shall not be withheld arbitrarily. There is no contract, stated or implied, between the Methodist University Physician Assistant Program, Graduate Studies, College of Health Sciences and Human Services or Methodist University and the students, guaranteeing that a degree or certificate will be conferred at any stated time, or at all.

Students who have satisfactorily completed all requirements for the M.M.S. in Physician Assistant Studies degree and graduation requirements are eligible to sit for the Physician Assistant National Certifying Examination (PANCE).

Good Academic Standing

- A cumulative GPA of 3.0 or higher calculated after each semester
- Students must achieve a grade of C (70.00%) or above in all didactic and clinical courses
- Does not meet any criteria for academic probation or dismissal

Academic Warning

Academic Warning is an internal program status that is not reflected on a student's official transcript. A student who is placed on Academic Warning is still considered in Good Academic Standing. Academic Warning alerts the program faculty that a student may be at risk of dropping below good academic standing. A student who is placed on Academic Warning would be required to meet with their Faculty Advisor more frequently than once a semester to ensure that student is utilizing all available resources for success.

A student will be placed on Academic Warning for any of the criteria listed below:

- A student's cumulative GPA falls below 3.15 but above 3.0, calculated at the completion of each semester
- A student fails 2 or more assessments (written examination and/or practical examination to include Anatomy practical or OSCE) in a single didactic semester
- A student receives more than one final course grade below 80.000 in a single semester
- A student fails one EOR exam during the clinical phase of the program

A student that is placed on Academic Warning will remain on Academic Warning throughout the remainder of the program. A student that is on Academic Warning and meets criteria for Academic Warning again in subsequent semesters may be placed on Academic Probation as determined by the PASC.

Academic Probation

The status of Academic Probation is reflected on the student's official transcript.

A student will be placed on Academic Probation for any of the criteria below:

- A student's cumulative GPA falls below 3.0, calculated at the completion of each semester. A student must bring their cumulative GPA to above 3.0 by the end of the following semester.
- A student that is currently on Academic Warning and meets criteria for Academic Warning again in subsequent semesters as determined by the PASC
- A student fails two EOR exams during the clinical phase of the program.
- A student fails one Preceptor Evaluation during the clinical phase of the program

Academic Probation status is assessed and reported to the Registrar's office at the completion of each semester. The PASC will review the progress of students that are on Academic Probation at the completion of each semester and students will receive a letter from the Program Director of the PASC's decision regarding whether a student will remain on Academic Probation or will return to Academic Warning as well as any progression criteria that must be met specific to the student's situation.

Academic Dismissal

A student will be dismissed from the program for any of the following reasons:

- A student's failure to notify the program of intended return following voluntary leave of absence
- A final course grade below 70% in any course within the program
- A student's cumulative GPA is below 3.0 for two (2) consecutive semesters
- A student who is on Academic Probation going into the fourth didactic semester and does not meet the criteria to be removed from Academic Probation by the completion of the fourth didactic semester
- A student that has a cumulative GPA below 3.0 at the completion of the didactic year
- A student fails a third EOR exam during the clinical phase of the program

Non-Academic Statuses

Non-Academic Warning

- A student exhibits a breach in program Standards of Conduct or fails to adhere to safety standards

Non-Academic Probation

- A student exhibits a second breach in program Standards of Conduct or fails to adhere to safety standards for a second offense
- A student that exhibits a breach in program Standards of Conduct that is egregious and warrants probation status rather than warning as determined by the PASC

Non-Academic Dismissal

Engaging in the following acts of misconduct, regardless of whether such misconduct is engaged in, on or off, University-owned or controlled property:

- Commission of an offense classified as a felony by Federal criminal statutes.
- Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
- Falsification of records, or other acts which impugn the integrity of the student.
- HIPAA and FERPA violations.
- Repeated or egregious discriminatory, biased, or harassment behavior towards classmates, faculty, staff, clients, or other university community members; to include, but not limited to threats, retaliation, and/or hate crimes.
- Actions which would substantially reduce or eliminate the student's ability to effectively pursue a degree at Methodist University due to alcoholism, drug addiction, mental illness, or other physically or psychologically incapacitating condition.

Leave of Absence

A student is eligible for a leave of absence if he/she/they:

- Is/are facing a personal or family difficulty.
- Is/are in good standing with the University and the PA Program.
- Meets with the offices of Student Financial Services and Financial Aid prior to or in the process of requesting a leave of absence and fully understands any additional financial obligations that will occur due to the leave of absence which could include increase in tuition and fees based on the timing of reentry or expenses related to a possible delay in graduation.
- Understands that rotations that are outstanding due to the leave of absence will be made up at the beginning of the calendar year following the class graduation date. Clinical sites (not courses) may differ from those that were originally scheduled, and the rotation dates will coincide with the current clinical year cohort's rotation schedule.
- Notifies the Program Director in writing of the requested leave to include the tentative dates for the leave and plan for return, leave of absence must last no longer than 1 year.
- Meets with the Program Director and either the Academic Coordinator and Clinical Coordinator as well as the Director of Admissions & Alumni Development for the program prior to approval.
- Before granting permission to return, the program reserves the right to: require an assessment to confirm that program competencies (cognitive and skill) are met, request additional evaluations that would support the student's eligibility to reenter the program and confirm that the student is able to meet the program required technical standards.
- Program Completion Timeline: Leave of absence must last no longer than one year.

Withdrawals

Students who withdraw from the program for any reason must:

- Conduct a meeting with the program director to discuss his/her intent to withdraw prior to withdrawing
- Submit a written statement to the program director before withdrawing from the program
- Students must be in good academic standing to withdraw from the program

Students who seek to reenter the program at a later date must receive permission from the program prior to reentering. The program reserves the right to deny any request to reenter the program. Re-entry must occur within 1 year of the date of withdrawal, and the program may establish criteria to be completed to ensure retention of knowledge previously attained prior to the withdrawal.

Deceleration

The program does not have a deceleration policy. Students will not be allowed to repeat any courses in the program due to course failure.

Dismissal

Students who are dismissed from the program for academic or non-academic reasons are not permitted to reenter the program and are not eligible for admission should he/she reapply. Dismissal from the program will be reflected on the student's academic transcript.

Probations and dismissals of students are executed by the Dean of the College of Health Sciences and Human Services and are reflected on transcripts.

Dismissals are final and cannot be appealed.

NURSING (M.S., DNP)

Master of Science in Nursing - Administrative Leadership

The Master of Science in Nursing – Administrative Leadership is offered in a fully online setting through MU Online.

Accreditation

The Master of Science in Nursing in Administrative Leadership program at Methodist University is pursuing initial accreditation by the [Commission on Collegiate Nursing Education](#). Applying for accreditation does not guarantee that accreditation will be granted.

Program Description

The MSN Program aims to address the growing nursing shortage by providing a pathway for experienced nurses to advance their education and career path. Nurse Educators are needed to teach in programs across the country to increase the nursing workforce. Graduates of the MSN-Administration Leadership and the Nursing Education Certificate will be equipped to take nursing leadership positions in a variety of settings in healthcare and academia.

Positions of nursing leadership such as unit managers, chief nursing officers, and administrators need nurses with experiential and academic preparation to face the challenges of modern healthcare systems. Concepts such as leadership, quality improvement, evidence-based practice, and informatics will prepare graduates for these roles.

Mission

The mission of the Methodist University Nursing Program is to educate nursing students to be professional, competent, and caring nurse leaders who can think critically, communicate with compassion, and contribute to positive health outcomes for the people they serve. This will be accomplished by providing a learning community of holism which promotes a partnership among administration, faculty, students, nurses, and community associates.

Learning Outcomes

1. Integrate theoretical perspectives for advanced nursing care to guide clinical decision making and promote person-centered care within a variety of health care settings.
2. Engage in interprofessional partnerships to improve health outcomes and optimize care delivery for individuals, communities, and populations across a variety of health care settings.
3. Develop broadened contextual basis of scholarship and critically appraise the application of best practices in a variety settings and populations.
4. Evaluate quality and safety measures to improve processes, outcomes, and systems of health care.
5. Analyze the use of informatics and health care technologies to improve patient and population outcomes while upholding ethical and legal standards of professional nursing practice.
6. Develop activities to enhance personal, professional, and leadership skills.
7. Model behaviors of professional nursing that recognize and embrace diversity and holism to promote positive health outcomes within a global healthcare community.

Admissions

Admissions Application

Consistent with the University admission policy, admission to the Methodist University MSN Program is without regard or discrimination on the basis of race, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability. Interested candidates should apply as a new student seeking a graduate degree through the [MU Online admissions application portal](#).

Admissions Requirements

1. Bachelor's degree in Nursing from a four-year accredited college or university before starting the first term of the program.
2. Current, unrestricted license to practice as a registered nurse.
3. Undergraduate GPA of 2.75 or higher.
4. Official transcripts from all previously attended accredited institutions
5. Personal Statement
6. Two professional letters of recommendation
7. Resume or CV

Academic Degree Requirements

Students must successfully complete the following **36 credit hours** of coursework in good academic standing and in accordance with all policies of the university and MU Nursing department:

Master of Science in Nursing Core courses: **21.00 credit hours**

Course #	Course Title	Credit Hours
NUR 5000	Nursing Theory & Education	3.00
NUR 5200	Data Analysis	3.00
NUR 5400	Ethics & Professional Behavior	3.00
NUR 5600	Evidence-Based Practice	3.00
NUR 5800	Advanced Informatics & Health Care Technologies	3.00
NUR 6200	Health Policy & Economics	3.00
NUR 6400	Population & Global Health	3.00

Nursing Administration Leadership courses: **12.00 credit hours**

Course #	Course Title	Credit Hours
NUR 6000	Nursing Leadership & Advanced Roles in Leadership	3.00
NUR 6600	Interprofessional Collaboration & Communication in Health Care	3.00
NUR 6800	Practicum I (Applied Practice Experience)	1.50
NUR 6810	Practicum II (Applied Practice Experience)	1.50
NUR 6900	Capstone (Integrated Learning Experience)	3.00

Select **one** elective course (**3.00 credit hours**) from the list below:

Course #	Course Title	Credit Hours
MBA 5450	Organizational Behavior	3.00
NUR 5100	Assessment & Evaluation	3.00
NUR 5300	Curriculum Program Development	3.00
NUR 5700	Quality and Safety in Nursing Practice	3.00
NUR XXXX	One Nursing Education Certificate Course (counts as credit toward the Nursing Education Certificate)	3.00

Graduate Certificate in Nursing Education

The Graduate Certificate in Nursing Education is offered in a fully online setting through MU Online.

The Nursing Education Certificate will allow nurses with advanced degrees to teach in a variety of academic settings as clinical and /or classroom instructors. Nursing Programs across the country are turning away qualified applicants due to lack of qualified nursing faculty. Students completing the Nursing Education Certificate Program will be equipped to step into these academic roles.

The Nursing Education Certificate will allow nurses with a Baccalaureate degree to step into the role of staff development coordinator, nurse educator in acute and outpatient settings, and instructor of nursing in Associate Degree in Nursing, Diploma Nursing, Licensed Practical Nursing, and Nursing Assistant Programs.

Admissions Requirements

- Master’s degree in Nursing from a four-year accredited college or university OR
- Bachelor’s degree in Nursing from a four-year accredited college or university and master’s degree in a business or health-related/educational field (MBA, MHA, MPH, M.Ed., etc.)
- Current, unrestricted license to practice as a registered nurse.
- Cumulative GPA of 3.00 or higher in the awarded master’s degree
- Official transcripts showing proof of the BSN degree and graduate degree earned.
- Current resume and cover letter
- Two professional letters of recommendation
- Written statement of personal goals and practice project interest

Nursing Education Certificate Requirements

Students must successfully complete the following **12 credit hours** of coursework:

Course #	Course Title	Credit Hours
NUR 5000	Nursing Theory & Education	3.00
NUR 5100	Assessment & Evaluation	3.00
NUR 5300	Curriculum & Program Development	3.00
NUR 6800	Practicum I (Applied Practice Experience)	1.50
NUR 6810	Practicum II (Applied Practice Experience)	1.50
Total:		12.00

Doctor of Nursing Practice - Executive Leadership

The Doctor of Nursing – Executive Leadership is offered in a fully online setting through MU Online.

Accreditation

The Doctor of Nursing Practice in Executive Leadership program at Methodist University is pursuing initial accreditation by the [Commission on Collegiate Nursing Education](#). Applying for accreditation does not guarantee that accreditation will be granted.

Program Description

The DNP with a concentration in Executive Leadership Program is created for nurses with an existing master’s degree. This program empowers the nurse to expand influence as a nurse leader in various healthcare and academic settings with evidenced-based decision-making, communication, and executive skills. Focused on leadership, the program helps current management-level nurses in various types of patient care units and chief operating officers of nursing or medical centers shape policy and revolutionize organizational change. DNP nurse leaders will have the required theoretical, clinical, and business principles to support and drive quality patient outcomes. In addition, students may utilize the elective options towards a Graduate Nursing Education Certificate.

Mission

The mission of the Methodist University Nursing Program is to educate nursing students to be professional, competent, and caring nurse leaders who can think critically, communicate with compassion, and contribute to positive health outcomes for the people they serve. This will be accomplished by providing a learning community of holism which promotes a partnership among administration, faculty, students, nurses, and community associates.

Learning Outcomes

1. Synthesize knowledge and evidence-based practice from nursing and other disciplines to guide well-informed and socially responsible leadership decisions.
2. Analyze the various leadership styles to determine their effectiveness in creating a productive and fiscally responsible work environment that centers on improving patient outcomes.
3. Demonstrate communication skills that facilitate collaboration to enhance safety while reducing adverse outcomes.
4. Analyze factors that impact the fiscal stability of a healthcare system, including how to create and maintain a budget.
5. Explore the impact of Informatics on data mining and improving patient outcomes through Quality Improvement initiatives.
6. Model leadership behaviors that reflect ethical practices in nursing, as well as decision making that promotes diversity, equity, and inclusion.
7. Identify the role of the nurse leader in collaborating with community, state, national, and global organizations to promote public health initiatives that positively impact accessibility and equitable distribution of resources from an epidemiological standpoint.

Admissions

Admissions Application

Consistent with the University admission policy, admission to the Methodist University MSN Program is without regard or discrimination on the basis of race, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability. Interested candidates should apply as a new student seeking a graduate degree through the [MU Online admissions application portal](#).

Admissions Requirements

- Master's degree in Nursing from a four-year accredited college or university **OR**
- Bachelor's degree in Nursing from a four-year accredited college or university and master's degree in a business or health-related/educational field (MBA, MHA, MPH, M.Ed., etc.)
- Current, unrestricted license to practice as a registered nurse.
- Cumulative GPA of 3.00 or higher in the awarded master's degree
- Official transcripts showing proof of the BSN degree and graduate degree earned.
- Current resume and cover letter
- Two professional letter of recommendation
- Written statement of personal goals and practice project interest

Academic Degree Requirements

Students must successfully complete the following **36 credit hours** of coursework and **1000 DNP practicum hours** in good academic standing and in accordance with all policies of the university and MU Nursing department.

Doctor of Nursing Practice Core courses: **16.00 credit hours**

Course #	Course Title	Credit Hours
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NUR 7010	Scholarly Writing	1.00
NUR 7100	Research Methodology in Evidence-Based Practice	3.00
NUR 7200	Scholarly Inquiry I	2.00
NUR 7210	Scholarly Inquiry II	1.00
NUR 7400	Statistics in Health Care	3.00
NUR 7500	Scholarly Implementation I	2.00
NUR 7510	Scholarly Implementation II	1.00
NUR 7700	Scholarly Synthesis I	2.00
NUR 7710	Scholarly Synthesis II	1.00

Executive Leadership courses: **14.00 credit hours**

Course #	Course Title	Credit Hours
NUR 7000	Introduction to Executive Leadership	2.00
NUR 7300	Transformational Management of Organizations & Systems	3.00
NUR 7600	Healthcare Financial and Business Concepts	3.00
NUR 7800	Advancing Equity & Inclusion in Global Health	3.00
NUR 7900	Role of the Nurse Leader in Epidemiological-Driven Populations Health Initiatives	3.00

Select **two** elective course (6.00 credit hours) from the list below:

Course #	Course Title	Credit Hours
NUR 5000	Nursing Theory & Education	3.00
NUR 5100	Assessment & Evaluation	3.00
NUR 5300	Curriculum & Program Development	3.00
NUR 7950	Quality Improvement in Organizational Settings	3.00
NUR 7960	Ethical and Legal Considerations for Nurse Leaders	3.00
NUR 7990	Supplementary Study	1.00 - 3.00

DNP Practicum Hours

Students will complete a total of 1000 Practicum Hours* throughout the program. Hours may be obtained through a variety of experiences as determined in collaboration with your assigned faculty mentor. Students will submit an updated log of their accrued to their faculty mentor as a portion of their course requirements throughout the program for approval.

*Students may submit previous practicum hours obtained during their master's program for credit towards the DNP required hours (up to a maximum of 500 hours).

Course Descriptions - NUR

NUR 5000 NURSING THEORY & EDUCATION (3)

This course will explore a variety of nursing theories including various theoretical perspectives of teaching and learning, as well as practical application of strategies to meet the diverse needs of learners. Students will apply theoretical frameworks to a health care or instructional problem to promote

effective change within an organization or educational setting. Discussion of managing various challenges related to nursing leadership and education will be included throughout the course.

NUR 5100 ASSESSMENT & EVALUATION (3)

This course provides a foundation in assessment, measurement, and evaluation strategies for nursing education. Students will explore the theoretical basis for evaluation, as well as practical application of the strategies. The course is intended to prepare students to utilize strategies of measurement and evaluation in developing tests, interpreting test results, assessing clinical performance, and evaluating written assignments. Discussion of legal and ethical issues related to evaluation in nursing education will be included throughout the course.

NUR 5200 DATA ANALYSIS - QUANTITATIVE/QUALITATIVE (3)

This course analyzes statistical measurements in current use related to a healthcare problem. Concepts of scientific measurement, data analysis, and descriptive and inferential statistics are addressed. Students will be able to identify and differentiate between quantitative and qualitative measurements. Pre-requisite and/or Co-requisite: NUR 5000

NUR 5300 CURRICULUM & PROGRAM DEVELOPMENT (3)

This course provides a foundation in curricular design, program development, and curriculum evaluation in nursing education. Students will explore internal and external contextual factors influencing curriculum design and implementation. This course is intended to prepare students to utilize foundational principles and concepts for the development and evaluation of nursing curricula in academic settings. This course will also prepare students for program development and evaluation in nursing education.

NUR 5400 ETHICS AND PROFESSIONAL BEHAVIOR (3)

This course will emphasize ethical principles and moral decision-making processes related to the healthcare delivery system. Students will examine and discuss moral and ethical issues within healthcare. Students will examine professional and interprofessional leadership responsibilities and health advocacy roles as they relate to healthcare. Students will explore public policies through advocacy related to a topic of interest. Pre-requisite: NUR 5000

NUR 5600 EVIDENCE-BASED PRACTICE (3)

This course builds on NUR5200 with a focus on the foundation of scholarship and improvement of healthcare. Students will apply methods of EBP, analyze emerging EBP scholarly articles, and then modify and adapt that research to make effective change within their organization. Students will examine issues such as nursing performance, organizational effectiveness, nursing outcomes, and teaching and learning. Students will develop a project based on a PICO question, conduct a literature review, and write a proposal paper related to student's topic of interest. Pre-requisites: NUR 5000, NUR 5200

NUR 5700 QUALITY AND SAFETY IN NURSING PRACTICE (3)

This course builds on evidenced-based practice concepts explored in NUR 5600 with a focus on the role of the nurse leader in supporting continuous quality improvement within the healthcare setting. Students will apply methods related to process change, root cause analysis and informatics to identify and improve safety and quality outcomes. National initiatives, barriers to change, and the need to create buy-in from a variety of stakeholders will be examined. Pre-requisite: NUR 5600

NUR 5800 ADVANCED INFORMATICS & HEALTHCARE TECHNOLOGIES (3)

This course provides advanced knowledge and skills to improve healthcare outcomes by making effective changes using technological resources. Graduate prepared nurses will expand their knowledge of nursing informatic theory and how informatics is used for practice applications, professional skill development, networking, and project management. Students will explore the connection between computer technology, and effective change and outcomes.

Pre-requisite: NUR 5000

NUR 6000 NURSING LEADERSHIP & ADVANCED ROLES IN LEADERSHIP (3)

This course provides an in-depth look at leadership and management within the nursing profession. Students will examine the transition between nursing practice and the management and provision of healthcare and organizational issues. The course will explore various advanced nursing roles in leadership. Management and quality improvement skills will be analyzed. A 100-hour clinical component is included within this course.

Pre-requisite: NUR 5000

NUR 6200 HEALTH POLICY AND ECONOMICS (3)

This course examines the relationship between health policy and economics. This course will look at health policy and economics from a graduate prepared nurse perspective. The course will look at how economics shape health policymaking, health reform, and emerging and continuing controversies in health policy. Students will analyze health policymaking processes including various aspects of policy development, implementation, and modification. The course will introduce students to the framework in which the U.S. healthcare system functions.

Pre-requisite: NUR 5000

NUR 6400 POPULATION & GLOBAL HEALTH (3)

This course will provide an advanced opportunity to explore population-based healthcare of disease and illness prevention, as well as health maintenance and promotion, and global health. It explores epidemiological principles as an integral part of population health risks, assets, and disparities. Graduate students will explore population-based and community models in which disease and illness occur as well as within healthcare delivery systems.

Pre-requisite: NUR 5000

NUR 6600 INTERPROFESSIONAL COLLABORATION & COMMUNICATION IN HEALTH CARE (3)

This course consists of improving collaboration and communication among interprofessional teams. Graduate students will explore interdisciplinary health care professions. Communication and decision-making processes among interprofessional teams will be analyzed. Students will examine qualities of successful teams and interprofessional interactions. Students will analyze and apply effective interprofessional collaboration to improve health care outcomes. A 100-hour clinical component is included within this course.

Pre-requisites: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

NUR 6800 PRACTICUM I – APPLIED PRACTICE EXPERIENCE (1.5)

This course consists of a practical experience that is developed, approved, supervised, and evaluated by faculty and preceptors. The objective is to provide students an opportunity to synthesize, integrate, and then apply leadership knowledge and skills, that has been learned throughout the MSN curriculum, to a PICO question. Students will gain professional experience in an administrative environment and implement a project of particular interest setting them on a career trajectory. Careful consideration must be given to the site and preceptor. A 75-hour clinical component is included with this course.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

NUR 6810 PRACTICUM II – APPLIED PRACTICE EXPERIENCE (1.5)

This course is a continuation of NUR 6800. It consists of a practical experience that is developed, approved, supervised, and evaluated by faculty and preceptors. The objective is to provide students an opportunity to synthesize, integrate, and then apply leadership knowledge and skills, that has been learned throughout the MSN curriculum, to a PICO question. Students will gain professional experience in an administrative environment and implement a project of particular interest setting them on a career trajectory. Careful consideration must be given to the site and preceptor. A 75-hour clinical component is included with this course.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400

NUR 6900 CAPSTONE – INTEGRATED LEARNING EXPERIENCE (3)

Students will evaluate and present their applied learning practicum project. This course will provide graduate students the opportunity to apply proficient leadership skills with emphasis on professional growth. Students will have the opportunity to assess their educational goals as well as their future professional career goals. A 150-hour clinical component is included with this course.

Pre-requisite: NUR 5000, NUR 5200, NUR 5400, NUR 5600, NUR 5800, NUR 6000, NUR 6200, NUR 6400, NUR 6600

NUR 7000 INTRODUCTION TO EXECUTIVE LEADERSHIP (2)

This course introduces the concept of executive leadership in nursing, as well as leadership styles and theories from nursing and other disciplines. Executive leadership in a complex healthcare industry requires the knowledge and skills to transform care delivery models to improve patient and organizational outcomes.

NUR 7010 SCHOLARLY WRITING (1)

This course is designed to prepare students to be disciplined thinkers and effective communicators. The course explores general principles of analytical, expository, and argumentative writing and provides opportunity to review elements of the scholarly writing process; implement strategies to compose, review and proofread composition; critique one's own work; and evaluate the writing of others. This course prepares the student for academic writing and formatting that will translate to publication.

NUR 7100 RESEARCH METHODOLOGY IN EVIDENCE-BASED PRACTICE (3)

As an introduction to research methodology and application to bedside care, students will be introduced to concepts related to research, evidence-based practice and Quality Improvement. The role of the DNP in each of these will be examined. Students will also be introduced to the SQUIRE Guidelines as the format for their scholarly project, as well as complete the National Institute of Health (NIH) Research Training in preparation for their project design and Institutional Review Board (IRB) approval process. Discussion of criteria related to the accrual and documentation of DNP immersion hours will also be presented.

NUR 7200 SCHOLARLY INQUIRY I (2)

This course is designed to lay the foundation for the individual scholarly project. Concepts related to choosing an appropriate project that aligns with the timeline for completion will be discussed. Students will begin working on the development of their PICOT question, as well as complete a literature search pertaining to the topic area that is the focus of their project. Students will be assigned a faculty mentor for their individual project at the completion of this course.

NUR 7210 SCHOLARLY INQUIRY II (1)

After developing the PICOT question and completing a literature search based on their topic of interest, students will begin drafting what will become the Review of Literature for their scholarly project. Students will submit the draft for review, feedback, and identification of needed revisions to their assigned faculty mentor. An updated log of completed DNP hours will also be submitted to the faculty mentor at the end of the course.

Pre-requisite: NUR 7100, NUR 7200

NUR 7300 TRANSFORMATIONAL MANAGEMENT OF ORGANIZATIONS & SYSTEMS (3)

This course is specifically designed to synthesize leadership competencies in organizational theory and behavior, leadership principles and practices, and organizational structure and culture through prior graduate education and career experience. Nurse leaders will apply evidence-based transformational leadership methodology to create sustainable value within their own health care environments. This course lays the foundation for transformational management of change, influential nursing leadership, and excellence in process development at the system level.

NUR 7400 STATISTICS IN HEALTHCARE (3)

This course provides the foundation for the critical evaluation and synthesis of published health sciences evidence including an overview of the appropriate use and interpretation of commonly used statistical techniques for generating that evidence. Students will analyze the research methods and reported statistical results in published literature with an emphasis on implications for advanced nursing practice decisions. Students will develop plans for analysis of data collected with consideration of the alignment of project purpose with methods. Students will develop skills necessary to translate the statistical findings for stakeholders' application to practice and quality improvement.

NUR 7500 SCHOLARLY IMPLEMENTATION I (2)

As a continuation of the work completed in Scholarly Inquiry I & II, students will develop the methodology for their individual project based on their finalized PICOT question. This course will also include submission to all required Institutional Review Boards (IRBs) for approval in preparation for data collection.

Pre-requisite: NUR 7100, NUR 7200, NUR 7210

NUR 7510 SCHOLARLY IMPLEMENTATION II (1)

Once Institutional Review Board(s) approval has been granted, students will begin collecting data and scoring for analysis based on their methodology. Students will work with their individual faculty mentor throughout this process and submit an updated log of DNP hours at the end of this course.

Pre-requisite: NUR 7100, NUR 7200, NUR 7210, NUR 7500

NUR 7600 HEALTHCARE FINANCIAL AND BUSINESS CONCEPTS (3)

This course covers economic theory, market drivers and restraints, health care finance and reimbursement, cost-benefit analysis, and health care entrepreneurship. Theory and application are integrated throughout the course with a particular focus on the clinical role of the DNP within the contemporary health care environment. Students will incorporate business concepts specific to the healthcare arena that focus on cost management and budgeting for the nurse leader.

NUR 7700 SCHOLARLY SYNTHESIS I (2)

This stage of project development focuses on statistical analysis, interpretation of the collected data, and discussion of results. Students will also reflect on study limitations, application to current practice, and recommendations for future study.

Pre-requisite: NUR 7100, NUR 7200, NUR 7210, NUR 7500, NUR 7510

NUR 7710 Scholarly Synthesis II (1)

In this final course of the scholarly project, students will prepare to successfully complete a faculty led scholarly defense with slide presentation. Dissemination of results will be attained by submitting a poster presentation for review and submission of final approved project to ProQuest for publication. Students will submit an updated log of DNP hours at the end of this course.

Pre-requisite: NUR 7100, NUR 7200, NUR 7210, NUR 7500, NUR 7510, NUR 7700

NUR 7800 ADVANCING EQUITY & INCLUSION IN GLOBAL HEALTH (3)

Nursing as a profession has historically recognized the need for equity and inclusion regarding access to healthcare for individuals on a global scale. This need for improvements in environmental, safety, and health conditions is now reflected in the Sustainable Development Goals (SDG's) outlined by the United Nations. This course will provide a primer for the goals set forth by the United Nations, as well as highlight the role of nurse leaders in collaborating with international organizations to achieve these goals.

NUR 7900 ROLE OF THE NURSE LEADER IN EPIDEMIOLOGICAL-DRIVEN POPULATIONS HEALTH INITIATIVES (3)

As the ever-changing landscape of priority concerns related to population health emerge, nurse leaders provide a pivotal role in both assessment and implementation of interventions that meet the needs of the community. This course analyzes the role of the nurse leader in collaborating with community, state, and national partners to determine priority public health needs, as well as the role of epidemiological data in driving priority initiatives and changes to health policy.

NUR 7950 QUALITY IMPROVEMENT IN ORGANIZATIONAL SETTINGS (3)

Quality Improvement (QI) is often associated with identifying and correcting the cause of errors within a system's setting. This process can also be used to proactively improve patient outcomes through increased clinical competence in both the experienced and new graduate nurses. Throughout this course, the role of the nurse leader in the process of attaining and maintaining competency for nurses will be explored. Identification and facilitation of quality improvement needs, as well as the role of the nurse leader in the process and sustainability of competency-based QI initiatives will be among the topics of discussion.

NUR 7960 ETHICAL AND LEGAL CONSIDERATIONS FOR NURSE LEADERS (3)

Both ethical and legal considerations are paramount in the role of the nurse leader. Not only does the American Nurses Association (ANA) Code of Ethics play into the day-to-day decisions of managing patient care or prioritizing access to resources, but they also guide in decision-making pertaining to ethical dilemmas. In this course, students will apply ethical principles to navigate dilemmas commonly encountered in practice and explore the role of the ethics committee in acute care. Students will also examine the role of forensic ("pertaining to the law") nursing in the care associated with vulnerable population, as well as ethical considerations in research design.

NUR 7990 SUPPLEMENTAL STUDY (1-3)

The Supplementary Study course is designed to accommodate DNP students who require additional time or feedback from faculty to complete required coursework and/or DNP hours. This course provides for continued faculty mentorship outside of the traditional course calendar.

Pre-requisite: Permission of the Director.

OCCUPATIONAL THERAPY (OTD)

Doctor of Occupational Therapy

Accreditation

The entry-level occupational therapy doctoral degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at:

7501 Wisconsin Avenue, Suite 510E
Bethesda, MD 20814
Telephone: 301-652-AOTA
Website: www.acoteonline.org

Graduates of the MU OTD Program are eligible to sit for the National Certification Examination for the Occupational Therapist, administered by the National Board for Certification in Occupational Therapy (NBCOT). Upon successful completion of the exam, graduates will be credentialed as Occupational Therapists, Registered (OTR).

Additionally, all states require licensure to practice occupational therapy, typically based on the results of the NBCOT Certification Examination. It is important to note that a felony conviction may affect a graduate's ability to sit for the certification exam or obtain state licensure.

ACOTE-accredited occupational therapy and occupational therapy assistant programs meet the educational requirements for licensure in all U.S. states, the District of Columbia, and Puerto Rico. Graduates are eligible to take the NBCOT certification examination and apply for licensure in all applicable jurisdictions. For more information about individual state licensure requirements, please refer to the AOTA State Licensure webpage.

Vision

The Methodist University Department of Occupational Therapy is a leader in occupational therapy education. The Department prepares diverse, compassionate, and ethical occupational therapy leaders who engage, enrich, and empower the profession and their communities. Graduates serve as a bridge between biomedical and sociocultural health through the use of authentic, daily life activities.

Mission

The Methodist University Doctor of Occupational Therapy (MU OTD) Program cultivates exceptional occupational therapists as whole persons who contribute substantially to the profession and community. The Program is committed to advancing human health and wellness through participation in authentic, everyday life activities.

The program fosters student development with an emphasis on critical thinking, contemporary evidence-informed practice, and the delivery of culturally responsive, client-centered care across all persons, groups, and communities.

Program Goals

Graduates of the MU OTD Program will be able to:

1. Demonstrate the knowledge and skills necessary for entry-level occupational therapy practice across a variety of practice areas (Occupational Performance Foundations).

2. Demonstrate effective communication skills and ethical negotiation of practice settings to function effectively as a member of an inter-professional health care team (Professional Behavior and Issues).
3. Engage in contemporary critical thinking for client-centered care that incorporates evidence-based decision making in the practice of occupational therapy, documentation of outcomes, and the generation of new knowledge (Scholarly Inquiry and Evidence-based Practice).
4. Practice as autonomous clinicians who utilize authentic and ethical occupational therapy approaches in the spirit of collaboration as an integral member of inter-professional care teams (Authentic and Ethical Occupation-based Practice).
5. Adopt a servant-leadership identity to engage in lifelong learning through active participation in professional development activities including continuing education, post-graduate education, clinical specialty, advanced certification, local/regional/national presentations, and research activities (Professional Leadership).
6. Demonstrate a commitment to promoting participation, health, wellness, disease prevention, and access to care in the clinical settings and communities they serve (Community-Engaged Clinical Education).

Faculty of the MU OT Department will:

1. Demonstrate a commitment to mentoring leadership, intellectual values, and ethical principles in the implementation of occupational therapy education and clinical practice.
2. Demonstrate a commitment to societal service through active participation in activities that positively contribute to the health and well-being of our local and global communities.
3. Adopt a servant-leadership attitude to promote the profession of occupational therapy.
4. Demonstrate a commitment to lifelong learning by engaging in scholarly activities for the promotion of evidence-based practice, evidence-based teaching, and the pursuit of professional advancement.

The MU OTD Program will:

1. Demonstrate a commitment to the cultivation of competent, ethical, compassionate, and mindful occupational therapy practitioners.
2. Demonstrate a commitment to societal and professional communities by supporting professional and community based educational programming, inter-professional education opportunities, and scholarship activities.
3. Be responsive to the occupational therapy professional and community needs by providing professional learning opportunities for occupational therapists and assuming an active role in the university and wider community.
4. Recruit exceptional and motivated students of good moral character from diverse backgrounds for admission to the program.

Admissions

Consistent with the University admission policy, admission to the Methodist University Occupational Therapy programs is conducted without regard to, or discrimination based on, age, race, gender, national or ethnic origin, religion, sexual orientation, disability, marital status, status regarding public assistance, or any other identifying group. However, becoming an occupational therapy practitioner requires completing an education program that is both intellectually and physically rigorous. Candidates should be able to perform in a relatively independent manner, and reasonable accommodation does not

exempt students with disabilities from essential tasks inherent to the practice of occupational therapy. Methodist University's programs in Occupational Therapy are committed to fair access in recruiting, enrolling, and educating a broadly representative student body.

Admissions Application

All applications for admission to the MU OTD program must be submitted through the Occupational Therapy Centralized Application System (OTCAS) at www.otcas.org. The OTCAS application must be submitted by the deadline for the application cycle. OTCAS will take two to four weeks to verify the submitted application. The Methodist University OTD program will not review an application until it is in a verified status in OTCAS.

Admissions Requirements

In addition to the degree requirements, candidates for admission will need to achieve the following:

1. A minimum prerequisite grade point average of 3.0 on a 4.0 scale (for coursework completed in the last 10 years) is recommended.
2. At the time of application, candidates should have no more than two prerequisite courses left to complete.
3. All prerequisite courses have been completed within ten years prior to application.

Prerequisite courses are as follows:

Course Requirement	Courses to Fulfill Requirements	Credit Hours
Human Anatomy and Physiology I and II	Human Anatomy and Physiology I and II OR individual Human Anatomy and Human Physiology courses both with an accompanying lab	8.00
Abnormal Psychology	Abnormal Psychology OR a Psychopathology course	3.00
Developmental Psychology	Any lifespan development course that includes learning, motor, language, cognitive, emotional, and social development fulfills this requirement. Course content must cover the lifespan.	3.00
Social Science	Suggested courses include, but are not limited to, additional Psychology courses, Sociology, Anthropology, Economics, Political Science, Public Health, Epidemiology, Gerontology, and Urban Studies.	3.00
Statistics	Suggested courses include, but are not limited to, behavioral, educational, psychological, or mathematical statistics. In some instances, a Research Methods course may fulfill this requirement, at the discretion of the admissions committee. Business statistics does not fulfill this requirement.	3.00

Recommended Coursework

1. Upper-Level Science, 3 credits: Any 200-level or above biology course. Suggested courses include Advanced General Biology, Microbiology, Genetics, Cellular Physiology, Cognitive Neuroscience, Zoology, Biochemistry, Exercise Physiology, Pathophysiology and/or Physics*: (any 100-level course).
2. Kinesiology or Biomechanics, 3 credits: An introductory biomechanics or kinesiology course. Suggested courses include Applied Kinesiology, Kinetic Anatomy, and Motor Learning.
3. Health Disparities/Health Equity, 3 credits: Suggested courses include Drugs and Society, Race and Ethnic Relations, Medical Sociology, Human Diversity and Populations at Risk, and Disparities in Urban Health.

All applicants must submit a minimum of two letters of recommendation through OTCAS. These must include:

- One academic reference from a professor, instructor, or academic advisor who can speak to the applicant's scholastic performance and potential for success in graduate study.
- One professional reference from an individual (not a relative or friend) who can speak to the applicant's professional behavior, work capacity, and dependability. A supervisor from an observation, volunteer, or employment setting is strongly encouraged.

Each applicant must complete a minimum of 10 hours of direct shadowing with a licensed occupational therapy practitioner. These hours should occur across two different settings or populations to ensure broad exposure to the profession.

In addition, applicants are encouraged to gain experience with populations served by occupational therapy through volunteer or community service activities. Engaging with community organizations helps applicants deepen their understanding of the challenges, strengths, and needs within diverse client groups.

Examples of relevant experiences include volunteering with Meals on Wheels, summer camps for children with developmental or chronic conditions, long-term care facilities, and adaptive sports programs.

The OTCAS application requires a personal essay submission with no word limit. This is an opportunity for the applicant to demonstrate their writing skills in describing their life experiences, professional goals, and knowledge of the profession.

Applicants need to be aware that felony related charges and convictions may prevent participation in fieldwork experiences. In addition, a criminal record may prevent the student from taking the National Board Certification of Occupational Therapists (NBCOT) exam and also from becoming licensed. A student should contact NBCOT if there is a prior criminal record that might interfere with eligibility to sit for the national exam.

The MUOTD Program does not require applicants to take the Graduate Record Exam (GRE).

Applicants who have completed their degree outside of the United States must adhere to the following requirements:

- Applicants must have their transcripts evaluated by the World Education Services (WES) to determine if the degree is equivalent to a bachelor's degree in the United States. If the evaluation determines work done outside the U.S. is equivalent to a bachelor's degree, the applicant has completed the bachelor's degree requirement for our program. If the evaluation does not determine equivalency to a bachelor's degree, the applicant is deficient in that requirement and must complete their bachelor's degree.
- International applicants must complete the Test of English as a Foreign Language (TOEFL). The program will not allow applicants to substitute an English course or certificate in place of TOEFL scores.
- International applicants must also complete all other application steps, meet selection factors, and follow the same application process through OTCAS.

Admissions Pathways

The admission criteria are based on appropriate and equitable criteria and applicable law to ensure nondiscrimination and equal opportunity for all candidates to the MU OTD Program. The admission criteria and proposed policies for recruitment and admission of qualified candidates are consistent with other accredited doctoral level occupational therapy programs.

The Department of Occupational Therapy offers three avenues for admission into the entry-level MU OTD Program.

Traditional Pathway

The Traditional Pathway will require candidates to possess a baccalaureate degree from an accredited college or university (degree in any field) or be in the senior year of undergraduate study. A completed bachelor's degree is required prior to enrollment in the MU OTD Program, as evidenced by a final official college/university transcript. Completion of all the prerequisite courses as described in the admissions criteria section (above) is required. An overall grade point average (for both undergraduate and, if applicable, graduate study) of 3.0 on a 4.0 scale is recommended.

Traditional pathway applicants will be scored on admissions criteria as described in the admissions process.

Health Sciences Pathway

The Methodist University Health Sciences Pathway will provide academically qualified Methodist University undergraduate students the opportunity to enhance their undergraduate study through a unique connection to the University's clinical doctoral program in occupational therapy. The pathway will challenge the Methodist University candidate academically in preparation for the exclusive opportunity of preferential consideration for admission into the MU OTD Program upon successful completion of a Methodist University bachelor's degree.

The Health Sciences Pathway is open to all Methodist University students in the following majors: biology, chemistry, exercise science, kinesiology, and psychology. In addition to the courses that are required as part of the bachelor's degrees in the candidate's chosen field of study, the student applying for admission through this pathway will also be required to complete the same prerequisite courses as candidates applying through the Traditional Pathway. Applicants applying through the Health Sciences Pathway will be scored on the same admissions criteria as described in the Admissions Procedures. However, when these candidates apply to the MU OTD Program, they will be guaranteed an interview for a place in the entering class provided they meet all minimum qualifications.

With a solid interview and application file (as determined by MU OTD Program Admissions Committee), the Health Sciences Pathway students will be offered first opportunity to join the entering class for the doctoral program. While not guaranteeing admission, the Health Sciences Pathway provides preferred applicant status, which is extremely beneficial in competitive admissions environments.

Early Decision Pathway

The Early Decision process is designed for candidates from any university who are highly qualified for admissions to the Methodist University OTD program and have made the program their top choice school. This process allows candidates to apply, interview, and receive an admissions decision prior to the review of applications during the regular application period.

Early Decision candidates must meet the same admissions eligibility requirements as outlined in the Admissions Procedures.

To be competitive for Early Decision admission, the OTD program suggests that candidates have one or more of the following criteria in their application:

- An Overall GPA (determined by OTCAS) and Prerequisite GPA (determined by the program) higher than the 3.0 minimum requirement.
- More than the 10 required hours of occupational therapy-related observation hours.
- At least 4 of the 5 required prerequisite courses completed at the time of application.
- Two or more experience sections completed in the OTCAS application (i.e., Employment, Volunteer/Community Enrichment, Leadership, etc.) This is not a requirement for admissions but is considered to strengthen a candidate's Profile Admissions Score. This is an optional section on the OTCAS application.

If an applicant meets the deadlines and eligibility requirements for admission to the OTD program but is not offered an interview or seat in the Early Decision process, the applicant will automatically be considered through the Regular Admission process. Early Decision candidates who are moved to the Regular Admissions category will not have to interview again.

Candidates accepted into the Methodist University OTD program through the Early Decision process are expected to accept the offer of admission and enroll into the program. The candidate is expected to withdraw any applications already made to other programs. If the candidate's top choice for OT school is not the Methodist University OTD program, the candidate is encouraged to apply through Regular Admissions as there will be limited Early Decision seats available.

Transfer Credit

Evaluating, awarding, and accepting of transfer credits are at the discretion of the individual graduate programs at Methodist University. The MU OTD Program allows 6 credit hours of equitable graduate level work to be transferred as credit towards the post-baccalaureate degree in occupational therapy. Graduate transfer credit is at the discretion of the program director after consultation with the faculty responsible for the curricular content area, the Chair of the Department of Occupational Therapy, the Dean of College of Health Sciences and Human Services, and the Registrar.

The MU OTD Program grants transfer credit based on the content of the courses taken, the rigor and equity of the courses as compared to the course in the MU OTD curriculum, and the quality of performance in the courses. Transfer credit will be considered for courses applicable to the MU OTD Program and in which a grade of "B" or better has been earned. Transfer credit is marked as such on a student transcript, along with the name(s) of the institution(s) where the credit was earned. Students who successfully petition for transfer credit will have to complete the remaining 109 credits in sequential order to receive the OTD degree from Methodist University.

Credit will only be considered if it is being transferred from an institution of higher education that has been accredited by one of the six regional accrediting agencies (Middle States Commission on Higher Education; New England Association of Schools and Colleges – Commission on Institutes of Higher Education; North Central Association of Colleges and Schools – The Higher Learning Commission; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools,

Commission on Colleges; and Western Association of Colleges and Schools – Senior Colleges and University Commission).

Courses taken in an occupational therapy program will only be accepted if the program is fully accredited by ACOTE.

Academic Degree Requirements

The MU OTD curriculum includes both didactic coursework and Fieldwork experiences that prepare students to achieve mastery of the knowledge, skills, and professional behaviors required of a competent and ethical entry-level occupational therapist. The curriculum is rigorous and progressive, balancing foundational, applied, clinical, and behavioral sciences to support the development of evidence-based practitioners who can serve clients across the continuum of care.

Each entering class progresses through the curriculum as a cohort, advancing together through the sequence of courses and Fieldwork experiences.

As a sequential, cohort-based curriculum, course enrollment requires successful completion of all coursework in preceding terms. Students must successfully complete **115 credit hours** of didactic and clinical coursework, as outlined below:

FALL - Year 1, Term 1		
Course #	Course Title	Credit Hours
OTD 5000	Occupational Therapy Practice Foundations	3.00
OTD 5020	Professional Writing Seminar	1.00
OTD 5050	Health Conditions that Impact Occupational Performance	3.00
OTD 5250	Anatomical Structure and Function Human Performance	5.00
OTD 5280	Therapeutic Communication & Collaborative Care	3.00
OTD 5400	Professional OT Skills & Techniques I	3.00
	Total Semester Hours	18.00

SPRING - Year 1, Term 2		
Course #	Course Title	Credit Hours
OTD 5110	Emerging Trends in OT Practice I	1.00
OTD 5300	Essential Skills in Evidence-Based Practice	3.00
OTD 5420	Professional OT Skills & Techniques II	3.00
OTD 5450	Environmental Factors Impacting Occupational Performance	2.00
OTD 5500	Functional Neuroscience	3.00
OTD 5600	Evaluation of Occupational Performance I	3.00
OTD 6500	Fieldwork and Professional Practice I	2.00
	Total Semester Hours	17.00

SUMMER - Year 1, Term 3		
Course #	Course Title	Credit Hours
OTD 5310	Clinical & Community Research Workshop I	3.00
OTD 5620	Evaluation of Occupational Performance II	3.00

OTD 5750	Human Movement to Support Occupational Performance	2.00
Total Semester Hours		8.00

FALL - Year 2, Term 1		
Course #	Course Title	Credit Hours
OTD 5120	Emerging Trends in OT Practice II	1.00
OTD 5320	Clinical & Community Research Workshop II	3.00
OTD 5800	Health Promotion and Self-Management	3.00
OTD 6000	Interventions to Support Occupational Performance of Adults in Rehab Settings	4.00
OTD 6020	Interventions to Support Occupational Performance for Children, Youth, and Families	4.00
OTD 6240	Clinical Case-Based Learning I	2.00
OTD 6510	Fieldwork and Professional Practice II	2.00
OTD 6700	Introduction to Doctoral Capstone Experience and Project	1.00
Total Semester Hours		20.00

SPRING - Year 2, Term 2		
Course #	Course Title	Credit Hours
OTD 5330	Clinical & Community Research Workshop III	2.00
OTD 6100	Psychosocial and Mental Health Interventions to Support Occupational Performance	4.00
OTD 6120	Interventions to Support Occupational Performance of Older Adults	4.00
OTD 6150	Supporting Occupational Performance with Technology and Environments	3.00
OTD 6920	Program Development for Community & Population Health	3.00
OTD 6260	Clinical Case-Based Learning II	2.00
Total Semester Hours		18.00

SUMMER - Year 2, Term 3		
Course #	Course Title	Credit Hours
OTD 6600	Clinical Fieldwork IIA	6.00

FALL - Year 3, Term 1		
Course #	Course Title	Credit Hours
OTD 6620	Clinical Fieldwork IIB	6.00

SPRING – Year 3, Term 2		
Course #	Course Title	Credit Hours
OTD 5350	Dissemination of Clinical & Community Research	2.00

OTD 6800	Leadership Seminar for Healthcare Professionals	2.00
OTD 6810	Contemporary Practice Model Development	4.00
OTD 6850	Teaching & Education Strategies	3.00
OTD 6180	Management and Policy for a Dynamic Practice Environment	3.00
OTD 6990	Professional Competency Seminar	2.00
Total Semester Hours		16.00

SUMMER - Year 3, Term 3		
Course #	Course Title	Credit Hours
OTD 7000	Doctoral Experiential Component	6.00

Occupational therapy is an intellectually, physically, and psychologically demanding profession. It is during the rigorous three-year curriculum that the student develops the qualities needed to practice occupational therapy. These qualities include the foundation of knowledge, attitudes, skills, and behaviors needed throughout the occupational therapist's professional career. These abilities are described in the MU OTD Program's policy on Ethical Conduct and Behavioral Expectations for Professionalism in Academic and Clinical Settings (Refer to MU OTD Student Handbook). The ability to perform these skills and utilize these abilities provides the framework for the safe practice of occupational therapy. Therefore, students must be able to successfully complete, with or without reasonable accommodation, all required components of the curriculum, including the Ethical Conduct and Behavioral Expectations for Professionalism.

Course Descriptions – OTD

OTD 5000 OCCUPATIONAL THERAPY PRACTICE FOUNDATIONS (3)

This course explores occupation and the evolving theories and models that enable occupational therapists to engage in authentic, theoretically-sound practices. Students will explore the meaning and complexity of occupation and engage in learning opportunities to gain an understanding of themselves and others as occupational beings. They will be exposed to key literature and engage in discussion and experiences around core principles of client-centered care and the person, environment, and occupation terminology as it is used in the practice of occupational therapy. Students will be introduced to disability issues, health ethics, and society's occupational performance issues and needs.

OTD 5020 PROFESSIONAL WRITING SEMINAR (1)

This course exposes students to professional writing and helps them transition to graduate-level writing skills necessary to ensure their success in the Methodist University Occupational Therapy Doctoral Program. This course will provide the foundation required to effectively write at the graduate level when pursuing research, formatting academic papers, professional communication techniques, peer review/editing, and other forms of professional writing. Upon completion of this course, students will enhance and implement the skills necessary to write and communicate at a professional graduate level. Assignments/learning activities will include effective use of APA format, completion of peer reviews, professional communication, and consistent utilization of the Methodist University Writing Center for additional support.

OTD 5050 HEALTH CONDITIONS THAT IMPACT OCCUPATIONAL PERFORMANCE (3)

This course provides an overview of selected diseases and conditions across the life span affecting daily life. Etiology, pathology, clinical course, prognosis, and medical management, as well as the "lived

experience" of these conditions will be presented in order to promote health. Treatment settings from acute hospital care to community programs are explored with the effect of these conditions on participation emphasized.

OTD 5110 EMERGING TRENDS IN OCCUPATIONAL THERAPY PRACTICE I (1)

This first of a two-part series of seminar courses provides students with the opportunity to explore current, emerging, and future trends in OT practice. Students will utilize the most recent research and policy information to critically examine and discuss potential developments in OT practice, including new areas of practice and a focus on community and population health, participation, and well-being. This course presents a broad array of topics that affect occupational therapy practice. Students become familiar with policies, settings, interventions, and resources that support practice.

OTD 5120 EMERGING TRENDS IN OCCUPATIONAL THERAPY PRACTICE II (1)

This course is the second of a series of two seminar courses provides students with the opportunity to explore and discuss current issues that are shaping the world as it becomes more 'global.' Students will utilize the most recent research, knowledge, and policy information to critically examine and discuss current issues in global developments and reflect on how these can influence OT practice. Using examples from low- and middle-income countries, this course will shed a different light on questions pertaining to human development and disability. Students will be encouraged to look beyond the headlines and find the tools to gain a comprehensive analysis of the social, political, and economic issues that not only influence their practice as OTs but also impact them as citizens.

OTD 5250 ANATOMICAL STRUCTURE AND FUNCTION FOR HUMAN PERFORMANCE (5)

This course is designed to provide an in-depth study of human anatomy, using a regional approach. It will introduce anatomical and medical terminology; provide a foundation on human development and structure fundamental to clinical considerations of function, diagnosis, trauma, and disease. Teaching/learning methodologies and experiences will reflect a multi-modal approach, combining lecture, lab, 3-D computer application and cadaver dissection and pro- section.

OTD 5280 THERAPEUTIC COMMUNICATION AND COLLABORATIVE CARE (3)

The ability to communicate and work with individuals and groups are essential skills for an occupational therapist. Effective practitioners employ therapeutic use of self, activity grading, behavioral management, and group leadership skills to effect change in those served. Concepts of self-management and basic tenets of learning theories will be introduced and applied to various populations served. Students will begin to consider the psychosocial needs of all clients across the continuum of care. Professional capacities of understanding the current continuum of care settings, professional team roles, and early leadership paradigms will be explored.

OTD 5300 ESSENTIAL SKILLS FOR EVIDENCE BASED PRACTICE (3)

Through critical analysis and interpretation of professional scientific literature, students build a foundation for life-long learning and evidence-based clinical practice. Evaluation of both qualitative, quantitative, and case report studies is covered. Students learn elements of study design, statistical analysis, and strategies for clinically relevant interpretation of results. Students develop proficiency in locating and critically appraising evidence-based research and integrating evidence into clinical decision making.

OTD 5310 CLINICAL AND COMMUNITY RESEARCH WORKSHOP I (3)

This course is the first of a three-course sequence for the culminating scholarly inquiry experience in the OTD program. In this course, students will develop a proposal for a clinical research or community

program evaluation project. This endeavor is the first component of the process that will be continued in Year 2 of the curriculum in which the project is formally executed and finally, presented in Year 3. This project proposal phase will be done under the advisement of faculty with expertise in the research and content areas.

OTD 5320 CLINICAL AND COMMUNITY RESEARCH WORKSHOP II (3)

This course is the second of a three-course sequence for the culminating scholarly inquiry experience in the OTD program. In this course, students will collect data for proposed research projects and begin initial data analysis and begin to develop the initial portions of a written manuscript through an iterative process with peers, the instructor and any clinical or faculty advisors involved in the project. Specifically, students will formalize the methodology, perform piloting, recruit subjects, and perform data collection. The project is formally executed through the Fall and Spring of Year 2 and finally, presented in Year 3. This course will prepare students for the remainder of the scholarly inquiry course sequence, which culminates in the dissemination of their scholarly product. This project will be done under the advisement of faculty with expertise in the research and content areas.

OTD 5330 CLINICAL AND COMMUNITY RESEARCH WORKSHOP III (2)

This course is the third of a three-course sequence for the culminating scholarly inquiry experience in the OTD program. In this course, students will develop a proposal for a clinical research or community program evaluation project. This endeavor is the first component of the process that will be continued in Year 2 of the curriculum in which the project is formally executed and finally, presented in Year 3. This project proposal phase will be done under the advisement of faculty with expertise in the research and content areas.

OTD 5350 DISSEMINATION OF CLINICAL AND COMMUNITY RESEARCH (3)

This course revisits the Clinical and Community Research sequence for the culminating research experience in the OTD program. In this course, students will prepare manuscripts and presentations (podium and/or poster) to disseminate their culminating research project results. During this course students will submit a product to either a peer-reviewed journal and/or a national conference. This project will be done under the advisement of faculty with expertise in the research and content areas.

OTD 5400 PROFESSIONAL OT SKILLS & TECHNIQUES I (3)

This course serves as an introduction to the essential skills required of therapists in contemporary clinical practice. Students will be introduced to resources supporting professional practice and will learn and apply a variety of skills including activity analysis, transfers, documentation, goal-writing, common precautions, monitoring of vital signs, chart reading, orientation to acute care environments, basic splinting, and medical terminology.

OTD 5420 PROFESSIONAL OT SKILLS & TECHNIQUES II (3)

This course is the second of a two-course series that serves as an introduction to the essential skills required of therapists in contemporary clinical practice. Students will be introduced to resources supporting professional practice across the lifespan and will learn and apply a variety of skills including advanced documentation, physical agents and modalities, basic ADL and IADL training concepts, orthotic fabrication, and basic feeding & eating concepts.

OTD 5450 ENVIRONMENTAL FACTORS IMPACTING OCCUPATIONAL PERFORMANCE (2)

This course provides an in-depth understanding of the psychological, social, political, physical, and cultural elements of the environment that influence public health, participation, well-being, and quality of life. Disability, as a consequence of environmental barriers and the relationship between the person

and environments across the life span, will be discussed. Disability prevention will be addressed. Assessment and intervention strategies that maximize participation in daily activities and prevent disabilities will be examined in home, school, workplace, and other community settings.

OTD 5500 FUNCTIONAL NEUROSCIENCE (3)

Students learn how the brain and nervous system support the sensory, perceptual, cognitive, emotional, and physiological capacity of individuals as they engage in the activities of daily life. Emphasis is placed on sensory processing, motor processing, cognitive performance, learning and memory, and communication. This course is designed to provide students with an integrated understanding of how occupational performance may be altered by individual variations in structure and function of person's neurobiological systems across the life span; thus, laying the groundwork for the occupational therapy evaluation and intervention.

OTD 5600 EVALUATION OF OCCUPATIONAL PERFORMANCE I (3)

Students apply foundational theory and principles to occupational performance through assessment of anatomical structures and physiological health. Students learn how to identify sensory, cognitive, perceptual, and emotional performance capacities of individuals by focusing on neuroanatomical and neuro-physiological substrates of sensory, motor, arousal, cognitive, motivational, and emotional systems. The students connect the neuroscience of the physiological, neurobehavioral, cognitive, and psychological systems to the motor, process and communication performance skills and performance patterns that support occupational performance. Students will build clinical reasoning for core OT practice skills including assessment of person, occupation and environment factors, activity analysis and activity gradation, observation, administering and interpreting assessments, building measurement models, and documenting the evaluation process. Students will apply measurement principles and skills in selection, administration, and interpretation of assessments through case studies, laboratory and/or in-context experiences.

OTD 5620 EVALUATION OF OCCUPATIONAL PERFORMANCE II (3)

Students apply foundational theory and principles to occupational performance. Standardized assessments of participation, activities of daily living, occupational performance, and pediatrics will be emphasized. Using activity analysis, the students connect the neuroscience of the physiological, neurobehavioral, cognitive, and psychological systems to the motor, process and communication performance skills and performance patterns that support occupational performance. Students will build clinical reasoning for core OT practice skills including assessment of person, occupation and environment factors, activity analysis and activity gradation, observation, administering and interpreting assessments, building measurement models, and documenting the evaluation process. Students will apply measurement principles and skills in selection, administration, and interpretation of assessments through case studies, laboratory and/or in-context experiences.

OTD 5750 HUMAN MOVEMENT TO SUPPORT OCCUPATIONAL PERFORMANCE (2)

In this course, students apply biomechanical principles to occupational performance. Biomechanics is concerned with the mechanical/anatomical bases of human movement. An interdisciplinary approach is used in which concepts from anatomy, physiology, and physics (mechanics) are integrated. This course also investigates tissue biomechanical properties required during the production of movements.

OTD 5800 HEALTH PROMOTION AND SELF-MANAGEMENT (3)

This course will address ways to meet the needs of clients with chronic diseases and conditions through community resources and self-management strategy training that extend beyond hospital delivered systems of insured care. Students will learn to develop partnerships with community agencies to reach

populations affected by chronic disease. Students will study health promotion and preventive individual and group models of service delivery for community-dwelling people. Students will explore theory-driven, evidence-based health education solutions for consumers with chronic conditions to strengthen their community participation. Students will engage in therapeutic education, empowering people to manage their conditions and connect with community resources for health promotion, prevention, and wellness.

OTD 6000 INTERVENTIONS TO SUPPORT OCCUPATIONAL PERFORMANCE OF ADULTS IN REHAB SETTINGS (4)

This course is designed to provide the foundation skills for evidence-based intervention for adults with neurologic or orthopedic conditions. Students will learn OT intervention approaches and clinical reasoning for individuals with a variety of conditions and barriers to participation. Building from what the students have learned about theory, evaluation and assessment, the learning experiences in this course will provide opportunities for students to develop and demonstrate professional competencies and behaviors necessary to develop and implement theoretically-sound and evidence-based interventions to address sensory, motor, and cognitive impairments associated with these conditions. Students will explore policies, theories, and targeted outcome measurement. Related skills in documentation, goal setting, reimbursement and ethical issues which may arise will be incorporated into classroom discussions and assignments.

OTD 6020 INTERVENTIONS TO SUPPORT OCCUPATIONAL PERFORMANCE OF CHILDREN, YOUTH AND FAMILIES (4)

This course is designed to provide the foundation skills for evidence-based intervention for young children, adolescents, and families. Students will learn OT intervention approaches and clinical reasoning for individuals and families with a variety of conditions and barriers to participation. Learning activities will explore policies, theories, and targeted outcome measurement. Building from what the students have learned about theory, evaluation and assessment, this course will provide opportunities for students to develop and demonstrate professional competencies and behaviors necessary to develop and implement theoretically-sound and evidence-based pediatric interventions. Related skills in documentation, goal setting, reimbursement and ethical issues which may arise will be incorporated into classroom discussions and assignments.

OTD 6100 PSYCHOSOCIAL AND MENTAL HEALTH INTERVENTIONS TO SUPPORT OCCUPATIONAL PERFORMANCE (4)

This course is designed to provide the foundation skills for evidence-based intervention for individuals with mental health and psychosocial challenges across the lifespan. Students will learn OT intervention approaches and therapeutic techniques for individuals with mental illness and other psychosocial diagnoses. Building from what the students have learned about theory, evaluation and assessment, the learning experiences in this course will provide opportunities for students to develop and demonstrate professional competencies and behaviors necessary to develop and implement theoretically-sound and evidence-based psychosocial interventions. Related skills in documentation, goal setting, reimbursement and ethical issues which may arise will be incorporated into classroom discussions and assignments. A 40-hour extended in-context fieldwork experience in a mental health setting will be incorporated as an integrated learning activity.

OTD 6120 INTERVENTIONS TO SUPPORT OCCUPATIONAL PERFORMANCE OF OLDER ADULTS (4)

This course is designed to provide the foundation skills for evidence-based intervention for older adults with a variety of acquired and chronic conditions as well as limitations related to the healthy aging process. Students will explore policies, theories, targeted outcome measurement and OT intervention

approaches and clinical reasoning for individuals with a variety of conditions and barriers to participation. Building from what the students have learned about theory, evaluation and assessment, the learning experiences in this course will provide opportunities for students to develop and demonstrate professional competencies and behaviors necessary to develop and implement theoretically-sound and evidence-based interventions to address sensory, motor, and cognitive impairments associated with these conditions. Related skills in documentation, goal setting, reimbursement and ethical issues which may arise will be incorporated into classroom discussions and assignments.

OTD 6150 SUPPORTING OCCUPATIONAL PERFORMANCE WITH TECHNOLOGY AND ENVIRONMENTS (3)

This course introduces assistive technology (AT) and adaptive equipment as an environmental intervention to preserve, augment or improve social, emotional, physical, and academic well-being. Equipment, mobility devices, physical environment and home modifications and computer technology will be explored. Intervention strategies that maximize participation in daily activities for people with varying limitations and disabilities will be examined in home, school, workplace, and community settings.

OTD 6180 MANAGEMENT AND POLICY FOR A DYNAMIC OT PRACTICE ENVIRONMENT (3)

This course applies healthcare policy, management, and organizational principles to occupational therapy services in current and evolving practice environments. Through discussions with business professionals and case studies, this course highlights organizational, managerial, marketing, financial, regulatory, and funding influences on the development, delivery, and evaluation of OT practice. This course is designed to encourage students to integrate knowledge gained from studies in policy, advocacy, and community practice.

OTD 6240 CLINICAL CASE-BASED LEARNING I (2)

In this first course of a two-semester sequence, students are engaged in learning experiences that include divergent case methods, inquiry learning, and problem-based learning. Using a self-directed learning process, clinical reasoning and group process skills, students apply the OT process and explore practice problems. They learn to apply specific occupational therapy evaluations and intervention techniques for persons of all ages and disability categories. The cases are integrated with material covered concurrently in the Interventions courses and focus on direct clinical treatment interventions.

OTD 6260 CLINICAL CASE-BASED LEARNING II (2)

In this second course of a two-semester sequence, students are engaged in learning experiences that include divergent case methods, inquiry learning, and problem-based learning. Using a self-directed learning process, clinical reasoning and group process skills, students apply the OT process and explore practice problems. They learn to apply specific occupational therapy evaluations and intervention techniques for persons of all ages and disability categories. The cases are integrated with material covered concurrently in the Interventions courses and focus on direct clinical treatment interventions.

OTD 6500 FIELDWORK AND PROFESSIONAL PRACTICE I (2)

This is the first course in a series that emphasizes the growth of the student as a professional. This course is the first fieldwork class that prepares students for their fieldwork experiences and sets the stage for the Preparation for Professional Practice course. This course will focus on the value of fieldwork in developing entry-level skills. Students will participate in self-directed learning experiences to enhance personal growth and professional competence. An intensive one week, 40-hour, supervised fieldwork experience in a clinical or community setting allows the student to practice the skills learned in the classroom.

OTD 6510 FIELDWORK AND PROFESSIONAL PRACTICE II (2)

This is the second course in a series that emphasizes the growth of the student as a professional. Students will develop an electronic professional portfolio and participate in self-directed learning experiences to enhance personal growth and professional competence. An intensive one week, 40 hour supervised fieldwork experience in a clinical or community setting allows the student to practice the skills learned in the classroom. Students will be introduced to various OT practice areas and given the opportunity to observe OT in various practice settings.

OTD 6600 CLINICAL FIELDWORK IIA (6)

Provides full-time clinical fieldwork experience under the supervision of an occupational therapist. Students' participation includes in-depth experience in delivering occupational therapy services to clients including evaluation, treatment, and intervention. Students have the opportunity to practice in a variety of clinical or community-based settings with populations ranging across the lifespan between the two placements. During the fieldwork process, students are expected to assume increasing responsibilities related to patient or client care. The fieldwork experience is designed to promote clinical reasoning, professionalism, and competency. Duration is 12 weeks.

OTD 6620 CLINICAL FIELDWORK IIB (6)

Provides full-time clinical fieldwork experience under the supervision of an occupational therapist. Students' participation includes in-depth experience in delivering occupational therapy services to clients including evaluation, treatment, and intervention. Students have the opportunity to practice in a variety of clinical or community-based settings with populations ranging across the lifespan between the two placements. During the fieldwork process, students are expected to assume increasing responsibilities related to patient or client care. The fieldwork experience is designed to promote clinical reasoning, professionalism, and competency. Duration is 12 weeks.

OTD 6700 INTRODUCTION TO DOCTORAL CAPSTONE EXPERIENCE & PROJECT (1)

This course is part of the experiential capstone component of the MU OTD Program. Students engage in planning and developing individual the capstone experience by drafting a learning plan with learning goals and learning activities to execute part III and IV of the Capstone Curriculum (Capstone Practice Model & Culminating Capstone Project) during summer year 3 as students develop advanced skills (those beyond a generalist level).

OTD 6800 LEADERSHIP SEMINAR FOR HEALTHCARE PROFESSIONALS (2)

This course is designed to provide an exploration of leadership practice and theory to foster leadership in health organizations and across interconnected disciplines. This course will address leadership through a study of the individual and the values that create the basis for all decisions made by leaders. Topics will include the values, conditions, and organizational factors that an autonomous healthcare professional needs to have and to understand in order to lead effectively as well as leadership theories and styles. Special emphasis will be placed on integrating knowledge and concepts related to management, professional advocacy, and organizational change.

OTD 6810 CONTEMPORARY PRACTICE MODEL DEVELOPMENT (4)

This course forms the capstone of the OTD program. Students are engaged in a seminar focusing on both intrinsic and extrinsic factors that influence occupational performance. The work will form an occupation-based model for either an established or an emerging area of practice. The student will complete work that is evidence-based, client-centered, based on theory, and fosters meaningful

participation. The course itself has a life span focus and the students learn from each other through critical analysis and presentation of readings relevant to their chosen population.

OTD 6850 TEACHING AND EDUCATION STRATEGIES (3)

This course offers an opportunity for students to explore innovative teaching methods and learning theories underlying practice, teaching tools, resources, and strategies. The knowledge in this course will provide the foundation required to create and prepare numerous presentations for classroom instruction, clinical & community-based in-services and professional presentations. Skills gained through this course will allow our graduates to be recognized as engaged, contemporary professionals. Activities will include designing and implementing teaching session(s), shared reflection on developing teaching skills in self and peers, critical reading, writing, and peer support.

OTD 6920 PROGRAM DEVELOPMENT FOR COMMUNITY AND POPULATION HEALTH (3)

This course examines community health and education practices for groups, communities, and populations and bridges the biomedical and sociocultural aspects of health through program development. Practice models are explored for health promotion, facilitating occupational performance and wellness, and population health across the lifespan and in different community-based settings. Students will learn community program development skills, including needs assessment, negotiating community partnerships, program planning and program evaluation. Students will develop an evidence driven, theory-based program that is capacity building for a community group or agency.

OTD 6990 PROFESSIONAL COMPETENCY SEMINAR (2)

This course is designed for the review and integration of occupational therapy knowledge, concepts, and skills in preparation for participation in the Doctoral Capstone Experience, completion of the NBCOT licensure exam, and autonomous clinical practice. Students will be presented with comprehensive case scenarios that will serve as the foundation for review of content areas and focused discussions. This course concludes with a comprehensive examination that will capture the student's competency in all content areas and safe clinical decision-making skills to identify student's readiness to proceed as an independent practitioner. The comprehensive examination must be passed to proceed with the final Doctoral Capstone Experience.

OTD 7000 DOCTORAL CAPSTONE EXPERIENCE (6)

The Doctoral Capstone Experience (DCE) is the capstone experience for students pursuing their clinical doctorate in occupational therapy which complements and extends their doctoral training. This course provides a customized experience specific to the doctoral pursuits of the student. Students may participate in program development, research, policy, clinical practice, advocacy, teaching, or leadership endeavors. Students are expected to achieve site specific goals established by the student, their faculty mentor, and the DCE site supervisor. The on-site portion of the experience is 14 weeks in length. The DCE is the capstone experience for students pursuing their clinical doctorate in occupational therapy which complements and extends their doctoral training.

Graduation Requirements

The following requirements must be met prior to degree conferral:

1. Completion of all didactic courses with a cumulative GPA of a 3.00 or higher.
2. A grade of C (70.00-74.99%) or above in all didactic and clinical Fieldwork courses.
3. All program coursework must be completed within a maximum of 4.5 years, which represents 150% of the published program length.

4. Good standing in character, conduct, and ability as described in the Ethical Conduct and Behavioral Expectations for Professionalism in Academic and Clinical Settings Policy.
5. No criteria met for academic probation, suspension, or dismissal.
6. Meeting all financial obligations to the University.
7. Recommended by the OTD faculty for graduation.

Recommendation for the Doctor of Occupational Therapy degree is a discretionary decision made by the faculty and administration of Methodist University, the Department of Occupational Therapy, and the College of Health Sciences and Human Services. Although this recommendation will not be withheld arbitrarily, it is not guaranteed.

Furthermore, no contract, stated or implied, exists between Methodist University, the Department of Occupational Therapy, or the College of Health Sciences and Human Services and any student guaranteeing that a degree or certificate will be awarded at any specific time or at all.

Honor Societies and Student Organizations

Students within the OTD Program are eligible for student membership in the American Occupational Therapy Association (AOTA), the North Carolina Occupational Therapy Association (NCOTA), the Coalition of Occupational Therapy Advocates for Diversity (COTAD), and Pi Theta Epsilon (National Occupational Therapy Honor Society) - Beta Nu Chapter.

Academic Promotion and Retention

Principles

1. Each individual enrolled in the OTD program at Methodist University shall be provided with every reasonable opportunity to succeed in their academic endeavors while in pursuit of the education necessary to become a practicing occupational therapist.
2. The faculty of Methodist University's OTD program has the obligation to provide the most appropriate education in terms of both rigor and content to assure that individuals graduating from the OTD program are prepared to meet the demands of the profession of occupational therapy with the highest degree of competence, ethics, professionalism, and social obligation.
3. All students enrolled in the OTD program at Methodist University must assume responsibility for their personal learning success.

Evaluation and Program Progression

The faculty of the Methodist University Occupational Therapy program is charged with the responsibility for educating students as well as determining the capacity of every student for competency and responsibility in the knowledge, behavior, and skills of an occupational therapist. At the end of each semester, the Student Affairs Committee will evaluate each student's academic standing in the program. Information will be collected from all sources relevant to the academic and ethical conduct of the student and will include input from course instructors, fieldwork supervisors, student services officers, and academic advisor reports. At risk students will be notified by the Student Affairs Committee of their current standing.

The academic standards of progress measure a student's performance in these areas:

1. **Cumulative grade point average:** Maintain a cumulative GPA of 3.00 or higher (no rounding)
2. **Minimum grade requirements:** Achieve a grade of C (70.00) or above in all didactic courses and Fieldwork courses.
 - a. Successful performance of C (70.00 or better) on all clinical skill/practical examinations.

- b. Does not meet any criteria for academic probation, suspension, or dismissal.
3. **Maximum timeframe for program completion:** the maximum timeframe is defined as the maximum number of credit hours a student may attempt in pursuit of a degree. The maximum allowable time for completing all OTD Program requirements is 4.5 years, which represents 150% of the published program length.
4. **Academic integrity:** Students must abide by the Methodist University Honor Code as described in the Graduate Academic Catalog.
5. **Completion of capstone project:** Students must fully complete and present their culminating final capstone project that was developed during the Clinical and Community Research Workshop series and during the Doctoral Capstone Experiential (DEC) Component.
6. **Exhibiting appropriate ethical conduct and behavioral expectations for professionalism:** Students must demonstrate appropriate ethical conduct and behavioral expectations for professionalism in academic and clinical settings as described in the OTD Program's Ethical Conduct and Behavioral Expectations for Professionalism in Academic and Clinical Settings Policy and the most current revision of the AOTA Code of Ethics.
7. **Adhering to safety standards:** Students must demonstrate the safe practice of occupational therapy and learning activities in all educational and professional settings. Safe practice entails minimizing risk to patients, self, and others.

OTD Program Academic Warning

Academic warning is an early intervention supportive action that is defined as good academic standing and is not documented on the student's transcript. The student will receive a program-initiated letter of academic warning should any of the following occur:

- The student receives 2 or more course grade(s) of C (70.00-74.99%) throughout the curriculum, or
- The student receives a course grade of C (70.00-74.99%) and 1 or more course grade(s) of C+ (75.00-79.99%) in a single semester.
- The student has a cumulative GPA between 3.00 and 3.15.
- A student fails (and successfully retakes) one (1) practical examination.
- A student fails a practical examination (and successfully retakes) any time after a period of Academic Probation.
- A student exhibits a pattern of behavior related to ethical conduct or safety standards as described in the Ethical Conduct and Behavioral Expectations for Professionalism in Academic and Clinical Settings policy.

If a letter of departmental academic warning is issued, the student should:

- Communicate with relevant course instructor(s) and their academic advisor to identify ways to improve their academic and or ethical conduct and behavior performance.

Academic warning is not reflected on the student's official academic transcript; however, it is reflective of academic performance history and will be maintained within the student's academic file contained within OT departmental records (Student Affairs Committee) and advising files. Academic warning status will be evaluated at the mid-point and end of each semester. A student who receives a letter of Academic Warning and fails to meet academic progress expectations in the subsequent semester will be referred for Academic Probation.

Academic Probation, Suspension, and Dismissal

Failure to meet minimum grade requirements, demonstrate academic integrity, complete the final scholarly project and Doctoral Capstone Experience, exhibit appropriate ethical conduct and behavioral expectations and/or, adhere to safety standards will result in action by the Dean of the College of Health Sciences and Human Services based on recommendation by the OTD Program Director, the OT Department Chair, and the Student Affairs Committee. The student may be placed on academic probation, academic suspension, or the student may be dismissed from the OTD program.

Academic Probation

Academic probation is a formal status assigned when a student's academic and/or ethical conduct performance falls below the standards for Good Academic Standing. It is intended as an opportunity to improve. Following the program's recommendation, the Academic Probation letter will be issued to the student by the Dean's Office. Academic Probation is recorded on the student's academic record and transcript.

While on academic probation, the student is prohibited from holding university-related elected offices or appointed positions (SOTA, COTAD, Ambassador, Advisory Board, SGA, BSU, etc.). A student on academic probation is required to develop and implement a Supportive Action Plan guided and approved by the academic advisor and relevant course instructor(s). The Supportive Action Plan must be reported to the Student Affairs Committee and submitted to the OTD Program Director. A student may not be on Academic Probation for consecutive semesters. If a student remains on Academic Probation for consecutive semesters, Academic Suspension may be initiated.

Academic Probation will be recommended under any of the following:

1. A student falls below the required cumulative GPA of 3.00.
2. A student exhibits a significant breach in ethical conduct standards as described in the Ethical Conduct and Behavioral Expectations for Professionalism in Academic and Clinical Settings or fails to adhere to required safety standards.
3. A student fails (and successfully retakes) two (2) practical examinations (see the OTD Student Handbook for related courses).
4. A student returns to the program after a period of Academic Suspension.

The student will be required to complete the following:

- The student will communicate with relevant course instructor(s) and their academic advisor to identify ways to improve their academic performance, and
- With input and review by their academic advisor, the student will complete a comprehensive Supportive Action Plan and will submit this plan to the OTD Program Director.

Academic Suspension

Academic Suspension is a temporary disenrollment due to failure to meet minimum grade requirements, a breach of academic integrity, inappropriate ethical conduct or behavioral expectations, or non-adherence to safety standards. Students reinstated from suspension return on Academic Probation.

Academic Suspension halts progression within the OTD curriculum and does not excuse the student from any course requirements. The student must resume enrollment in the curriculum the following academic year. Enrollment will begin at the start of the semester that follows the student's last successfully completed semester. Academic suspension must not extend a student's course of study

beyond a total of 4.5 years. Following the program's recommendation, the Academic Suspension letter will be issued to the student by the Dean's Office. Academic Suspension is recorded on the student's academic record and transcript.

An Academic Suspension will be recommended under any of the following:

1. A student fails a course by receiving a grade below a C (69.99% or less) in didactic courses or a Fieldwork course.
2. A student exhibits a significant breach in conduct and behavioral expectations for professionalism or fails to adhere to required safety standards.
3. A student falls below the required 3.00 GPA for a second consecutive semester.
4. A student fails (and successfully retakes) three (3) practical examinations (see the OTD Student Handbook for related courses).
5. A student remains on Academic Probation for consecutive semesters.
6. A student fails to satisfactorily complete any requirement on the Supportive Action Plan during a probationary period.

The student is responsible for initiating the determination of the financial consequences of a leave of absence due to Academic Suspension. Students should review financial arrangements with the Student Financial Services Office and the Office of Financial Aid.

Students who are placed on a required leave of absence (Academic Suspension) are responsible for notifying, in writing, the OTD Program Director, of their intention to return to classes no later than the date specified by the Program Director. Failure to do so will result in forfeiture of the student's place in the cohort.

At the time a required academic leave of absence (Academic Suspension) is imposed, the OTD Program Director and program faculty may recommend or require that the student meet additional conditions (e.g., documentation of remedial academic work) prior to resuming enrollment in the program. Upon re-enrollment following an academic leave of absence, the student will be:

1. Subject to all rules and regulations which pertain to the cohort the student is joining,
2. Required to retake all courses in which the student received below a C (69.99 or less),
3. Placed on academic probation during the semester of return.

Academic Dismissal and Termination of Enrollment

Academic Dismissal and Termination of Enrollment constitutes formal action initiated by the Dean of the College of Health Sciences and Human Services when a student fails to meet OTD program or institutional academic standards for continued enrollment. The student is officially withdrawn from the university. Academic Dismissal is recorded on the transcript. Reasons for Academic Dismissal may include, but are not limited to:

1. A course failure anytime following a period of Academic Probation and/or Academic Suspension.
2. Exceeding a maximum of three (3) practical reexaminations while enrolled in the MU OTD program.
3. Failing to adhere to the ethical conduct and behavioral expectations standards as described in the Ethical Conduct and Behavioral Expectations for Professionalism in Academic and Clinical Settings or failing to adhere to required safety standards following a period of Academic Probation and/or Academic Suspension.

4. Engaging in the following acts of misconduct, regardless of whether such misconduct occurs in, on, or off, University-owned or controlled property:
 - a. Commission of an offense classified as a felony by Federal criminal statutes.
 - b. Unlawful use, possession, or sale of illegal substances.
 - c. Falsification of records or any behavior or act that compromises the integrity of the student.
 - d. Repeated or egregious discriminatory, biased, or harassment behavior towards classmates, faculty, staff, clients, or other university community members; to include, but not limited to threats, retaliation, sexual harassment, hate crimes, and other behaviors that create a hostile, intimidating, or unsafe environment.

Dismissals are final and cannot be appealed. A student that has been terminated from enrollment and dismissed from the MU OTD Program may re-apply to the MU OTD Program through the regular admissions process. If re-admitted to the program, the student must retake all courses in the MU OTD Program.

Student Remediation Policies

The goal of remediation is to identify and assess the deficits in the student's learning process and/or information base and develop a program to resolve that deficit. The student will be expected to take an active role in the development and execution of the remediation plan.

Remediation of Fieldwork Courses

1. Students must receive at least a C (70.00-74.99%) or higher in all fieldwork education courses.
2. Students may only receive an incomplete or "I" for a fieldwork education course if they meet the following criteria:
 - a. They are passing the FW placement as determined by the Fieldwork Educator (FWE) in consultation with the Academic Fieldwork Coordinator (AFWC), and;
 - b. There are extenuating circumstances that may prevent the student from the successful completion of the FW affiliation. Any extenuating circumstances must:
 - i. Be approved by the AFWC and OTD Program Director
 - ii. Be communicated to the FWE within 24 hours
 - iii. Require the student's performance to be in good standing and
 - iv. Require no more than 3 days of make-up clinic time.
3. Students who receive a grade of "I" will seek academic advisement from the AFWC. The AFWC may modify the student's program of study with the approval of the OTD Program Director (and student academic advisor as appropriate):
 - a. If an incomplete grade is assigned during either of the Level II 12-week fieldwork placements and the extenuating circumstances are resolved, the AFWC may:
 - i. Delay the student's graduation, and;
 - ii. Restart the full-time fieldwork by placing the student in another but similar FW affiliation site, or;
 - iii. In consultation with the CCCE, restart the full-time fieldwork, but assign them to a new FWE within the same FW site
4. Prior to assigning a grade of "Fail" by the AFWC, the student may be offered an extension if:
 - a. The student has difficulty grasping one specific part of the FW course work and;

- b. The student has demonstrated sufficient knowledge and skills in other areas of the FW course and;
 - c. The FWE faculty and the AFWC agree that the deficiency can be remediated within an extended time frame of no more than two weeks and;
 - d. The clinic is willing and able to extend the FW experience.
5. A student will automatically receive a grade of “Fail” in a FW education course if the following circumstances occur and if supported by the appropriate documentation:
- a. The FWE requests the student be removed from the FW affiliation site.
 - b. Student’s actions are deemed unsafe by the FWE (and/or CCCE/FW Coordinator).

Once notified of Level II Fieldwork failure, the student is required to meet with AFWC and academic advisor to review FWPE scores and performance areas that contributed to the failing grade. The student is advised to develop a written learning plan prior to retaking the failed Level II Fieldwork course. The learning plan is the responsibility of the student and should include a description of the learning activities, a timeline to complete the plan, and identify resources needed. Suggested activities and strategies to be used for learning plans during the academic suspension include, but are not limited to:

- Reflective review of performance improvement needs based on FWPE
- Identification of needed resources
- Identification of a clinician/instructor to practice skills
- Seek out resources for individualized tutoring
- Development of learning activities to enrich the content
- Counseling to support improved study habits and learning strategies
- Meetings with academic advisor or AFWC
- Consideration of approved academic accommodations

Students who receive a “Fail” in the Level II Fieldwork A or B (12-week full-time FW placement) will be required to take an academic leave of absence (Academic Suspension) for a period of time set by the AFWC and the OTD Program Director (see Academic Promotion and Retention Policy). Following an academic leave of absence:

- Depending on FW site availability, upon a student’s return from their leave of absence they will be required to repeat the failed Level II Fieldwork (12-week full-time FW placement) in a similar clinical FW environment.
- Failure on a second attempt of the Level II Fieldwork A or B will be considered a second failure and in accordance with the Academic Promotion and Retention Policy, the student will be dismissed from the program.
- If the student passes the 2nd attempt of Level II Fieldwork A or B they will be allowed to move forward in the program and/or graduate.

PHYSICAL THERAPY (DPT)

Doctor of Physical Therapy

Accreditation

The Methodist University Doctor of Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Methodist University DPT received accreditation status effective May 2, 2018. Reaffirmation of accreditation was received on October 31, 2023.

CAPTE

3030 Potomac Avenue, Suite 100

Alexandria Virginia 22305-3086

703.706.3245

accreditationsupport@apta.org

capteonline.org.

If needing to contact the program/institution directly, please call (910) 630-7476 or email

shall@methodist.edu.

Program Description

The DPT program is within the College of Health Sciences and Human Services (CHSHS) at Methodist University (MU). The department administers one academic program: the Doctor of Physical Therapy program.

The Doctor of Physical Therapy (DPT) program fully embodies the mission of Methodist University and the College of Health Sciences and Human Services. The DPT curriculum is rooted in the liberal arts tradition, fostering ethical decision-making, moral values, and a commitment to intellectual growth. Through rigorous academic and clinical training, students will be prepared to serve as compassionate and competent physical therapists—one who contributes meaningfully to the profession and the broader community. The DPT program emphasizes professionalism, service, and lifelong learning, equipping students to promote health, restore function, and enhance quality of life in all populations. A DPT students' journey here will not only shape their career but also develop them as a whole person, ready to make a positive impact on the profession, healthcare, and society.

Mission

The DPT program at MU advances society's health and well-being by cultivating competent, compassionate, movement-system-focused physical therapists who exemplify contemporary evidence-based skills, professionalism, and collaborative teamwork.

Vision

The Methodist University Doctor of Physical Therapy program cultivates adaptable, innovative practitioners dedicated to serving all communities, advancing the profession, and navigating the evolving healthcare landscape with integrity and resilience to meet society's needs.

Core Values

Professionalism, the foundation of the Methodist University Doctor of Physical Therapy program, encompasses integrity and accountability while fostering compassion, empathy, and inclusivity. Students and graduates demonstrate respect and responsibility for everyone in every interaction while adhering to the highest ethical standards, fostering cultural humility, and valuing various perspectives to promote trust in clinical practice.

Excellence in Practice encompasses delivering patient-centered, evidence-based care while continually refining clinical expertise, critical thinking, and continuous skill development. Excellence embodies a strong sense of duty, professional responsibility, and advocacy to uphold the highest standards of practice to enhance outcomes and promote long-term health for society. Students and graduates engage in mentorship and contribute to the profession's evolution. By embracing innovation and evidence-based practice, students and graduates position themselves as industry leaders, shaping the future of healthcare through excellence and continuous advancement.

Collaboration involves integrating intradisciplinary and interdisciplinary partnerships that address the needs of individuals and communities to continuously advance society's health and well-being. Students and graduates foster open communication, mutual respect, and shared decision-making with patients, families, and healthcare professionals to ensure that care is holistic, movement-system-focused, and patient-centered.

Being **Service-Oriented** prioritizes the needs and well-being of patients, co-workers, and communities. Rooted in evidence-based practice, professionalism, and collaboration, this approach ensures that students and graduates are responsive, adaptable, and dedicated to improving the quality of life for those they serve.

Program Goals

Graduates will:

1. Demonstrate the knowledge, technical skills, and clinical reasoning necessary to provide effective entry-level physical therapy care across diverse settings and populations.
2. Demonstrate professional behaviors that embody the core values of the program and profession.
3. Contribute to the dynamic healthcare environment with innovation, ethical decision-making, resilience, and advocating for patients and the profession.
4. Embrace lifelong learning as a foundation of professional excellence, pursuing opportunities for experiences to stay current and grow within the field.
5. Choose employment that allows them to impact others and positively meet their personal and professional goals.

Students will:

1. Demonstrate clinical excellence by applying contemporary, evidence-based practices to assess and manage movement system dysfunctions, for all settings and across the lifespan.
2. Engage in teamwork that enhances patient care and advances the healthcare system's collective goals.
3. Embody a service-focused approach to addressing the needs of constituents in physical therapy and society.
4. Consistently exhibit professional behaviors, exemplifying the program's core values and the physical therapy profession.

Faculty will:

1. Advance healthcare knowledge through active engagement in ongoing professional development and scholarly activity to meet contemporary healthcare needs.
2. Foster a collaborative, student-centered learning environment sensitive to others' needs, intellectual values, and rights.
3. Demonstrate a commitment to professional and community service.
4. Exemplify the program's core values.

The program will:

1. Demonstrate a commitment to cultivating physical therapy practitioners who exemplify the program's core values.
2. Cultivate partnerships with various societal and professional communities through activities that reflect a commitment to health and well-being.

Admissions

Consistent with the University admission policy, admission to the Methodist University DPT Program is without regard or discrimination on the basis of race, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability. Students are informed that becoming a physical therapist requires the completion of an education program which is intellectually as well as physically challenging, that the candidate should be able to perform in a reasonably independent manner, and that reasonable accommodation does not mean that students with disabilities are exempt from certain tasks inherent to the profession of physical therapist.

The DPT Program at MU seeks to admit individuals who are not only academically prepared but also passionate about serving others and advancing the profession of physical therapy. The admissions process is intentionally structured to evaluate each applicant comprehensively, considering academic achievement, prerequisite preparation, professional readiness, personal qualities, and alignment with the program's mission of developing compassionate, reflective, and competent physical therapists. The admissions process is holistic and structured in phases: initial academic assessment followed by evaluation of additional strengths such as volunteer or clinical experience, personal essays, and other professional indicators, culminating in an interview with faculty.

MU DPT values a diverse and inclusive cohort, and the holistic admissions process reflects a commitment to identifying candidates who will thrive in the challenging DPT curriculum, contribute meaningfully to the learning community, and be prepared to lead and care for patients in diverse healthcare environments. Applicants with a strong admissions package but with a cumulative GPA or prerequisite GPA below the required levels may be considered for an interview for further assessment.

Admission Requirements

1. A minimum overall grade point average (for both undergraduate and, if applicable, graduate study) of 3.00 on a 4.00 scale will be required.
2. A minimum prerequisite course grade point average of 3.20 on a 4.00 scale and have no prerequisite courses with a grade less than a "C."
3. At the time of application, candidates are expected to have no more than two prerequisite courses remaining to be taken during the spring semester of the application closing date. Exceptions may be considered at the discretion of the Admissions Committee. All prerequisite courses must be completed prior to starting the DPT Program.

Prerequisite courses are as follows:

Course Requirement	Courses to Fulfill Requirements	Credit Hours
General Biology I and II with labs	Botany, Zoology, and Ecology courses are not acceptable or General Biology I and upper-level Biology courses with labs to include Microbiology, Embryology, and Cellular Physiology. Exercise Physiology may be accepted at the discretion of the admissions committee, in lieu of the upper-level Biology course.	8.00
General College Chemistry I and II with labs	General College Chemistry I and II with labs	8.00

Human Anatomy and Physiology I and II	Human Anatomy and Physiology I and II OR individual Human Anatomy and Human Physiology courses both with an accompanying lab	8.00
General College Physics I and II with labs	General College Physics I and II with labs	8.00
Psychology	Two semesters of Psychology including General Psychology and one additional Psychology course. Suggested courses include Developmental Psychology, Child Psychology, Abnormal Psychology, or Psychology of Disability.	6.00

4. Biology, Anatomy, Physiology, and Chemistry prerequisite courses must have been completed within ten years prior to application. Work experience or graduate level education in a related field (e.g., athletic training, exercise physiology, etc.) may be accepted at the discretion of the Admissions Committee, in lieu of the ten-year prerequisite course time limitation. Course content will be reviewed by program content experts to determine if courses are acceptable as prerequisites.
5. Advanced Placement credits are not accepted for prerequisite courses.
6. Other Testing
 - a. For non-native speakers of English, a Test of English as a Foreign Language (TOEFL) will also be required.
 - i. TOEFL-iBT minimum composite score of 89 with minimum subsets; 24 Writing, 26 Speaking, 21 Reading and Comprehension, and 18 listening
 - ii. Comparable Scores would be 220 on the computer-based exam, 560 on the paper-based exam, a TSE of 50 and/or a TWE of 4.5.
7. Foreign Graduates: Completion of degree outside of the United States.
 - a. Applicants must have their transcripts evaluated by the World Education Services (WES) to determine if the degree is equivalent to a bachelor's degree in the United States. If the evaluation determines work done outside the US is equivalent to a bachelor's degree, the applicant has met the degree requirement. If the evaluation does not determine equivalency to a bachelor's degree, the applicant does not meet the requirements for entry into the program. Degree equivalency is the only item of importance the program will consider on the WES evaluation.
 - b. If the applicant has degree equivalency on the WES but lacks specific pre-requisite courses, any prerequisites that are lacking must be taken in the United States in order to be considered for admission.
 - c. Non-native speakers of English foreign graduates must complete the Test of English as a Foreign Language (TOEFL). The program will not allow substitution of an English course or certificate in place of TOEFL scores. Minimum scores are noted in item 6.b.i. and ii. above.
 - d. Foreign graduates must follow the same application process through PTCAS.

General Admissions Process

All Candidates for admission must submit the following:

1. Methodist University will utilize PTCAS for submission of the application to the DPT Program. The application will include demographic information (personal data, addresses etc.), colleges/universities attended, degree(s) awarded, academic coursework (all courses taken),

- TOEFL score, professional experience, community service, awards and honors, and a personal statement.
2. Three references with the intent of gaining information about the applicant's academic ability, clinical skills, communication skills, and interpersonal skills. Each applicant must submit references from the following:
 - a. One from a faculty member in the applicant's major
 - b. One from a licensed physical therapist (not related to the applicant),
 - c. A third reference from either another faculty member or licensed physical therapist (not related to the applicant).
 3. Official copies of all transcripts from institutions of higher education attended, even if the applicant did not receive a degree will be submitted via PTCAS.
 4. Electronic copies of the application materials (application, references, and transcripts) will be forwarded to the Director of Admissions for the DPT Program.

Applicant Review (Phase I)

The initial phase of the admissions process is designed to ensure that students enrolled in the DPT Program possess the academic credentials to successfully complete the program of study. A number of criteria are used during this phase of the admissions process to score the applicants. The Admissions Committee will use the following criteria:

- Undergraduate cumulative Grade Point Average (GPA)
- GPA of prerequisite course work
- Personal essay

Additional factors that may affect the applicant's score during Phase I of the admissions process include:

- Assessment of the volunteer experience, clinical employment or other clinical activities attained by the applicant prior to submitting the application. While clinical experience is not required, it is a desired qualification for admission into the DPT Program.
- Graduate-level GPA. Students with graduate-level experience earn additional points based on their cumulative GPA of all graduate-level courses.

The outcome of Phase I of the admissions process will determine if the applicant is offered the opportunity to participate in Phase II.

Applicant Review (Phase II)

Phase II of the application process consists of an in-person interview with DPT faculty, time spent with current students, and a campus tour (virtual or in-person). If a virtual interview is required, applicants will interview with DPT faculty and will have access to a virtual campus tour.

Provisional Acceptance

The MU DPT Program operates a rolling admissions process with a priority deadline in March and applications closing in May. Therefore, at the time of application, students may have prerequisites outstanding. As mentioned under the Admission Requirements, applicants are expected to have no more than two prerequisite courses remaining to be taken during the spring semester of the application closing date. If a student has outstanding prerequisites at the time of applying, and they are offered a seat in the program, they will receive a provisional acceptance to the program. Before being enrolled in the DPT program, students must submit their final transcripts to the Director of Admissions to demonstrate completion of the outstanding courses and to ensure that they have satisfactorily met all

admissions requirements. The information is forwarded to the Admissions Committee Chair, who in consultation with the Program Director, provides the student permission to enroll in the DPT program.

Admissions Pathways and Affiliated Articulation Agreements

The admission criteria are based on appropriate and equitable criteria and applicable law to ensure nondiscrimination and equal opportunity for all candidates to the Methodist University Doctoral Program in Physical Therapy. The admission criteria and proposed policies for recruitment and admission of qualified candidates are consistent with other accredited doctoral level physical therapy programs.

The Department of Physical Therapy offers three avenues for admission into the DPT Program: the Traditional Pathway, the Health Sciences Pathway, and Affiliated Articulation Agreements.

Traditional Pathway

This pathway will require candidates to possess a bachelor's degree from an accredited college or university (degree in any field) or be in their senior year of undergraduate study. A completed bachelor's degree will be required prior to enrollment in the DPT Program, as evidenced by a final official college/university transcript, as well as completion of all the prerequisite courses as described in the admissions requirements. All applicants through the Traditional Pathway will be evaluated and scored as described in the admissions process.

Health Sciences Pathway

The Methodist University Health Sciences Pathway will provide academically qualified MU undergraduate students with the opportunity for mentorship, access to the Pre-PT Club and assistance with the DPT admissions process. The Health Sciences Pathway will challenge the MU candidate academically in preparation for admission into the DPT Program upon successful completion of a MU bachelor's degree. This pathway is open to all Methodist University students who pursue a Bachelor of Science degree in [Biology](#), [Chemistry](#), and [Kinesiology](#).

MU students applying for admission through this pathway will be required to complete the same DPT prerequisite courses as outside applicants and will apply in the same manner through [PTCAS](#). Applicants applying through the Health Sciences Pathway will be scored on the same admissions criteria as outlined in the admissions process.

Participation in the Health Sciences Pathway does not guarantee admission to the DPT program.

Affiliated Articulation Agreements

Methodist University Department of Physical Therapy is affiliated with four schools through articulation agreements. These schools have the opportunity for consideration for admission into the MU DPT Program as outlined in the MU DPT affiliate agreements. The following schools are affiliated with MU DPT:

- Baptist Health Sciences University
- Saint Elizabeth University
- Northern Vermont University
- Waynesburg University

Students applying for admission through this pathway are required to meet the same admissions requirements and complete the same prerequisite courses as candidates applying through the Traditional Pathway. Applicants are also scored on the same admission criteria as described in the admissions process.

A student or graduate of an affiliated school is not guaranteed admission to the DPT program.

Transfer Credit

The DPT Program allows only 9 credit hours of equitable graduate level work to be transferred as credit towards the post-baccalaureate degree in physical therapy. Graduate transfer credit is at the discretion of the Program Director after consultation with the faculty responsible for the curricular content area and the Registrar. The DPT Program grants transfer credit based on the content of the courses taken, the rigor and equity of the courses as compared to the course in the DPT curriculum, and the quality of performance in the courses. Transfer credit will be considered for courses applicable to the DPT Program and in which a grade of “B” or better has been earned. Transfer credit is marked as such on a student transcript, along with the name(s) of the institution(s) where the credit was earned.

Credit will only be considered if it is being transferred from an institution of higher education that has been accredited by one of the six regional accrediting agencies (Middle States Commission on Higher Education; New England Association of Schools and Colleges – Commission on Institutes of Higher Education; North Central Association of Colleges and Schools – The Higher Learning Commission; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools, Commission on Colleges; and Western Association of Colleges and Schools – Senior Colleges and University Commission).

Academic Degree Requirements

The DPT curriculum comprises components of didactic and clinical education that enable students to master the skills, knowledge, and behaviors necessary to become competent and ethical entry-level physical therapists who provide evidence-based care to patients across the continuum of care. The DPT curriculum is a rigorous, progressive course of study that strikes a balance between foundational, applied, clinical, and behavioral sciences. Each annual class will enter and proceed through the curriculum as a cohort.

Students must successfully complete the following **110 credit hours** of didactic and clinical coursework:

FALL - Year 1, Term 1		
Course #	Course Title	Credit Hours
DPT 5010	Medical Physiology and Diseases for PT	4.00
DPT 5100	Foundations for PT Practice	1.00
DPT 5120	Psychosocial Aspects of Physical Therapy	3.00
DPT 5140	Teaching and Learning	2.00
DPT 5200	Human Anatomy I	4.00
DPT 5300	Introduction to Research	2.00
DPT 5500	Physical Therapy Tests and Measures	3.00
Total Semester Hours		19.00

SPRING - Year 1, Term 2		
Course #	Course Title	Credit Hours
DPT 5180	Documentation for Physical Therapists	1.00
DPT 5220	Human Anatomy II	4.00
DPT 5400	Biomechanics	3.00
DPT 5520	Foundations of Acute Care and Patient Care Skills	3.00

DPT 5540	Biophysical Agents	3.00
DPT 5600	Functional Neuroanatomy	3.00
DPT 5900	Musculoskeletal Physical Therapy I	2.00
Total Semester Hours		19.00

SUMMER - Year 1, Term 3		
Course #	Course Title	Credit Hours
DPT 5560	Exercise Principles and Prescription	3.00
DPT 5710	Exercise Physiology and Wellness	4.00
DPT 5810	Gait and Movement Analysis	2.00
DPT 5850	Pharmacology for Physical Therapy	2.00
Total Semester Hours		11.00

FALL - Year 2, Term 1		
Course #	Course Title	Credit Hours
DPT 6010	Musculoskeletal Physical Therapy II	4.00
DPT 6110	Adult Neurological Physical Therapy I	3.00
DPT 6300	Research Design I	1.00
DPT 6410	Diagnostic Imaging and Medical Screening for the Upper Extremity	2.00
DPT 6510	Geriatrics and Aging	2.00
DPT 6600	Integumentary Physical Therapy	2.00
DPT 6900	Clinical Education Experience I	1.00
Total Semester Hours		15.00

SPRING - Year 2, Term 2		
Course #	Course Title	Credit Hours
DPT 6030	Musculoskeletal Physical Therapy III	4.00
DPT 6120	Pediatric Physical Therapy	4.00
DPT 6130	Adult Neurological Physical Therapy II	3.00
DPT 6320	Research Design II	1.00
DPT 6420	Diagnostic Imaging and Medical Screening for the Lower Extremity	2.00
DPT 6700	Cardiopulmonary Physical Therapy	3.00
DPT 6920	Clinical Education Experience II	1.00
Total Semester Hours		18.00

SUMMER - Year 2, Term 3		
Course #	Course Title	Credit Hours
DPT 6840	Nutrition for Physical Therapy	2.00
DPT 6940	Clinical Education Practicum I	5.00
Total Semester Hours		7.00

FALL – Year 3, Term 1		
Course #	Course Title	Credit Hours

DPT 7150	Fundamentals of Business and Leadership in Physical Therapy.	2.00
DPT 7200	Prosthetics and Orthotics	3.00
DPT 7240	Physical Therapy for Select Populations	2.00
DPT 7300	Research Design III	1.00
DPT 7600	Comprehensive Examination	1.00
DPT 7700	Clinical Practicum II	6.00
	Total Semester Hours	15.00
SPRING - Year 3, Term 2		
Course #	Course Title	Credit Hours
DPT 7720	Clinical Practicum III	6.00
	Total Semester Hours	6.00

Elective courses (not required for completion):

DPT 6950 and DPT 7950 Clinical Sciences Review (1-6 credit hours)

Physical therapy is an intellectually, physically, and psychologically demanding profession. It is during the rigorous three-year curriculum that the student develops the qualities needed to practice physical therapy. The qualities include the foundation of knowledge, attitudes, skills, and behaviors needed throughout the physical therapist's professional career. These abilities are described in the DPT Program's policy on Professional Behavior and Essential Functions (Refer to DPT Student Handbook).

The ability to perform these skills and utilize these abilities provides the framework for the safe practice of physical therapy. Therefore, students must be able to successfully complete, with or without reasonable accommodation, all required components of the curriculum, including professional behavior and essential functions.

Course Descriptions – DPT

DPT 5010 MEDICAL PHYSIOLOGY AND DISEASES FOR PT (4)

This course is designed to provide an introduction to Human Physiology and the basic principles in the study of disease. The course is concerned with the basic underpinnings of structure, function, and pathological processes. Emphasis will be placed on general cellular physiology with an overview of pathological processes at the cellular and molecular level; neurophysiology; muscle physiology; epithelium; and connective tissue. In addition, there will be an introduction to general organ system human physiology and organ system and multisystem pathologies; emphasis will be placed on cardiovascular, pulmonary, renal, endocrine, and gastrointestinal systems and on diseases that occur in patients that are often treated by the physical therapist. Physiology and Pathology serve as an underpinning of mechanisms that lead to impairments, functional limitations, and disabilities that are treated in the hospital and clinic.

DPT 5100 FOUNDATION FOR PT PRACTICE (1)

This course is designed to introduce the student to the foundational language and precepts for professional practice. As the foundation for intra- and inter-professional communication, part of this course will be devoted to introducing the student to commonly used medical terminology. Another portion of this course will introduce the student to the foundational concepts required for appropriate professional behaviors and interactions. This part of the course will emphasize the documents that frame and guide the profession, professional association, and the basic regulations of the physical therapy profession. Ethical issues and the moral reasoning process in health care will be examined,

including the philosophical, sociocultural, and professional influences. Students will analyze ethical dilemmas and evaluate ethical theory.

DPT 5120 PSYCHOSOCIAL ASPECTS OF PHYSICAL THERAPY (3)

This course is designed to introduce students to the multiple roles of the physical therapist and the responsibilities inherent in the relationships with clients, colleagues, families, and the profession. Learning experiences will be focused on psychological and social factors relevant to physical therapy practice, and the dynamics associated with effective patient/client-practitioner interactions. Emphasis will be placed on self-awareness as well as awareness of others with respect to illness, pain, addictions, cultural differences, spirituality, and coping strategies. Essential to effective patient/client-practitioner interactions is effectual communication. Therefore, this course also addresses communication strategies, from theoretical principles to application, which are necessary for students to become engaged professionals.

DPT 5140 TEACHING AND LEARNING (2)

This course is designed to introduce students to their role as teachers to professional colleagues, patients, health care stakeholders, and future students. Emphasis is on integrating and applying teaching and learning theories as they relate to the planning, implementation, and evaluation of instructional units in didactic settings, clinical settings, and the community.

DPT 5180 DOCUMENTATION FOR PHYSICAL THERAPISTS (1)

This course emphasizes the development of effective documentation skills, including exposure to a variety of documentation formats and implications for proper reimbursement. Disablement classification models, behavioral objectives, and functional outcome concepts are applied to organize patient data and identify treatment goals. This course will emphasize both traditional hand-written documentation and the use of electronic medical record (EMR) systems.

DPT 5200 HUMAN ANATOMY I (4)

This is the first course in a two-course series which provides an in-depth study of human anatomy, including an introduction to anatomical and medical terminology, and foundational information on human development and structure fundamental to considerations of function, physical diagnosis, trauma, and disease. Using a regional approach, this course places emphasis on obtaining functional knowledge of normal human gross anatomy. This course will focus on the anatomy and anatomical relationships of the neck, back, thoracic cage/cavity, and upper extremities as a basis for solving clinical problems related to these body regions.

DPT 5220 HUMAN ANATOMY II (4)

This is the second course of the two-course series which provides an in-depth study of human anatomy, including an introduction to anatomical and medical terminology and foundational information on human development and structure fundamental to considerations of function, physical diagnosis, trauma, and disease. Using a regional approach, this course places emphasis on obtaining functional knowledge of normal human gross anatomy. This course will focus on the anatomy and anatomical relationships of the head, abdomen, pelvis, perineum, and lower extremities as a basis for solving clinical problems related to these body regions.

DPT 5300 INTRODUCTION TO RESEARCH (2)

This course is designed to provide a thorough analysis of selected research that allows students to develop an understanding of adequate clinical research design, appropriate analytical procedures, and the nature of research criticism. Research designs across the spectrum of research will be explored in

relation to clinical research for physical therapists. Students will analyze data using computer software, participate in discussions regarding selected research designs, and critically review selected professional literature.

DPT 5400 BIOMECHANICS (3)

Biomechanics is concerned with the mechanical/anatomical bases of human movement. An interdisciplinary approach is used in which concepts from anatomy, physiology, and physics (mechanics) are integrated. Quantitative and qualitative biomechanical analyses of human movement are studied from the perspective of kinematic and kinetic descriptions of single and multi-segment motion. This course also investigates tissue biomechanical properties required during the production of movement.

DPT 5500 PHYSICAL THERAPY TESTS AND MEASURES (3)

This course is designed to introduce students to some of the tests and measures that physical therapists use in the clinical examination as a means to gather information about the patient/client. The tests and measures covered include vital signs, anthropometric measures, musculoskeletal screening tests, postural assessment, goniometry, manual muscle testing, sensory testing, reflex testing, palpation of surface anatomy, and an introduction to joint mobility. This course includes laboratory time in order to facilitate psychomotor learning that is essential to the development of sound clinical decision-making skills.

DPT 5520 FOUNDATIONS OF ACUTE CARE AND PATIENT CARE SKILLS (3)

This course is designed to introduce students to the skills required by the physical therapist in the generalist acute care/in-patient environment. This course will emphasize proper body mechanics, infection control, standard precautions and sterile technique, basic assessment, transfers, bed mobility and positioning, safe use and handling of tubes, clinic safety procedures, prescribing the proper WC and instruction on wheelchair mobility, applying proper therapeutic ROM exercises, and using appropriate assistive devices for gait and transfers.

DPT 5540 BIOPHYSICAL AGENTS (3)

This course covers the physical modalities, hydrotherapy, massage, myofascial release, trigger point therapy, dry needling, and acupressure/ acustimulation. The modalities include thermal modalities, traction, continuous passive ROM, electrical stimulation, and biofeedback techniques. The indications, contraindications, physiologic basis for therapeutic effect, and known efficacy are discussed in the lecture/discussion component. Students will experience the effect of each modality and develop psychomotor skills in the application of each modality during the laboratory portion of the course.

DPT 5560 EXERCISE PRINCIPLES AND PRESCRIPTION (3)

This course provides the scientific basis and principles of therapeutic exercise prescription, as well as practical application and hands-on experience in performing various therapeutic exercise techniques correctly. Aquatic physical therapy techniques, training, and performance enhancement approaches to exercise will also be addressed.

DPT 5600 FUNCTIONAL NEUROANATOMY (3)

This course introduces students to neuroscience principles necessary for clinical practice. Throughout the course, information builds from the structure and function of the individual cell, to how cells connect and communicate, to how cells coalesce into functional systems responsible for the control of particular aspects of behavior. The primary focus of the course is functional systems (e.g., motor, sensory, visual, and vestibular systems). Within each functional system, we will examine the adequate

stimulus, sensory receptors, afferent pathways, control center, efferent pathways, effectors, and functional deficits if the system is damaged.

DPT 5710 EXERCISE PHYSIOLOGY AND WELLNESS (4)

This course provides the foundational basis for understanding the body's physiological responses to physical activity and exercise, focusing on both acute responses and chronic physiologic adaptations to physical activity and exercise, as well as methods for testing fitness and exercise readiness. The course also provides an overarching view of health and wellness, the inter-relationship of human physiology, exercise, health and wellness, and the growing dynamic of these factors in physical therapy practice. Wellness topics will include multiple dimensions of physical wellness, mental, and social wellness. Areas covered include Bioenergetics (energy substrate and energy transfer at rest and with activity); Cardiopulmonary adaptations to activity; Neuromuscular and Endocrine adaptations to activity; Training for physiologic and performance adaptations; Exercise Testing/Fitness Assessment; Physical, Mental, and Social Wellness and their impact on Community and Societal Health.

DPT 5810 GAIT AND MOVEMENT ANALYSIS (2)

This course will provide an overview of observational and motion capture techniques for the analysis of human motion. This course is intended to advance student analysis of the kinematics and kinetics of human movement in two and three dimensions with an emphasis on methods used in motion capture, including joint and segment position, acceleration, velocity, force, torque, work, and power. Major topics will include measurement and analysis of kinematic and kinetic biomechanical signals during gait, running, and other sport-related activities. Basic biomechanical modeling and introduction to data analysis techniques for biomechanical data will be discussed. Gait analysis applications covered in the course include the description of able-bodied gait, an examination of gait abnormalities, and pathologies.

DPT 5850 PHARMACOLOGY FOR PHYSICAL THERAPY (2)

To present the primary drug classes and the physiologic basis of their action. Drugs will be grouped according to their general effects and the type of disorders they are routinely used to treat. Special emphasis will be placed on drugs that are commonly used to treat people receiving physical therapy. This course will likewise address how drug therapy interacts with physical therapy, and how drugs can exert beneficial effects as well as adverse side effects that impact on rehabilitation.

DPT 5900 MUSCULOSKELETAL PHYSICAL THERAPY I (2)

This course is the first of three courses which introduce and emphasize management of patients with musculoskeletal dysfunction. Additionally, this course incorporates the study of physical therapy, musculoskeletal examination, and evaluation within orthopedic manual physical therapy. Students will learn to integrate concepts of various approaches to physical therapy management, along with an overview of the evaluation, diagnosis, and physical management of musculoskeletal dysfunction. Clinical applications and case-based learning is used to emphasize the process of patient management across the biopsychosocial spectrum. Students will learn an integrated clinical reasoning model by which to develop reflection on, reflection in, and reflection for action within the clinic and their interactions in musculoskeletal physical therapy. Upon completion of this course students will be prepared to utilize the World Health Organization International Classification of Function model to identify, assess, and apply appropriate concepts of musculoskeletal physical therapy within clinical scenarios and case-based learning.

DPT 6010 MUSCULOSKELETAL PHYSICAL THERAPY II (4)

This course provides an in-depth study of the evaluation, diagnosis, and physical management of musculoskeletal impairments and limitations of the cervical and thoracic spine, temporomandibular joint, and upper extremities of the human body. Students will learn to integrate concepts of various approaches to physical therapy management with specific examination and intervention techniques to address both surgical and nonsurgical musculoskeletal conditions of these regions. Various orthopedic manual physical therapy approaches including special tests, thrust and non-thrust joint mobilization techniques, will be introduced. The student will also learn to incorporate appropriate therapeutic exercise and activity regimens for various musculoskeletal conditions of these upper quarter and spine regions.

DPT 6030 MUSCULOSKELETAL PHYSICAL THERAPY III (4)

This course provides an in-depth study of the evaluation, diagnosis, and physical management of musculoskeletal dysfunction of the lumbar spine, pelvis, and lower extremities of the human body. Students will learn to integrate concepts of various approaches to physical therapy management with specific examination and intervention techniques to address both surgical and non-surgical musculoskeletal conditions of these regions. Various orthopedic manual physical therapy approaches including thrust and non-thrust techniques, are introduced. The student will also learn to design appropriate therapeutic exercises for various musculoskeletal conditions of these lower quarter regions.

DPT 6110 ADULT NEUROLOGICAL PHYSICAL THERAPY I (3)

This is the first of two courses exploring the intervention for individuals with neurological dysfunction based upon neurophysiological and pathokinesiological mechanisms resulting in pathology, impairments, functional limitations, and disabilities. Emphasis is placed on three content areas: 1) theoretical models of how human movement is controlled under normal and pathological conditions, 2) knowledge of the etiology, clinical presentation, and natural history of recovery, and 3) techniques to examine and intervene in the most common movement impairments and functional limitations due to neurologic damage.

DPT 6120 PEDIATRIC PHYSICAL THERAPY (4)

This course is designed to provide learning opportunities in the area of early growth and development and pediatric physical therapy. An emphasis on clinical decision-making from a biopsychosocial and evidence-based perspective underlies the course. It covers primarily development and neurologic problems of childhood that are addressed by physical therapy. Students develop a working knowledge of diagnostic categories, PT problems, evaluation tools, and intervention strategies and techniques that are common to pediatric practice.

DPT 6130 ADULT NEUROLOGICAL PHYSICAL THERAPY II (3)

This is the second course of adult neurological rehabilitation that continues to explore the intervention for individuals with neurological dysfunction based upon neurophysiological and pathokinesiological mechanisms resulting in pathology, impairments, functional limitations, and disabilities. Emphasis is placed on three content areas: 1) theoretical models of how human movement is controlled under normal and pathological conditions, 2) knowledge of the etiology, clinical presentation, and natural history of recovery, and 3) techniques to examine and intervene in the most common movement impairments and functional limitations due to neurologic damage.

DPT 6300 RESEARCH DESIGN I (1)

This course is the first of a three-course sequence for the culminating research experience in the DPT Program. In this course, students will develop a research proposal and successfully complete all appropriate applications for the Institutional Review Board (IRB). This endeavor is the first component of

the process that will be continued in DPT 6420 and DPT 7400 in which the project is formally completed and presented. This proposal will be done under the advisement of faculty with expertise in the research and content areas.

DPT 6320 RESEARCH DESIGN II (1)

This course is the second of a three-course sequence for the culminating research experience in the DPT Program. In this course, students will collect data for proposed research projects, perform appropriate literature search for primary and secondary analyses, obtain relevant literature, and complete the initial portions of a written manuscript through an iterative process with peers, the instructor, and any clinical or faculty advisors involved in the project. This endeavor is the continuation of the process begun in DPT 6300 in which the project was formally developed, and the IRB process successfully completed.

DPT 6410 DIAGNOSTIC IMAGING AND MEDICAL SCREENING FOR THE UPPER EXTREMITY (2)

This course is designed to introduce students to the foundations and principles of diagnostic imaging and medical screening procedures for the cervical spine, thoracic spine, and the upper extremity as used in clinical management. This course will emphasize plain film radiography, computed tomography, magnetic resonance imaging, ultrasound, nuclear medicine, and electrophysiological studies. Rationales and guidelines for examination selection of each modality are discussed. Basic interpretation of diagnostic imaging and interpretation of EMG and nerve conduction studies is included. Medical Screening is addressed through comparison of systematic signs and symptomatic presentation of pathology. Appropriate screening tests which may indicate involvement of a problem outside the scope of PT practice are addressed. Emphasis will be placed on the clinical decision-making role of a primary care practitioner by performing a thorough patient interview and systems review to differentiate dysfunction within the scope of PT practice from those that indicate referral to other practitioners.

DPT 6420 DIAGNOSTIC IMAGING AND MEDICAL SCREENING FOR THE LOWER EXTREMITY (2)

This course is designed to introduce students to the foundations and principles of diagnostic imaging and medical screening procedures for the lumbar spine, pelvis, and the lower extremity as used in clinical management. This course will emphasize plain film radiography, computed tomography, magnetic resonance imaging, ultrasound, nuclear medicine, and electrophysiological studies. Rationales and guidelines for examination selection of each modality are discussed. Basic interpretation of diagnostic imaging and interpretation of EMG and nerve conduction studies is included. Medical Screening is addressed through comparison of systematic signs and symptomatic presentation of pathology. Appropriate screening tests which may indicate involvement of a problem outside the scope of PT practice are addressed. Emphasis will be placed on the clinical decision-making role of a primary care practitioner by performing a thorough patient interview and systems review to differentiate dysfunction within the scope of PT practice from those that indicate referral to other practitioners.

DPT 6510 GERIATRICS AND AGING (2)

This course is an overview of adult development, including physical and psychological issues related to the geriatric population. This course will focus on theories of aging, attitudes toward aging, older adult health care needs, long term care, and family/caregiver issues. Cognitive impairments, biological alterations, and common pathologies related to the aging process will also be discussed. Community-based activities will enhance the integration of this material.

DPT 6600 Integumentary Physical Therapy (2)

This course is designed to introduce students to the integumentary system care and rehabilitation. Emphasis is placed on examination, evaluation, diagnosis, prognosis, interventions, and outcomes of integumentary disorders most frequently encountered in physical therapy practice. Wound risk factors,

wound healing, reliability, and validity of wound assessment tools, and the efficacy of dressings and treatment approaches are addressed.

DPT 6700 CARDIOPULMONARY PHYSICAL THERAPY (3)

This course is designed to provide the student with a general foundation in examination, evaluation, diagnosis, prognosis, interventions, and outcomes for persons with cardiovascular and pulmonary disorders. Using an evidence-based approach, application of specific tests and measures, their reliability and validity, and efficacy of treatment interventions will be covered.

DPT 6840 NUTRITION FOR PHYSICAL THERAPY (2)

This course is an introduction to the principles of nutrition and their influence on health. Also discussed are the principles of nutrition and exercise, with emphasis on counseling, patients, energy, fluid balance, and evaluating nutrition in literature.

DPT 6900 CLINICAL EDUCATION EXPERIENCE I (1)

This is the first of two part-time clinical education experiences. The focus of this course is to facilitate the application and integration of didactic information from the classroom into clinical practice through clinical problem solving and psychomotor skills application and developing appropriate affective behaviors. This course consists of one day per week clinical experience for 10 weeks.

DPT 6920 CLINICAL EDUCATION EXPERIENCE II (1)

This is the second part-time clinical education experience. The focus of this course is to continue to facilitate the application and integration of didactic information from the classroom work to date into clinical practice by progressing further clinical problem solving and psychomotor skills and solidifying appropriate affective behaviors. This course consists of one day per week clinical experience for 10 weeks.

DPT 6940 CLINICAL EDUCATION PRACTICUM I (5)

Clinical Education Practicum I is the first of three full-time clinical education experiences. The focus of Clinical Education Practicum I is to foster the application and integration of didactic information from the classroom into clinical practice by expanding clinical reasoning, refining psychomotor skills, and integrating appropriate affective behaviors. With the direct supervision of licensed Clinical Instructors, students incorporate new concepts and skills specific to the clinical education practicum into their knowledge and clinical performance. This course is a 10-week full-time clinical experience.

DPT 7150 FUNDAMENTALS OF BUSINESS AND LEADERSHIP IN PHYSICAL THERAPY (2)

This course is designed to introduce students to the principles of business and leadership necessary for organizing, planning, directing, managing, and leading healthcare teams and organizations. Emphasis is placed on the transformative journey from student to competent healthcare professional to industry leader through ethical, values-based decision-making in response to an evolving healthcare system. Students will examine leadership models, personnel management, and administrative operations, while exploring the influence of a changing healthcare system on reimbursement, cost-effectiveness, outcomes, cultural diversity, and ethical practice.

DPT 7200 PROSTHETICS AND ORTHOTICS (3)

This course includes a review of the prescription, fabrication, and training of various types of adaptive equipment used in the physical therapy management of patients with neurological, musculoskeletal, and cardiovascular dysfunction. Topics will include spinal, hip, knee, ankle, and foot orthoses and braces,

lower extremity prosthetics, wheelchair design, custom seating, mobility devices, recreational devices, and home modifications.

DPT 7240 PHYSICAL THERAPY FOR SELECT POPULATIONS (2)

This course provides a study of specialty topics within the profession of physical therapy, such as Women's Health and Pelvic Health, Industrial Rehabilitation, and Oncology. Students will learn evaluation, diagnosis, and physical therapy interventions related to noted select populations. Students will also be introduced to the study of ergonomics and performance of job analysis.

DPT 7300 RESEARCH DESIGN III (1)

This course is the third of a three-course sequence and is the culminating research experience in the DPT program. In this course, students will complete a written manuscript through an iterative process with peers, the instructor and any clinical or faculty advisors involved in the project. This endeavor is the continuation of the endeavor begun in DPT6300 and DPT 6320 in which the project, either a primary analysis or a secondary analysis (Systematic review) was formally developed, initiated and the initial portions of the manuscript were completed.

DPT 7600 COMPREHENSIVE EXAMINATION (1)

This is a preparatory course designed to encourage student review and integration of curricular content areas in preparation for clinical practice. The students will be provided with clinical cases that incorporate neurological, cardiopulmonary, and musculoskeletal dysfunctions across the life span and in a variety of clinical settings. These cases serve as the foundation for review of content areas and focused discussions. This course concludes with comprehensive oral and written examinations. These examinations are intended to demonstrate competency in all content areas and safe clinical decision-making skills to identify students' readiness to enter the final two full-time clinical Practicums. Both portions of the comprehensive examination must be passed to proceed with the final two full-time clinical Practicums.

DPT 7700 CLINICAL EDUCATION PRACTICUM II (6)

Clinical Education Practicum II is the second of three full-time clinical education experiences. The focus of Clinical Education Practicum II is to continue to foster the application and integration of cognitive, psychomotor, and affective domain skills learned in the classroom into clinical practice. With the direct supervision of licensed Clinical Instructors, DPT students incorporate new concepts and skills specific to the clinical experience into their knowledge and clinical performance. This course is a 12-week full-time clinical experience.

DPT 7720 CLINICAL EDUCATION PRACTICUM III (6)

Clinical Education Practicum III is the third and final of three full-time clinical education experiences. The focus of Clinical Education Practicum III is the culmination of a student's application and integration of all didactic information into clinical practice in affective, cognitive, and psychomotor domains. With the direct supervision of licensed Clinical Instructors, DPT Students continue to integrate concepts and skills specific to the clinical experience into their knowledge and clinical performance. This course is a 12-week full-time clinical experience.

DPT 6950/7950 CLINICAL SCIENCES REVIEW COURSE (1-6) Elective

This course is designed to provide DPT program students the opportunity to continue to progress within the DPT curriculum. The DPT student completes planned learning opportunities to continue to advance in the DPT Program. The course provides the progressing DPT student an individual and customized plan to maximize available learning opportunities within the DPT curriculum. Through the individual learning

plan students maintain contemporary knowledge, apply more in-depth learning in identified key areas of concentration, and enhance professional formation. In consultation and collaboration with DPT Program faculty and the academic advisor, students gain further professional and practice abilities in individual clinical skills and abilities as a developing DPT professional.

Graduation Requirements

The following requirements must be met prior to degree conferral:

1. Completion of all courses with a minimum cumulative GPA of 3.00.
2. Successful completion of all clinical education courses.
3. Complete all courses within the maximum timeframe of 150% of the length of the program in years (i.e., 4.5 years).
4. Good standing in character, conduct, and ability as described in the Professional Behavior and Essential Functions Policy.
5. Meeting all financial obligations to the University.
6. Completion of all program requirements (for example, professional meeting attendance, service hours, etc.).
7. Recommended by the faculty for graduation.

Recommendation for the DPT Degree is a discretionary right residing with the MU DPT core faculty and administration of MU, Physical Therapy Department, CHSHS, but shall not be withheld arbitrarily. There is no contract, stated or implied, between MU, the Physical Therapy Department, CHSHS, and the student guaranteeing that a degree or certificate will be conferred at any stated time, if at all.

Please see the Graduate Catalog for additional information regarding Degree Conferral and Intent to Graduate.

Honor Societies and Student Organizations

Students within the DPT Program are eligible for student membership in the American Physical Therapy Association (APTA) and the State Chapters of the APTA.

Students are also eligible to become a member of the American Council of Academic Physical Therapy's Delta Phi Tau National Student Honor Society.

Academic Promotion and Retention

Principles

1. Each individual student enrolled in the DPT program at Methodist University should be provided with every reasonable opportunity to succeed in their academic endeavors while in pursuit of the education necessary to become a practicing physical therapist.
2. The faculty of Methodist University's DPT program has the obligation to provide the most appropriate education in terms of both rigor and content to assure that individuals graduating from the DPT program are prepared to meet the demands of the profession of Physical Therapy with the highest degree of competence, ethics, morality, and social obligation.
3. All students enrolled in the DPT program at Methodist University must assume responsibility for their personal learning success.
4. The MU DPT program is lockstep, and all prior content must be successfully completed before progressing.

Evaluation and Retention in the Program

The MU DPT program faculty are responsible for educating students and determining their capacity for professional competency and responsibility in the knowledge, behavior, and skills of a physical therapist. At regular intervals throughout the program, typically before the start of each semester, the SAC assesses students' current standings in the program. Information is collected from all sources relevant to the academic and professional behavior of the student, including input from course instructors, clinical supervisors, student services officers, and reports from advisors. At-risk students are notified by the SAC of their current standing and should schedule a meeting with their advisor.

Standard Process for Academic Monitoring

The core faculty **monitors** student academic performance throughout each semester. The course instructor notifies the core faculty if a student scores at or below a "C" (74.99 or less) on any exam. Depending on the student's academic performance, additional meetings occur at the discretion of the course instructor and academic advisor.

Supportive Action Plan

Should a student earn a grade of less than 74.99 on any assignment, quiz, or examination, they are strongly encouraged to meet with their course instructor to identify ways to improve their academic performance. This includes identifying circumstances that contributed to poor academic performance and strategies that will facilitate success as they move forward. In addition to meeting with course instructors, students are encouraged to meet with their academic advisor immediately following a poor academic performance to develop a voluntary supportive action plan. Suggested activities include but are not limited to active participation in tutoring and academic support, counseling concerning appropriate study habits, and identification of learning resources.

A supportive action plan becomes mandatory when a student is placed on Academic Warning, Academic Probation, or Academic Suspension. A student will renew the supportive action plan if they still meet the Academic Warning, Academic Probation, or Academic Suspension status in subsequent semesters. When developing a supportive action plan, the following must be followed.

1. The student should meet with their academic advisor to develop a supportive action plan.
2. The supportive action plan must be completed within 10 business days of the notification to complete the plan.

Good Academic Standing

The status of Good Academic Standing is applied to any student who meets the following:

- A cumulative GPA of 3.00 or higher.
- Students must achieve a "C" (70.00) or above in all didactic and clinical education courses.
- Successful performance of "C" or above on all practical examinations.
- Does not meet Academic Probation, Academic Suspension, or Dismissal criteria.

Departmental Academic Warning

Academic Warning is an early intervention supportive action that is defined as Good Academic Standing and is not documented on the student's transcript. The student will receive a program-initiated letter of academic warning if they earn any one or more of the following:

- A cumulative GPA between 3.00 and 3.15.
- 2 or more course grades of "C+" (75.00 – 79.99) throughout the curriculum.
- 1 course grade of "C" (70.00 – 74.99) throughout the curriculum.
- A student who has been reinstated after a period of Academic Suspension.
- A student at risk of not completing all program requirements within the required 150% timeframe.

The student is required to complete the following:

1. The student will communicate with their faculty academic advisor and, as needed, course instructor(s) to identify ways to improve their academic performance.
2. The student will complete a comprehensive supportive action plan.

The goal of Academic Warning is to assist students who have been identified as having one or more deficits in the learning process and/or information base and to resolve the deficit(s) through a supportive action plan.

An Academic Warning reflects a student's academic performance history and is maintained within their academic file, but not on their transcript. Academic Warning status is evaluated at the end of each semester. A student on Academic Warning who fails to complete a supportive action plan is placed on Academic Probation.

Academic Probation

Academic Probation is a formal status assigned to students when their academic performance falls below the requirements for Good Academic Standing. The purpose of Academic Probation is to alert students that they are at risk of Academic Suspension or Dismissal and to encourage them to improve their performance. Students are formally notified of their probation status and all criteria required to regain Good Academic Standing. Academic Probation is documented on the student's transcript. Students are placed on Academic Probation if any one or more of the following occur:

- The student earns a cumulative GPA below 3.00.
- A student has 2 or more practical examination failures in a single semester in a clinical skills course.
- A student on Academic Warning who fails to complete a supportive action plan.

The student is required to complete the following:

1. The student will communicate with their faculty academic advisor and, as needed, course instructor(s) to identify ways to improve their academic performance.
2. The student completes a comprehensive supportive action plan.

The goal of Academic Probation is to assist students who have been identified as having one or more deficits in the learning process and/or information base and to resolve the deficit(s) through a supportive action plan and a period of Academic Probation.

Academic Probation is executed by the Dean of the CHSHS, is a permanent part of the student's academic record, and is noted on their official transcript. Students must maintain and/or exceed a cumulative GPA of 3.0 to be removed from Academic Probation and be eligible for graduation from the MU DPT program. Probationary status is evaluated at the end of each semester.

Academic Suspension

Academic Suspension is a formal status that temporarily disenrolls a student from their program for failure to meet the minimum academic standards or to fulfill the requirements of a previous Academic Probation. Academic Suspension is intended to give students time to address factors affecting their academic performance. The MU DPT program determines the period of time for which a student is placed on Academic Suspension (not to exceed 150% of the time to complete the program). Students who are reinstated, following a suspension, will be placed on Academic Warning. Academic Suspension

is documented on the student's transcript, and a student may not be placed on Academic Suspension more than once. Students are placed on Academic Suspension if any one or more of the following occur:

- A student has three (3) consecutive individual term GPAs below 3.0.
- A student fails to attain a 2.88 cumulative GPA before entering terminal clinical education experiences (DPT 7700 and DPT 7720).
- A student fails any course by receiving a final grade of "F" (69.99 or less).
- A student receives three (3) final course grades of "C" (70.00 – 74.99) throughout the curriculum.
- A student has two (2) or more practical skill examination failures in a single clinical skills course.

The student is required to complete the following:

1. The student will communicate with their faculty academic advisor and, as needed, course instructor(s) to identify ways to improve their academic performance.
2. The student completes a comprehensive supportive action plan.
3. The student completes a Customized Remediation Plan (see details below).

Academic Suspension is executed by the Dean of the CHSHS, is a permanent part of the student's academic record, and is noted on their official transcript. Students must meet the requirements of the Customized Remediation Plan to be removed from Academic Suspension and resume coursework in the MU DPT program. Being on Academic Suspension will delay a student's graduation.

Academic Dismissal from Program

Academic Dismissal is a formal action taken by the institution when a student fails to meet the institution's or program's minimum academic standards for continued enrollment and academic progression. Students who are academically dismissed are officially withdrawn from the University. Academic Dismissal is documented on the student's transcript.

Dismissal constitutes a formal action initiated by the Physical Therapy Department to terminate a student's academic standing within the DPT program. Reasons for dismissal include, but are not limited to:

1. A student receiving two (2) grades below "F" (69.99 or <) throughout the curriculum in any course.
2. A student receives four (4) or more grades of "C" (70.00 – 74.99) throughout the curriculum in any course.
3. A student who meets the criteria for Academic Suspension after completing a required Customized Remediation Plan.
4. A student on Academic Probation or Academic Suspension who does not complete a supportive action plan.
5. A student on Academic Suspension who does not complete the requirements of a required Customized Remediation Plan.
6. A student exceeds a maximum of four (4) practical re-examinations across the clinical courses while enrolled in the DPT program.
7. A student fails to adhere to the professional conduct standards as described in the Essentials Functions Policy, Professional Behaviors Policy, APTA Code of Ethics for the Physical Therapist, and APTA Core Values for the Physical Therapist and Physical Therapist Assistant.
8. A student who fails to adhere to safety standards or meet stated requirements following a period of Academic Probation, Academic Suspension, or a required Customized Remediation Plan.

9. Engaging in the following acts of misconduct, regardless of whether such misconduct is engaged in on or off, University-owned, or controlled property:
 - a. Commission of an offense classified as a felony by Federal criminal statutes.
 - b. Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
 - c. Falsification of records or other acts that substantially impugn the integrity of the student.
 - d. Actions that would substantially reduce or eliminate the student's ability to effectively pursue physical therapy at MU due to alcoholism, drug addiction, mental instability, or other physically or psychologically incapacitating illnesses or defects.
 - e. Falsification of records, or other acts which impugn the integrity of the student.
10. Repeated or egregious discriminatory, biased, or harassment behavior towards classmates, faculty, staff, clients, or other University community members; to include, but not limited to, threats, retaliation, and/or hate crimes.
11. Failure to notify the PD of intent to return to classes by the specified date following a voluntary leave of absence or a Customized Remediation Plan.

A student who has been dismissed from the DPT program is dismissed from the University. The student may reapply to the DPT program through the typical admissions process. If re-admitted to the program, the student must retake all courses in the DPT program.

Academic Probations, Academic Suspensions, and/or Academic Dismissals of students are executed by the Dean of the CHSHS and are reflected on transcripts. Dismissal decisions are final and cannot be appealed.

Remediation of Practical Examinations

In all clinical skills courses (DPT 5500, DPT 5520, DPT 5540, DPT 5560, DPT 5810, DPT 6010, DPT 6110, DPT 6030, DPT 6120, DPT 6130, DPT 6510, and DPT 7200), students take practical examinations in the lab portions of these courses to demonstrate competence in the specific clinical skills they have learned. The DPT program is obligated to ensure that each student is well-prepared and safe to administer evaluative tests and treatment interventions before participating in clinical experiences. Therefore, every student is expected to earn a minimum score of "C" (70.00 or above) on every practical examination to "pass" the course and be eligible to proceed in the curriculum.

Those who do not earn a score of "C" (70.00) on a practical examination, even though they have a strong performance in all other components of the course (e.g., written exams, assignments, projects, papers, etc.), are offered a practical re-examination. The following describes the process for remediation of a practical examination:

1. Immediately following a deficient performance on an initial attempt of a practical examination, the course coordinator provides a copy of the grading rubric and a written summary to the student indicating areas of deficiency.
2. Once notified, the student must schedule a meeting with the course coordinator, examiner (if available), and advisor to develop a remediation plan.
3. Suggested activities and strategies to be used for remediation include, but are not limited to:
 - a. Information sessions and individualized tutoring.
 - b. Identification of a clinician/instructor to practice skills.
 - c. Appropriate activities to enrich the content, such as clinic time with an instructor.
 - d. Counseling concerning appropriate study habits and learning resources.
4. The remediation plan must include the following components:
 - a. A description of the remediation activities.

- b. A firm timeline to complete the remediation.
 - c. A description of the consequences should the student not meet the obligation(s) outlined in the plan.
- 5. After completing the remediation plan, the student is given a practical re-examination, which must be videotaped.
- 6. Students who are unsuccessful in ultimately achieving a minimum score of "C" (70.00) through the practical re-examination process receive a course grade of "F," are placed on Academic Suspension, and required to complete a Customized Remediation Plan (see below).
- 7. If successfully completed, the student will receive a grade of a "C" (70.00) for the practical examination.
- 8. Course coordinators report the student's name and course number to the Student Affairs Committee (SAC), indicating that the student required a course re-examination.

If students require two (2) or more practical re-examinations in a single course, they will automatically receive a course grade of an "F," be placed on Academic Suspension, and be required to take a Customized Remediation Plan (see below).

A student is allowed a maximum of four (4) practical examination retakes across the 8-semester DPT curriculum. Regardless of the student's academic standing, a student is dismissed from the program if they require more than four (4) practical re-examinations, including retakes that occurred before being placed on Academic Suspension.

Remediation of Clinical Education Courses

1. Students must receive an "A," "B+," "B," "C+," or "C" in all CE courses.
2. Students may only receive an incomplete or "I" for a CE course if they meet the following criteria:
 - a. They are passing the course with continuous progression, as defined by the CI in consultation with the DCE.
 - b. Extenuating circumstances may prevent the student from completing the clinical affiliation. Any extenuating circumstances must:
 - i. Be approved by the DCE and core faculty.
 - ii. Be communicated to the CI within 24 hours.
 - iii. Student performance is in good standing, as determined by the PTCEET or APTA CPI 3.0.
3. Students who receive a grade of "I" must seek academic advisement from the DCE. The DCE may modify the student's program of study with the approval of the entire core faculty:
 - a. If an incomplete grade is assigned during DPT 6900 CE Experience I, the first part-time clinical experience, the DCE may:
 - i. Ask the SCCE, in consultation with the CI, if they are willing to extend the affiliation time for the 2nd part-time clinical affiliation (DPT 6920 CE Experience II). Following the University's incomplete grade policy, if the student completes DPT 6920 CE Experience II, they will also receive an "A" for DPT 6900 CE Experience I.
 - ii. Ensure that the time required to extend the clinic allows sufficient time to complete the equivalent clinical hours during the period and does not extend into the summer semester (Year 2, Term 3).
 - iii. If neither of the 1st two options is viable, the student must take a voluntary leave of absence, join the next DPT class, and retake the CE course.

Depending on the availability of clinical sites, a similar clinical experience is assigned.

- b. If an incomplete grade is assigned during DPT 6920 CE Experience II, the second part-time clinical experience, and the student is not able to resolve the incomplete grade by the start of Clinical Practicum I, the student is required to take a voluntary leave of absence, join the next DPT class, and retake DPT 6920 CE Experience II. Depending on the availability of clinical sites, a similar clinical experience is assigned.
 - c. If an incomplete grade is assigned during DPT 6940 Clinical Education Practicum I, and the student is not able to resolve the incomplete grade by the start of the Year 3 Fall semester, the student is required to take a voluntary leave of absence, join the next DPT class, and retake DPT 6940. Depending on the availability of clinical sites, a similar clinical experience is assigned.
 - d. If an incomplete grade is assigned during either of the final two 12-week full-time clinical practicums, DPT 7700 Clinical Education Practicum II and DPT 7720 Clinical Education Practicum III, and the extenuating circumstances are resolved, the DCE may:
 - i. Extend the time necessary to resolve the incomplete grade at the same clinical site with the same CI.
 - ii. Delay the student's graduation.
 - iii. Restart or continue the progression of the full-time clinical practicum by placing the student at a site with a similar clinical affiliation.
 - iv. In consultation with the SCCE, restart or continue progression of the full-time clinical practicum but assign them to a new CI within the same clinical site.
4. Before assigning a grade of "F" by the DCE, the student may be offered an extension if:
 - a. The student has difficulty grasping one specific part of the clinical coursework.
 - b. The student has demonstrated appropriate knowledge and skills in other areas of the clinical course.
 - c. The clinical faculty and the DCE agree that the deficiency can be remediated within an extended period determined by the DCE and CI/SCCE.
 - d. The clinic is willing and able to extend the clinical experience.
 - e. The student does not meet any other criteria for immediate dismissal from the clinic.
 5. A student automatically receives a grade of "F" in a CE course if the following circumstances occur, supported by the appropriate documentation:
 - a. The CI requests that the students be removed from the clinical affiliation site for any reason, including but not limited to poor clinical skill performance, safety concerns, professional behavior, ethical or legal violations, and/or
 - b. The student is deemed unsafe by the CI.
 6. Students who receive an "F" in the DPT 6900 CE Experience I and DPT 6920 CE Experience II courses are placed on Academic Suspension and a Customized Remediation Plan (see the *MU DPT Student Handbook*, Academic Policies and Procedures) if this is the first grade of "F" received in the program. If this is the second grade of "F" received in the program, the student will be dismissed from the program in accordance with the Academic Policies and Procedures.
 - a. If the first grade of "F" is received:

- i. Depending on clinical site availability, upon a student’s return from their leave, they must repeat the failed CE experience in a similar clinical environment.
 - ii. Failing DPT 6900 CE Experience I on a second attempt is considered a second failure, and, according to the Academic Policies and Procedures, the student is dismissed from the program.
- 7. Students who receive an “F” in DPT 6940 Clinical Education Practicum I are placed on Academic Suspension and a Customized Remediation Plan and required to take leave from the program (see the *MU DPT Student Handbook*, Academic Policies and Procedures) if this is the first grade of “F” received in the program. If this is the second grade of “F” received in the program, the student will be dismissed from the program in accordance with the Academic Policies and Procedures.
 - a. If the first grade of “F” is received:
 - i. Depending on clinical site availability, upon a student’s return from their leave, they must repeat the failed DPT 6940 Clinical Practicum I experience in a similar clinical environment.
 - ii. Failing DPT 6940 Clinical Education Practicum I on a second attempt is considered a second failure, and, according to the Academic Policies and Procedures, the student is dismissed from the program.
 - iii. If the student passes the second attempt of DPT 6940 Clinical Education Practicum I, they can proceed in the program with their new cohort. However, if the student fails to pass any subsequent clinical or academic course, it is considered a second failure, and, according to the Academic Policies and Procedures, the student is dismissed from the program.
- 8. Students who receive an “F” in DPT 7700 Clinical Education Practicum II or DPT 7720 Clinical Education are placed on Academic Suspension and a Customized Remediation Plan and required to take leave from the program (see the *MU DPT Student Handbook*, Academic Policies and Procedures) if this is the first grade of “F” received in the program. If this is the second grade of “F” received in the program, the student will be dismissed from the program in accordance with the Academic Policies and Procedures.
 - a. If the first grade of “F” is received:
 - i. Students are required to complete the Customized Remediation Plan, including but not limited to enrollment in past courses for content and clinical remediation, enrollment in DPT 6950/7950 Clinical Science Review Course, or other activities as identified by the DCE or department core faculty.
 - 1. The DCE determines the timeframe of the Customized Remediation Plan in consultation with the core faculty and program director.
 - 2. Students may resume participation in the Clinical Practicum after successfully completing the Customized Remediation Plan.
 - ii. Depending on clinical site availability, the student must repeat the failed Clinical Practicum in a similar clinical environment.
 - iii. Failing DPT 7700 Clinical Education Practicum II or DPT 7720 Clinical Education Practicum III on a second attempt is considered a second failure, and, according to the Academic Policies and Procedures, the student is dismissed from the program.

- iv. If the student passes the 2nd attempt of DPT 7700 Clinical Education Practicum II or DPT 7720 Clinical Education Practicum III, they can move forward in the program or graduate, depending on the practicum.
- b. This process may delay the start of DPT 7720 Clinical Education Practicum III if DPT 7700 Clinical Education Practicum II is involved.
- c. This process may delay the student's graduation.

Customized Plan for Remediation

A Customized Remediation Plan is at the discretion of the PD with consultation of the program core faculty and may be required under either of the following:

1. A student fails any course (didactic or clinical education) by receiving a grade of "F" (first course failure only).
2. A student requires two (2) or more practical re-examinations in a single clinical skills course.
3. A student is placed on Academic Suspension.
4. A student exhibits a significant breach in professional conduct standards as described in the Essentials Functions Policy, Professional Behaviors Policy, APTA Code of Ethics for the Physical Therapist, and APTA Core Values for the Physical Therapist and Physical Therapist Assistant.
5. A student fails to adhere to safety standards.
6. A student demonstrates behaviors, mental impairments, or physical impairments that the core faculty has determined could limit the student's ability to provide adequate and safe care in the clinic or participation in the classroom.

Students placed on a Customized Remediation Plan are responsible for the following:

1. Determining the financial consequences of the remediation plan, reviewing financial arrangements with Student Financial Services.
2. Notifying, in writing, the PD of their intent to return to classes no later than the date specified by the PD.
 - a. Failure to notify the PD of the intent to return results in forfeiture of the student's place in the class.
3. Completion of additional academic requirements.
 - a. The PD, with consultation of program core faculty, may recommend or require that the student meet additional conditions (e.g., documentation of remedial academic work with proof of completion of additional requirements) before resuming progression in the program.

The student will be:

1. Subject to all rules and regulations that pertain to the class they are joining.
2. Required to retake all courses in which they received a C or below.
3. Required to take additional courses to improve on any content area that the core faculty believes will address the noted deficit.
4. Required to take the elective DPT 6950/7950 Clinical Sciences Review Course.

The timeframe of the Customized Remediation Plan is determined by the PD, in consultation with the core faculty. Academic Suspension with a Customized Remediation Plan cannot exceed 1.5 years. Specific details of the Customized Remediation Plan are outlined in a letter provided by the PD, which explains the plan.

Consequences of Substandard Performance

Failure to meet minimum grade requirements, demonstrate academic integrity, exhibit appropriate professional conduct, or adhere to safety standards will result in action by the PD under the consultation

of the core faculty and SAC. The student may be placed on Academic Suspension with or without a Customized Remediation Plan, or the student may be dismissed.

Voluntary Leave of Absence

A student may request a voluntary leave of absence or may be required to do so by the Dean of Students. A leave of absence halts progression within the curriculum while maintaining a class position but does not excuse the student from any course requirements. The student may resume enrollment in the curriculum the following academic year at the start of the semester following the last semester successfully completed by the student. A leave of absence must be requested by the last day to withdraw from classes, as noted on the academic calendar. Students taking a leave of absence during a term will be withdrawn from all classes for which they are registered.

A leave of absence may be requested by a student who is in Good Academic Standing under the following circumstances:

1. Has a documented health issue that requires immediate medical treatment.
2. Demonstrates behaviors, mental impairments, or physical impairments that the faculty have determined could limit the student's ability to provide adequate and safe care in the clinic and/or participation in the classroom.
3. Has a family emergency and is approved by the faculty.
4. Is an armed services member who is called to active duty and provides appropriate documentation.
5. A student receives a grade of "I" that is unresolved in DPT 6900, 6920, or 6940 (Clinical Education Experiences I and II, and Clinical Education Practicum I, respectively)

At the discretion of the PD, in consultation with the program core faculty, a student taking a voluntary leave of absence may be required to complete academic requirements to stay current with the latest physical therapy knowledge. These requirements are outlined in a letter provided by the PD. Additionally, a student taking a voluntary leave of absence must notify the PD of their intent to return to the program by the specified date.

A voluntary leave of absence cannot exceed 1.5 years.

Requirements to Return to the Program following a Voluntary Leave of Absence or Academic Suspension/Customized Remediation Plan

To return to the program following an eligible voluntary leave of absence or Academic Suspension/Customized Remediation Plan, each student must complete the following:

1. Develop and sign a contract with the PD in consultation with the student advisor and other faculty, as necessary.
2. Notify the PD of their intent to return by the specified date on the contract.
3. In the event of a medical leave of absence, provide medical clearance to return to the program as outlined in the contract.
4. Re-enroll in the MUDPT program when approved.
5. Successfully complete all requirements as listed on the student's contract for the Customized Remediation Plan.

COLLEGE OF MEDICINE

MEDICINE (M.D.)

Doctor of Medicine

Accreditation

The Methodist University Cape Fear Valley Health School of Medicine is committed to maintaining the highest standards of medical education and training. Accreditation ensures that our programs meet nationally recognized criteria for quality and rigor, and that our students are well-prepared for residency training and future practice as physicians.

Liaison Committee on Medical Education (LCME)

Accreditation by the LCME assures students, residency programs, and the public that our curriculum, faculty, resources, and student support meet the high standards expected of medical schools across the country. The LCME is jointly sponsored by the Association of American Medical Colleges (AAMC) and the American Medical Association (AMA) and serves as the official accrediting body for MD programs in the U.S. and Canada.

In October 2025, the MU CFVH School of Medicine was granted Preliminary Accreditation by the Liaison Committee on Medical Education (LCME), the nationally recognized accrediting body for medical education programs leading to the MD degree in the United States and Canada.

Preliminary Accreditation authorizes the school to begin recruiting and matriculating students into the Doctor of Medicine (MD) program. This designation signifies that the LCME has determined the program meets the standards required to initiate medical education activities.

Following Preliminary Accreditation, the School will continue to advance through the next stages of the LCME accreditation process, Provisional Accreditation and ultimately Full Accreditation, as the first cohort of students progresses through the curriculum.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Our parent institution, Methodist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. Methodist University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Methodist University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Mission

To prepare our graduates to be socially accountable, community-engaged, evidence-based, compassionate, equity-focused physician leaders who will contribute to mitigating health disparities and improving health outcomes in southeastern North Carolina or wherever they may practice.

Vision

To shape a model of community-engaged health promotion and exceptional healthcare, serving as an example for the nation.

Admissions

Potential candidates will apply through the American Medical College Application Service (AMCAS). Staff and automated admissions software will complete prescreening of all applications that meet minimum qualifications. Secondary application invitations will be offered to qualified applicants and will require a \$100 fee. Secondary applications will be screened, and satisfactory applicants will be reviewed for consideration for an interview.

Non-Discrimination Statement

Consistent with the Methodist University admission policy, admission to the program is without regard to or discrimination on the basis of race, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability.

Requirements for Admission

- A. All candidates must hold U.S. Citizenship or permanent residency and have a bachelor's or advanced degree from a U.S.-accredited institution.
- B. There is no preferred major or course of study. Applicants must have a Biology, Chemistry, Physics, and Math (BCPM) GPA of 3.2 or higher, as calculated in the American Medical College Application Service (AMCAS) application.
- C. MCAT score of 500 or higher.
- D. Candidates must show evidence for proficiency in six of the AAMC Pre-med competencies through coursework and experiences: Living Systems, Human Behavior, Quantitative Reasoning, Scientific Inquiry, Written Communication, and Critical Thinking.
- E. All candidates must submit, as part of the AMCAS application, at least three letters of recommendation. One letter must be from a STEM professor/advisor, and one letter must be from an individual who can speak to the candidate's attitude of service.
- F. Armed services applicants with coursework taken during deployment outside of the U.S. must have completed all the courses at U.S.-accredited institutions. Active-duty military members must provide proof of permission from their command, obtained at least four months before their AMCAS application. Vietnam Era Veterans' Readjustment Assistance Act non-discrimination policies apply.

Application Deadline

The AMCAS application opens in May of each year. Applications are open a year in advance.

Transfer Applicants

For the 2027 application cycle, MU CFVH will be unable to accept transfer credit from a different allopathic physician training program.

International Student Applicants

All candidates must hold U.S. citizenship or permanent residency.

Technical Standards

The Technical Standards establish the minimum abilities required for successful completion of the MU CFVH MD program. All applicants, candidates, and medical students must sign an attestation confirming their ability to meet the technical standards, with or without reasonable accommodation.

Matriculation and Enrollment Policy

The Matriculation and Enrollment Policy outlines the requirements for matriculation and enrollment at Methodist University, Cape Fear Valley School of Medicine (MU CFVH) after acceptance.

Vaccination Requirements

Methodist University Cape Fear Valley Health School of Medicine (MU CFVH SOM) is committed to promoting the health of our community and advancing our mission to reduce health disparities in the region. Because clinical experiences begin early in the first year of the curriculum, protecting our students, faculty, and the community is a top priority. Students enrolled in the SOM are required to meet North Carolina State Law immunization requirements and the requirements of this Regulation. All students must submit a complete medical history, a physical examination, and documentation of required immunizations prior to enrollment and arrival on campus.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act Statement

MU CFVH provides reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Medical students seeking accommodation must self-identify and submit appropriate documentation to the SOM Office of Student Experience. Each request will be reviewed and evaluated to determine appropriate accommodation that does not alter the essential requirements of the MD program. All requests must be submitted in a timely manner to permit adequate evaluation and implementation. Medical students remain responsible for demonstrating the ability to fulfill the Technical Standards, with or without reasonable accommodation, to enter into and complete the MD curriculum.

Financial Aid

- A. FAFSA
 1. Students who would like to apply for federal assistance can submit a [FAFSA](#) application on the Federal Student Aid website.
- B. Financial Aid Personnel
 1. The SOM has a dedicated full-time in-house financial aid coordinator who will work with all students.
 2. The financial aid coordinator will provide information on federal funding options and private loans.
 3. For more information about financial aid, please visit the SOM financial aid website.
- C. Scholarships
 1. All MU CFVH students have the opportunity to apply for scholarships.
 2. The MU CFVH Scholarship and Awards Committee will communicate with all students about available scholarship opportunities.
- D. Financial Literacy and Debt Management
 1. The Financial Aid Coordinator will support students by providing personalized guidance on managing the cost of attendance.
 2. All MU CFVH students will receive one-on-one counseling throughout their medical school program to address various topics such as understanding loan terms, borrowing responsibly, and navigating loan repayment.

Academic Degree Requirements

Students must successfully complete all phases (foundational cornerstone, and capstone) and associated credit hours of coursework below:

FALL - Year 1, Term 1

Course #	Course Title	Credit Hours
FDS 5000	Empowering the 910 (Longitudinal)	
FDS 5100	Principles and Foundations of Medicine	5.00

FDS 5200	Dermatology and Musculoskeletal System	8.50
FDS 5300	Hematology	6.00
	Total Credit Hours	19.50

SPRING - Year 1, Term 2

Course #	Course Title	Credit Hours
FDS 5000	Empowering the 910 (Longitudinal)	
FDS 5400	Application and Assimilation (Longitudinal)	
FDS 5500	Cardiopulmonary Systems	11.50
FDS 5600	Gastrointestinal and Renal Systems	7.50
	Total Credit Hours	19.00

FALL - Year 2, Term 1

Course #	Course Title	Credit Hours
FDS 5000	Empowering the 910 (Longitudinal)	
FDS 5400	Application and Assimilation (Longitudinal)	
FDS 6000	Reproductive/Human Lifecycle/Endocrine Systems	12.50
FDS 6100	Neuroscience	6.50
	Total Credit Hours	19.00

SPRING - Year 2, Term 2

Course #	Course Title	Credit Hours
FDS 5000	Empowering the 910	6.50
FDS 5400	Application and Assimilation	6.50
MDC 6000	Family Medicine (Longitudinal)	
FDS 6200	Behavioral Science	3.50
FDS 6300	USMLE Step 1	6.00
FDS 6400	Bridge to Cornerstone	1.00
MDC 6100	Inpatient Internal Medicine	4.00
MDC 6300	Emergency Medicine (Longitudinal)	
	Total Credit Hours	27.50

FALL - Year 3, Term 1

Course #	Course Title	Credit Hours
MDC 6200	Integrated Ambulatory Medicine A	8.00
MDC 7000	Community Medicine	8.00
MDC 7100	Inpatient Maternal Child Health	4.00
FDS 6100	Neuroscience	6.50
MDC 7200	Integrated Ambulatory Medicine B	8.00
	Total Credit Hours	34.50

SPRING - Year 3, Term 2

Course #	Course Title	Credit Hours
MDC 7300	Care Transitions	8.00
MDC 6300	Emergency Medicine	3.00
MDC 7400	Inpatient Psychiatry	4.00
MDC 7500	Inpatient Surgery	4.00
MDC 6000	Family Medicine	3.00
CLM 7000	Transition to Residency (Longitudinal)	
CLM 7050	Acting Internship	4.00

	Total Credit Hours	26.00
FALL - Year 4, Term 1		
Course #	Course Title	Credit Hours
	Electives (Away Rotations)	28.00
	Total Credit Hours	28.00
SPRING - Year 4, Term 2		
Course #	Course Title	Credit Hours
	Electives (Away Rotations)	28.00
CLM 7000	Transition to Residency	3.00
	Total Credit Hours	31.00

Course Descriptions – FDS, MDC, CLM

FDS 5000 EMPOWERING THE 910: BRIDGING HEALTH DISPARITIES (6.5)

The Empowering the 910: Bridging Health Disparities course is named for the area code for southeastern North Carolina and is designed to engage students in learning about the patients, communities, and populations who live in the MCFV catchment area. Pre-requisite: None

FDS 5100 PRINCIPLES AND FOUNDATIONS OF MEDICINE (5)

This 5-week course provides an introduction to the core scientific principles that form the basis of clinical medicine. Students will explore foundational sciences such as anatomy, biochemistry, genetics, microbiology, immunology, and pharmacology in the context of preventive health and conditions with fever and sore throat. Emphasis is placed on developing clinical reasoning, communication skills, and an understanding of evidence-based practices. Through a blend of lectures, workshops, and clinical skills development, students will build a strong foundation for advanced medical training and patient-centered care. Pre-requisite: None

FDS 5200 DERMATOLOGY AND MUSCULOSKELETAL SYSTEM (8.5)

The Dermatology and Musculoskeletal System course is designed to provide the students with an understanding of the normal, and abnormal structures and functions of the skin and musculoskeletal system, along with the scientific basis of pathology, disease states, and therapeutic modalities. Pre-requisite: None

FDS 5300 HEMATOLOGY (6)

The Hematology course is designed to provide the students with an understanding of hematologic disorders and the normal and abnormal structures and functions of the hematopoietic system along with the scientific basis of pathology and disease states and therapeutic modalities. Pre-requisite: None

FDS 5400 APPLICATION AND ASSIMILATION (6.5)

The Application and Assimilation course is a continuing progress course that provides additional opportunities for facilitating spiral integration of preceding organ system courses through multi-system Clinical Presentation schema to enhance clinical problem-solving skills. Pre-requisite: None

FDS 5500 CARDIOPULMONARY SYSTEMS (11.5)

The Cardiopulmonary Systems course is designed to provide the students with an understanding of the normal and abnormal structures and functions of the cardiovascular and pulmonary systems along with the scientific basis of pathology and disease states and therapeutic modalities. Pre-requisite: None

FDS 5600 GASTROINTESTINAL AND RENAL SYSTEMS (7.5)

This integrated 7-week course is designed to provide the students with an understanding of the normal and abnormal structures and functions of the renal and gastrointestinal systems along with the scientific basis of pathology and disease states and therapeutic modalities. This course is constructed to engage students in learning the foundational science principles that are the underpinnings of clinical medicine and the clinical and communication skills that all physicians must have. Pre-requisite: None

FDS 6000 REPRODUCTIVE/HUMAN LIFE CYCLE/ENDOCRINE SYSTEMS (12.5)

The Reproduction/Human Life Cycle/Endocrine Systems integrated course is designed to provide the students with an understanding of the human life cycle from gestational development to end of life and with normal and abnormal structures and functions of the Reproductive and endocrine systems along with the scientific basis of pathology and disease states and therapeutic modalities. Pre-requisite: None

FDS 6100 NEUROSCIENCE (6.5)

This integrated course is designed to provide the students with an understanding of normal and abnormal structures and functions of the central nervous system and special senses along with the scientific basis of pathology and disease states and therapeutic modalities. Pre-requisite: None

FDS 6200 BEHAVIORAL SCIENCE (3.5)

This integrated course is designed to provide students with an understanding of psychiatric and behavioral health conditions along with the scientific basis of pathology and disease states and therapeutic modalities. Pre-requisite: First-year courses

FDS 6300 USMLE STEP 1 COURSE (6)

The USMLE Step 1 preparation course will be comprised of protected time, progressive assignment requirements, academic support, and focused review sessions that provide faculty support and resources for success on the USMLE. Students will create an individualized study plan and are expected to self-assess their learning using recommended asynchronous and/or synchronous learning resources. Pre-requisite: Completion of Foundation Phase courses

FDS 6400 BRIDGE TO CORNERSTONE (1)

The Bridge Course is designed to introduce incoming cornerstone phase medical students to clinical rotations and facilitate the transition to the clinical learning environment. Pre-requisite: Completion of Foundation Phase courses

MDC 6000 FAMILY MEDICINE (3)

Students will acquire the knowledge, skills, and attitudes required to address the range of problems family medicine practitioners encounter in the ambulatory setting in both adult and pediatric patients with the goal of developing an understanding of the importance of care continuity for patient health and well-being. Students will work with one preceptor for one half day for 32 weeks during the cornerstone phase ambulatory courses.

Pre-requisite: Completion of Foundation Phase courses

MDC 6100 INPATIENT INTERNAL MEDICINE (4)

During this 4-week rotation, students will learn how to care for hospitalized patients with complex medical and psychosocial problems. Students will learn how to manage daily care for patients admitted to an inpatient internal medicine service.

Pre-requisite: Completion of Foundation Phase courses

MDC 6200 INTEGRATED AMBULATORY MEDICINE A (8)

This 8-week course covers the disciplines of internal medicine, internal medicine subspecialties, and surgery with interleaved clinical experiences during which time students will see patients within each discipline to achieve continuity of patient care and preceptor teaching while learning about ambulatory care conditions within each discipline.

Pre-requisite: Completion of Foundation Phase courses

MDC 6300 EMERGENCY MEDICINE (3)

During this longitudinal rotation, students will acquire the knowledge, skills, and abilities to triage and treat undifferentiated patient complaints presenting to the emergency room to facilitate their understanding of patient care in an acute care setting. Students will spend 16 shifts distributed across the cornerstone ambulatory care rotations.

Pre-requisite: Completion of Foundation Phase courses

MDC 7000 COMMUNITY MEDICINE (8)

This 8-week course provides students with interleaved experiences in urgent care, the Cumberland Department of Public Health, community engagement, and quality improvement to gain an understanding of the challenges patients face in accessing care outside of a hospital or office practice setting. Pre-requisite: Completion of Foundation Phase courses

MDC 7100 INPATIENT MATERNAL CHILD HEALTH (4)

During this 4-week rotation, students will learn how to care for hospitalized patients admitted who require obstetrical care, management of acute gynecological symptoms, surgical management of gynecological conditions, and newborns admitted to an inpatient nursery.

Pre-requisite: Completion of Foundation Phase courses

MDC 7200 INTEGRATED AMBULATORY MEDICINE B (8)

This 8-week course covers the disciplines of internal medicine, internal medicine subspecialties, and surgery with interleaved clinical experiences during which time students will see patients within each discipline to achieve continuity of patient care and preceptor teaching while learning about ambulatory care conditions within each discipline. Pre-requisite: Completion of Foundation Phase courses

MDC 7300 CARE TRANSITIONS (8)

This 8-week course provides students with experiences in different transitional care settings in the community that support patient care and well-being after discharge from an inpatient setting or for patients who need to be placed in a setting outside of their home. Students will have interleaved experiences in hospice care, physical medicine and rehabilitation, skilled nursing facility, and a long-term adult care facility. Pre-requisite: Completion of Foundation Phase courses

MDC 7400 INPATIENT PSYCHIATRY (4)

During this 4-week rotation, students will learn how to care for hospitalized patients who present with psychiatric issues requiring inpatient management. Students will learn how to manage the daily care for patients who are admitted for acute psychiatric conditions and substance use issues. Pre-

requisite: Completion of Foundation Phase courses

MDC 7500 INPATIENT SURGERY (4)

During this 4-week rotation, students will learn how to care for hospitalized patients who present with

surgical issues requiring inpatient management. Students will learn how to manage the daily care for patients who are admitted for surgical conditions. Pre-requisite: Completion of Foundation Phase courses

CLM 7000 TRANSITION TO RESIDENCY (3)

This 3-week, two-part longitudinal course is designed to provide students with knowledge, skills, and attitudes to navigate the capstone year and be prepared for day 1 of residency. Part 1 (one week is offered at the beginning of the capstone year; part 2 (two weeks is offered at the end of the capstone year). Pre-requisite: Completion of Foundation and Cornerstone Phase courses

CLM 7050 ACTING INTERNSHIP (4)

The overarching goal of an acting internship is to better prepare graduating students for internship so they will be competent at managing patients in a more independent fashion. The 4-week acting internship will provide students with an opportunity to assume a higher level of responsibility for patients and build upon discipline specific cognitive and technical skills already attained during their core clerkship. Pre-requisite: Successful completion of Cornerstone Phase courses

CLM 7100 CLINICAL ELECTIVE ANESTHESIA (4)

This rotation offers students the opportunity to explore diverse clinical experiences in the field of anesthesia and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7150 CLINICAL ELECTIVE CARDIOLOGY (4)

This rotation offers students the opportunity to explore diverse clinical experiences in cardiology and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7200 CLINICAL ELECTIVE EMERGENCY MEDICINE (4)

This rotation offers students the opportunity to explore diverse clinical experiences in emergency medicine and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7250 CLINICAL ELECTIVE FAMILY MEDICINE (4)

This rotation offers students the opportunity to explore diverse clinical experiences in family medicine and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7300 CLINICAL ELECTIVE INTERNAL MEDICINE (4)

This rotation offers students the opportunity to explore diverse clinical experiences in internal medicine and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7350 CLINICAL ELECTIVE OBSTETRICS/GYNECOLOGY (4)

This rotation offers students the opportunity to explore diverse clinical experiences in the field of obstetrics and gynecology and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7400 CLINICAL ELECTIVE PEDIATRICS (4)

This rotation offers students the opportunity to explore diverse clinical experiences in pediatrics and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7450 CLINICAL ELECTIVE ORTHOPEDICS (4)

This rotation offers students the opportunity to explore diverse clinical experiences in orthopedics and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7500 CLINICAL ELECTIVE PATHOLOGY (4)

This rotation offers students the opportunity to explore diverse clinical experiences in pathology and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7550 CLINICAL ELECTIVE NEUROLOGY (4)

This rotation offers students the opportunity to explore diverse clinical experiences in neurology and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7600 CLINICAL ELECTIVE RADIOLOGY (4)

This rotation offers students the opportunity to explore diverse clinical experiences in radiology and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7650 CLINICAL ELECTIVE SURGERY (4)

This rotation offers students the opportunity to explore diverse clinical experiences in surgery and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7700 CLINICAL ELECTIVE PSYCHIATRY (4)

This rotation offers students the opportunity to explore diverse clinical experiences in psychiatry and provides an opportunity for students to advance their medical knowledge, skills and attitudes in this discipline. Pre-requisite: Completion of foundation and cornerstone phase courses

CLM 7750 RESEARCH ELECTIVE (0-8)

This course allows students to contribute to and/or create a scholarly project under the supervision and guidance of a faculty preceptor. Pre-requisite: Instructor permission, CITI training

Grading

The medical school employs a 2-tier Pass/Fail grading system in the Foundation Phase, and a 4-tier Pass/Fail grading system in the Cornerstone and Capstone Phases. The course/clerkship directors will set appropriate Pass/Fail criteria for each tier with Curriculum Committee approval. All grading criteria will be published in the course/clerkship syllabi. Grade point averages will not be reported on student transcripts.

Foundation Phase Grade Categories:

Pass (P): The grade P (Pass) is assigned to those students whose achievement meets all of the course requirements. Course grades in Foundation phase courses will be based on a student's mastery of the content within each graded competency domain. Each course syllabus outlines the criteria for passing.

Fail (F): The grade F (Fail) is assigned to those students whose achievement in the course does not meet criteria for Pass (P) and does not successfully remediate the course, if a remediation opportunity is granted.

Remediated Pass (RP): The grade RP (Remediated Pass) is assigned to those students whose achievement meets the Pass criteria after successful remediation, if remediation is granted. Eligibility and timeframe for remediation is determined by the Medical Student Performance and Professionalism Committee (MSPPC).

Incomplete (I): The grade I (Incomplete) is assigned in the following circumstances:

- When a course remediation is in progress.
- When a student's work is incomplete for officially excused causes approved by Student Experience leadership. The grade I will be replaced with a grade when the remaining course work is successfully completed. Academic Affairs and Student Experience leadership will collaborate with the student for completion of the work required at the earliest possible date. An extension to the deadline may be granted by the MSPPC if there are extenuating circumstances.

In Progress (IP): When longitudinal courses span multiple grading periods.

Withdrawal (W): The grade W (Withdrawal) is assigned when the student withdraws from the course or the program. The deadline to withdraw is 11:59PM (EST) Sunday before the last week of the course.

Cornerstone and Capstone Grade Categories:

Honors (H): The grade H (Honors) is assigned to those students whose overall academic performance in a third-year or fourth-year rotation meets the criteria set for this tier in the approved course syllabus.

High Pass (HP): The grade HP (High Pass) is assigned to those students whose overall academic performance in a third-year or fourth-year rotation meets the criteria set for this tier in the approved course syllabus.

Pass (P): The grade P (Pass) is assigned to those students whose overall academic performance in a third-year or fourth-year rotation meets the criteria set for this tier in the approved course syllabus.

Fail (F): The grade F (Fail) is assigned to those students whose achievement in the course does not meet criteria for Pass (P) and does not successfully remediate the course, if a remediation opportunity is granted.

Remediated Pass (RP): The grade RP (Remediated Pass) is assigned to those students whose achievement meets the Pass criteria after successful remediation, if remediation is granted. Eligibility and timeframe for remediation is determined by the MSPPC.

Incomplete (I): The grade I (Incomplete) is assigned in the following circumstances:

- When a course remediation is in progress.
- When a student's work is incomplete for officially excused causes approved by Student Experience leadership. The grade I will be replaced with a grade when the remaining course work is successfully completed. Academic Affairs and Student Experience leadership will collaborate with the student for completion of the work required at the earliest possible date. An extension to the deadline may be granted by the MSPPC if there are extenuating circumstances.

In Progress (IP): When longitudinal clerkships span multiple grading periods.

Withdraw (W): The grade W (Withdrawal) is assigned when the student withdraws from the course or the program. The deadline to withdraw is 11:59PM (EST) Sunday before the last week of the course.

Advancement and Graduation

The Medical Student Promotion and Professionalism Committee monitors the progress of students throughout the four-year MD program. Students must successfully complete all academic requirements for each phase of the medical education program to be promoted to the next academic phase. Additionally, to receive the MD degree, students must successfully complete all phases and meet all graduation requirements below.

Advancement from the Foundation (pre-clerkship) Phase to the Cornerstone (clerkship) Phase

1. Passing all required courses in the foundation phase.
2. Students with a course deficiency must successfully remediate it at the designated times for remediation before the cornerstone phase begins.
3. Granting remediation of courses is under the purview of the Medical Student Promotion and Professionalism Committee.
4. Students must pass USMLE Step 1 exam.

Advancement from the Cornerstone (clerkship) Phase to the Capstone (fourth year) Phase

1. Passing all required courses/clerkships and comprehensive OSCE in the Cornerstone Phase.
2. Students with a deficiency must successfully remediate it at the designated times for remediation.
3. Granting remediation of clerkships and advancement to subsequent clerkships is under the purview of the Medical Student Promotion and Professionalism Committee.

Capstone Phase Requirements

1. Passing required Acting Internship (4 weeks), selectives, and minimum electives clinical rotations, and Transition to Residency (2 weeks).
2. Students with a deficiency must successfully remediate it at the designated times for remediation.
3. The granting of remediation is under the purview of the Medical Student Promotion and Professionalism Committee.

Graduation Requirements

Graduation from MU CFVH requires students to complete all curricular requirements as set forth by the Curriculum Committee. Additionally, students must pass USMLE Step 1 and 2 CK and:

1. Complete the program within six years following matriculation, unless granted a special exception.
2. Attain all Educational Program Objectives.
3. Comply with all necessary legal and financial requirements.
4. Meet with Financial Aid and complete all required exit documentation, including financial aid and debt counseling.
5. Abide by federal, state, and local statutes and ordinances both on and off campus.
6. Refrain from behavior incompatible with the responsibilities of the medical profession.
7. Complete all required courses, clerkships and the designated minimum number of elective and selective courses with satisfactory (passing level) performance.

Remediation and Promotion

Foundations Phase

- Refer to the “Core Standards for Advancement and Graduation Policy” for information on remediation and promotion.
- The highest grade a student may achieve after remediation of any element of a Foundations Phase course is Remediated Pass (RP).
- A final grade of Pass (P) or Remediated Pass (RP) in all required Foundation Phase courses is required to advance to the Cornerstone Phase of the curriculum.

Cornerstone and Capstone Phases

- Refer to the “Core Standards for Advancement and Graduation Policy” for information on remediation and promotion.
- The highest grade a student may achieve after remediation of any element of a rotation (including the NBME subject exam) is Remediated Pass (RP).
- A final grade of Pass (P) or Remediated Pass (RP) in all required Cornerstone rotations is required to advance to the Capstone Phase of the curriculum.

Outcomes for Fail (F) Grades:

- Successful remediation, as permitted by the MSPPC, during any phase of the curriculum results in transcript change from I (Incomplete) to RP (Remediated Pass).
- If MSPPC does not allow remediation or if the remediation is unsuccessful, a grade of F (Fail) will be recorded on transcript.
- If a student Fails one or more courses in the Foundation Phase and does not continue in the current cohort or is dismissed, and re-entry is permitted by the MSPPC for the following academic year, the Fail (F) will remain on the prior year’s transcript. New grades will appear on the transcript for the subsequent academic year.

Unsuccessful remediation of a third-year or fourth-year rotation results in the grade remaining F (Fail) on transcript, and the rotation must be repeated. A successful repeat of the rotation results in the transcript reflecting both the initial F (Fail) and the grade achieved on the repeated course (F, new grade).

Grade Changes All grades except Incomplete (I) are final when filed with the registrar's office at the end of course/rotation. However, a final grade may be corrected at any time when a clerical or procedural error is discovered.

Leave of Absence

Categories of Leave of Absence

A. Personal Leave of Absence

A Personal Leave of Absence may be granted to students who are in **good academic standing** and wish to take voluntary leave of absence from MU CFVH for personal reasons.

B. Medical Leave of Absence

A Medical Leave of Absence may be granted to students who are in **good academic standing** and wish to take a voluntary leave of absence from MU CFVH for documented medical reasons. To return from a medical leave of absence, a student must provide appropriate medical documentation within the timeframe delineated by MU CFVH.

Process and Requirements for Initiating, Requesting, and Returning (from) Leave of Absence

A. Pre-Request Checklist

A Student seeking Leave of Absence must initiate **Leave of Absence consultations and complete the required checklist in the Leave of Absence Request form** by first meeting with their respective Class Dean (Assistant Dean of Pre-Clerkship/Clerkship). During this meeting, the Class Dean will review the students' intended leave of absence and anticipated return date to verify that the student's request meets the criteria for the specific category of leave requested. The Class Dean will review with the student the potential impact of the leave of absence on the student's academic progress, including the timing of the USMLE exams, clinical rotations, graduation, and the requirements for a modified course of study. Additionally, the student will also meet with the Offices of Financial Aid and Registrar to be informed about the potential impact of the leave on financial aid and other relevant areas. The student must meet with the Assistant/Associate Dean for Student Affairs to complete the Pre-request Consultations.

B. Formal Request for Leave of Absence

If the leave of absence is verified as appropriate, and the student understands the potential impact of the leave of absence following the required pre-request meetings and wishes to proceed with the request, the student will complete the **Leave of Absence Request**. The student must submit a signed and dated formal **Leave of Absence form** to the Senior Associate Dean for Student Experience (SAD-SE), delineating the reason for the requested leave of absence with applicable supporting documents. The information provided in support of the **Leave of Absence** request will be accessed only for the purposes of review and decision-making and will be handled in a confidential manner in accordance with university policy.

The SAD-SE or the designee has the ultimate authority in granting or denying **the Leave of Absence Request** and will communicate to the student in writing upon reviewing all required documentation and meeting with the student. The communication will include the decision on the request, the plan, and/or requirements for re-entry into the program. The student must sign the decision to proceed with an approved **Leave of Absence**. The student may request additional review with the Dean or Dean's designee if the request is denied by the SAD-SE.

Once a student goes on a **Leave of Absence**, the student is no longer an actively enrolled student at MU CFVH and will not be able to access MU CFVH applications and services.

C. Re-Entry Following Leave of Absence

The SAD-SE may call a special meeting of the Medical Student Promotion and Professionalism Committee (MSPPC) to determine the placement of a student returning from an approved leave of

absence and if any additional action or supplementary educational curriculum is required. MSPPC recommendations will be based on the requisite knowledge, skills, and abilities required to resume at a specific point in the curriculum, with a focus on ensuring the appropriate continuity of the medical education curriculum and training necessary for success and passing the required licensing exams.

Failure to Obtain an Approved Leave of Absence

A. Sanctions

Failure to attend educational activities for 5 or more consecutive instructional days without an approved **Leave of Absence** may result in one or more of the following actions, depending on the duration, circumstances, and prior academic standing of the student:

1. **Administrative Review:** The students will be contacted by the Academic Affairs Office for immediate review of their enrollment status and may be referred to MSPPC.
2. **Loss of Academic Credit:** Unapproved absences may result in failing grades, loss of credit for courses or clerkships, and a requirement to repeat coursework if allowed to return.

Impact on Financial Aid and Enrollment Status: Unapproved absence may affect the student's eligibility for financial aid, veteran education benefits, loan deferment, and enrollment verification.

Attendance Requirements

Requirements During the Pre-clerkship (Foundation) Phase:

Students are expected to be available from 8:00 AM to 5:00 PM on class days to attend required/mandatory educational activities. On assessment days, scheduling of exams may necessitate extended hours that run from 8:00 AM to 8:00 PM. Students must plan accordingly for those hours. Students who arrive more than 10 minutes late at a learning activity will be considered absent and may not be permitted to participate. Required/mandatory educational activities include, but are not limited to, the following:

1. All small- and large-group interactive learning sessions
2. Professional development activities
3. Laboratories
4. Clinical skill sessions
5. Small-group case sessions
6. Early health system science experiences
7. Simulation
8. Scheduled service-learning activities
9. Academic and career advising
10. All assessment activities

Absences from required education activities are classified into two categories: excused absences and unexcused absences.

To facilitate student wellness, up to five absences from required educational activities per semester are allowed for personal time off during the Foundation phase. Students must utilize the excused absence approval process and will not typically be granted personal time off on summative assessment days except for extenuating circumstances. Any absences beyond five required activities will be unexcused except for extenuating circumstances.

Reasonable effort will be made to afford students the opportunity to make up activities missed due to excused absences, with the understanding that some missed learning experiences can be only

compensated with alternative activities. Each course syllabus addresses how excused absences will be treated.

Requirements During the Clinical (Cornerstone and Capstone) Phase:

Clinical education is experiential and requires consistent, reliable participation. Daily attendance during the clinical (Cornerstone and Capstone) phase is mandatory, and time away from clinical duties is not permitted except in the event of illness, emergency, bereavement, or other rare and approved circumstances.

All absences must be requested and approved through the office of student experience (OSE) in accordance with this policy. Attendance is considered a component of professionalism and will be reflected in student evaluations.

A. General Expectations

Students must attend all required clinical and educational activities, including:

1. Clerkship orientations
2. Clinical shifts and patient care responsibilities
3. Didactic sessions, conferences, and simulations
4. OSCEs and NBME shelf examinations

Students are expected to follow the schedule of their assigned clinical site, including evenings, nights, weekends, and holidays.

Failure to attend required activities constitutes an absence.

B. Attendance Standards

Cornerstone Phase (Year 3)

1. Students must meet attendance requirements as defined by the maximum allowable absences per clerkship
2. Students may not exceed two (2) total days of absence per 6-week clerkship
3. Students may not exceed eight (8) total days of absence across the academic year

Students approaching or exceeding absence thresholds will be reviewed by clerkship directors, assistant/associate dean for education, and/or OSE and may be referred to the MSPPC.

Capstone Phase (Year 4)

1. Students may not exceed three (3) total days of absence per 4-week rotation, regardless of the number of residency interviews or other activities
2. No additional absence allowance is granted for residency interviews

C. Absences, Approval, and Restrictions

Excused absences are limited and granted only for significant, unavoidable circumstances. Approval is not automatic.

All absences:

1. Must be submitted through the Office of Student Experience (OSE) prior to the absence whenever possible
2. Must be formally reviewed and approved
3. May require supporting documentation

Absences without prior notification will be considered **unexcused** and reviewed on a case-by-case basis and may represent a professionalism violation. Such absences may result in a report of concern for unprofessional behavior and referral to the Medical Student Promotion and Professionalism Committee (MSPPC) which could result in:

1. Impact on clerkship grade
2. Additional disciplinary action

The following restrictions apply:

1. Absences from shelf exams, OSCEs, or required assessments are not permitted except under extreme and documented circumstances
2. Absences from clerkship orientation are treated as missed clinical time
3. Students may not cluster absences

D. Make-Up Requirements and Academic Consequences

All missed time must be made up, regardless of whether the absence is excused, following the below principles:

1. Clinical time is the preferred method of make-up
2. If missed time cannot be completed during the scheduled clerkship, a grade of Incomplete may be assigned
3. Students are responsible for communicating with clerkship leadership regarding make-up requirements as soon as possible
4. Students who exceed the maximum allowable absences within a rotation may be required to withdraw from the course
5. A withdrawal will result in no academic credit for the rotation and a notation on the student's transcript

Excused Absences

Excused: For an absence to be excused, the absence must fall into one of the following nine categories: transportation issues, inclement weather, healthcare appointments/personal illness, serious illness/death of a loved one, religious observances, court appearances/jury duty, approved professional travel, MU CFVH mission-related travel, and natural disasters. Furthermore, those absences will be excused only if requested in the manner required by this policy. All other absences will be considered unexcused.

Process for Requesting

Requests for an excused absence should be in accordance with this process:

1. All requests for excused absences must be submitted using the absence request form located on the Office of Student Experience (OSE) webpage – requests received by other means will not be considered. Absence request forms must be submitted and received before the start of any required educational activity. Supporting documentation may be requested by the OSE.
2. The OSE will determine if the excused absence is approved or not. The OSE will notify the students of that decision as soon as possible. If an absence is approved, the OSE will notify appropriate parties. Students are also required to communicate the approved absences to responsible parties, including course/clerkship directors.
3. The OSE staff will review all Absence Request Forms and designate them as 'excused' or 'unexcused' as soon as possible. The OSE staff will keep a log of the number of absences per student and report these to the SAD-SE and senior associate dean for academic affairs (SAD-AA).

4. Course/clerkship directors and coordinators should defer to the OSE regarding all absences. If there is any question about the status of a student absence, the course/clerkship director is encouraged to contact the OSE.
5. If a student experiences an emergency and is unable to complete the form, the student should contact the class dean as soon as possible to notify them of the situation and the need for absence. The class dean will work accordingly with the student and the appropriate parties regarding the absence.
6. Students who receive an excused absence for required educational and assessment activities must contact the course/clerkship director to determine if the activity or assessment can be made up.

Sanctions

Students who engage in an excessive pattern of absences from mandatory classes and assessments, whether excused or unexcused, will be required to meet with the senior associate dean for student experience (SAD-SE), or designee and may be referred to the Medical Student Promotions and Professionalism Committee (MSPPC).

FINANCIAL AID

The Office of Financial Aid is located in the Davis Memorial Library One Stop area and is open for operation Monday through Friday from 8:00am- 5:00pm. All students are responsible for checking their Methodist e-mail daily for messages from the university. The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational record that is not considered 'directory' information. Therefore, students who wish to authorize the release of their financial aid information to a third party, including a parent, spouse, or other individual, must complete a Student Records Release Form. The form is available in [myMU Experience Portal](#) and can be accessed by clicking on your name and selecting it from the drop-down menu.

Financial assistance is provided through any combination of the Federal Direct Unsubsidized Loan, Federal Graduate PLUS Loan, Private Alternative Loan, and Outside Scholarships. Graduate students interested in applying for federal loans must first complete the FAFSA. The FAFSA is completed online at <https://studentaid.gov>. Methodist University's school code is 002946. The borrower must be a U.S. citizen or eligible non-citizen as defined by the FAFSA, the student borrower must be enrolled or accepted for enrollment in a master's degree program on at least a half-time basis (3 credits in a graduate program) as a graduate student, the student borrower must maintain Methodist University's Satisfactory Academic Progress (SAP) for Financial Aid eligibility and the borrower must not be in default on a previous Federal student loan, Perkins, or Direct Loan.

The results of a student's FAFSA are transmitted electronically to Methodist University. Once all required documents have been received and reviewed, a financial aid offer will be prepared, and the student will be notified electronically.

Graduate students may be eligible to borrow up to \$20,500 annually through the Federal Direct Unsubsidized Loan Program, subject to federal annual and aggregate borrowing limits. Federal loan limits and eligibility requirements are established by the U.S. Department of Education and are subject to change.

Students enrolled in eligible professional programs should contact the Office of Financial Aid regarding additional federal loan options and current borrowing limits.

The student borrower applying for any Federal Direct student loans must complete the Entrance Counseling and Master Promissory Note (MPN), on the Department of Education's website <https://studentaid.gov>. The graduate borrower applying for the Graduate PLUS loan (PA, DPT, and OT students only) must complete the Entrance Counseling, MPN, and Graduate PLUS application on the Department of Education's website <https://studentaid.gov>. Students enrolled in eligible professional programs may be eligible to borrow up to \$50,000 annually through the Federal Direct Unsubsidized Loan Program, with a maximum aggregate borrowing limit of \$200,000, including any federal loans borrowed as an undergraduate student.

Students who need additional funding to cover educational expenses may also be eligible for the Federal Direct Graduate PLUS Loan, subject to federal eligibility requirements and a credit review. Eligible students may borrow up to the cost of attendance, less any other financial assistance received.

- **PLEASE NOTE:** Before a federal student loan can be originated/processed a student must sign for the loan and complete all required documentation prior to the end of the student's current academic year enrollment, (per federal guideline 34 CFR 668.164(g)(2)(ii)). Check your [myMU Experience Portal](#) for a list of missing documents. Note: Students are encouraged to check with their employers or agency to see if there are continuing education incentives offered.

Federal Direct Student Loan Program

Methodist University participates in the William D. Ford Federal Direct Student Loan Program (Federal Direct Loans) for the processing of all Federal Direct Loans (Unsubsidized and Graduate PLUS) in which loan proceeds are provided directly from the U.S. Department of Education.

According to Federal Guidelines, students who have borrowed federal student loans while in attendance at Methodist University and are leaving Methodist University due to either graduating, not returning, or falling below half-time status (3 credits) are required to complete a Loan Exit Counseling. The Exit Counseling may be completed by accessing it online through <https://studentaid.gov>. Students may view a listing of their student loan history online at studentaid.gov. A borrower may cancel or reduce a loan any time before a loan has been disbursed to Methodist University. If the loan has already been disbursed and credited to the student's account in the Business Office, the borrower may cancel a loan within 30 days from the date it disbursed and credited to the student's account. A student may reinstate a Federal Direct unsubsidized (unsub) loan at any time prior to the last day of the academic semester. The Graduate PLUS and Alternative Loans MAY NOT be reinstated once cancelled or reduced. Instead, the borrower must reapply for the requested amount. For revisions to loans processed, that meet the criteria stated above, the borrower must contact the Office of Financial Aid either in person or preferably by email to FinancialAid@Methodist.edu. The borrower can repay the loan disbursement directly by contacting the loan servicer. Borrowers with Federal Direct Loans from the Department of Education, payments may be made at the Department of Education's website at <https://studentaid.gov>. The borrower will be responsible for any interest that may have accrued and/or any loan fees. Should a student borrower wish to cancel, a written or emailed (which must come from the students' MU email) request must be submitted to the Office Financial Aid within 30 days of the funds crediting to the student's business office account. Please note: Canceling any loan disbursement could cause a balance to be due on the university account in the Office of Student Accounts which the student will be responsible for paying. This is more likely to be true if excess funds (credit balance) have already been

distributed via a check or direct deposit. If this is the case the funds will need to be returned to the Office of Student Accounts BEFORE the funds are returned to the Dept of Ed. For timely disbursement of funds, students must submit any outstanding information to the Office of Financial Aid as soon as possible.

All students are responsible for checking their Methodist e-mail daily for messages from the university.

Satisfactory Academic Progress for Graduate Students

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). The SAP regulations, at Sec. 668.34(a)(3)(ii), require that, for programs that are longer than one academic year, the student's SAP must be evaluated "at the end of each payment period or at least annually to correspond with the end of a payment period;" Annually means a 12-month period. An institution is expected to review a student's SAP at least once every 12 months. Methodist University evaluates a student's SAP annually and makes these standards applicable to all financial aid offered at Methodist University. Methodist University reserves the right to check a student's SAP more frequently. This includes Federal (Title IV), State (North Carolina), and Institutional (Methodist University) funding. Federal regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum credit(s) earned/completion Rate; and (3) Maximum timeframe. In addition, the school's SAP policy must include the student's total academic history. Programs administered by agencies other than Methodist University, such as private scholarships, or grants given by states other than North Carolina, may have their own academic standards for students. Students will need to contact such agencies to determine those requirements.

General Satisfactory Academic Progress Principles

1. Federal Regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA, (2) Minimum credits earned/completion Rate, and (3) Maximum timeframe. In addition, a school's SAP policy must include the student's total academic history.
2. These general principles apply to all Methodist University's degree programs. In addition to the general principles, students must meet specific guidelines for their individual academic program(s). Program specific requirements are listed in the academic catalog.
3. SAP will be determined once per academic year, specifically at the end of the summer payment period. SAP will be evaluated before the following Fall semester, regardless of when the student's enrollment began at Methodist University.
4. A student who fails SAP, MUST successfully appeal to continue to receive financial aid and be placed on financial aid probation (PROB). PROB cannot be given automatically. More details are provided under Financial Aid Probation (PROB).
5. A student who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS).
6. To earn hours at Methodist University, an undergrad student must receive a grade of A, B, C or D. Any other grade does not earn hours.
7. Classes, from which a student has withdrawn will be counted as hours attempted but not hours earned, therefore, will negatively impact a student's ability to satisfy SAP.
8. Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned; therefore, will negatively impact a student's ability to satisfy SAP.
9. When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating classes will negatively impact a student's ability to satisfy the 67% passage rate but may significantly increase a student's cumulative GPA.

10. Included in attempted hours are all coursework attempted, including transfer credits, passed, repeated, incomplete, failed, and withdrawn courses. Attempted hours do not include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.
11. Cumulative GPA: The cumulative number of credits attempted in the undergraduate schools of the university includes those credits attempted at the end of the schedule adjustment (drop/add). Multiple attempts of the same course will be counted for each attempt for financial aid purposes.

Program Specific SAP Standards for Financial Aid Eligibility

Master of Medical Science in Physician Assistant Studies (MPAS), Doctor of Occupational Therapy (OTD) & Doctor of Physical Therapy (DPT)

1. A student must achieve and maintain a Cumulative Grade Point Average of 2.5.
2. Cumulative Hours Earned: A student must pass (earn) at least 67% of their credits attempted (excluding noncredit courses and pass/fail courses).
3. Maximum Timeframe: PA, OTD, and DPT students will be allowed a maximum of 196 attempted hours to complete their degree. This is the maximum allowable time for receipt of eligible Federal Title IV Funds regardless of whether the student did or did not receive financial aid during any period of their enrollment.

All other Master's Programs

1. Maintain a Cumulative Grade Point Average of 2.5
2. A student must achieve and maintain a Cumulative Grade Point Average of 2.5.
3. Cumulative Hours Earned: A student must pass (earn) at least 67% of their credits attempted (excluding noncredit courses and pass/fail courses).
4. Maximum Timeframe: Students will be allowed a maximum of 56 attempted hours to complete their degree. This is the maximum allowable time for receipt of eligible Federal Title IV Funds regardless of whether the student did or did not receive financial aid during any period of their enrollment.

Failure to Meet Satisfactory Academic Progress

Financial Aid Probation (PROB)

A student who fails SAP must successfully appeal (see Appeals) to be placed on PROB. PROB CANNOT be given automatically. Methodist University must review the student's progress at the end of that one payment period, as probation status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or must meet the requirements of the academic plan. A student may be placed on PROB for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career.

- If Methodist University determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student is placed on PROB without an academic plan. MU must review the student's progress at the end of that one payment period, as PROB status is for one payment period only at the end of one payment period on PROB, the student must make SAP or will be ineligible to receive financial aid.
- If Methodist University determines, based on the appeal, that the student will require more than one payment period to meet SAP, the student will be placed on PROB, and an academic plan must be developed for the student. The student's academic advisor and the student should develop a plan that ensures that the student meets the Methodist's SAP standards by a specific

point in time. The plan could specify that the review takes place at the next point when the rest of Methodist University's population is reviewed, which could mean every payment period or annually. The plan could also specify that the student is reviewed more frequently than the rest of the institution's able to population; however, a student on an academic plan would not be reviewed less frequently than the rest of the institution's population. An academic plan could take the student to program completion, rather than meeting the institution's SAP standards at a specific point in time.

- If the academic plan shows that the student can make SAP, the student will be placed on PROB and Methodist University MUST review the student's progress at the end of one payment period as is required of a student on PROB status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.
- If the academic plan does NOT show that the student can make SAP, then the student will NOT be eligible for financial aid and will be immediately placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid.

At the end of the PROB period, the student's SAP is evaluated. If the student is making SAP, then the student is no longer on PROB. Students on PROB who still do not meet the SAP standards will be placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that have an SAP requirement. Transfer students will be evaluated at the time of enrollment using the same SAP standards.

Students returning to Methodist University while they are on PROB or FAS must meet Methodist's SAP policy to regain eligibility for financial aid.

Financial aid may be reinstated by the Director upon demonstration of mitigating circumstances which must be documented to the satisfaction of the director along with a written letter of appeal from the student.

Appeals (PROB, FAS, 150% Timeframe)

- The appeal for a student to be put on PROB must include a written letter of appeal from the student and appropriate documentation as to why the student failed to make SAP and what has changed that will allow the student to make SAP at the next payment period. If the Director determines, based upon the appeal that the student will require more than one payment period to meet SAP, the appeal must also include an academic plan from the student's academic advisor designed to ensure the student will be able to meet SAP by a specific point in time. The specific point in time is at the discretion of the Director of Financial Aid. If the plan does NOT show that the student can make SAP, then the student will NOT be eligible for an appeal.
- The appeal for a student who is on Financial Aid Suspension (FAS), for failure to make SAP at the end of the probation payment period, must include a written letter of appeal from the student and appropriate documentation as to what had changed that caused the student to not make SAP during the probationary payment period and why the student should be able to meet SAP on the terms of the academic plan, if applicable.
- The appeal for the 150% Timeframe must include a written letter of appeal from the student and appropriate documentation as to why the student has exceeded the 150% Timeframe and the timeframe in which the student will complete the requirements for a bachelor's degree.

Examples of mitigating circumstances and appropriate documentation for appeals, include, but are not necessarily limited to:

- Serious illness or injury of student- notarized statement from physician that illness interfered with student's ability to meet SAP along with written letter of appeal from student.
- Serious illness or injury of immediate family member-notarized statement from a physician along with written letter of appeal from student.
- Death of an immediate/close family member-notarized statement from a minister, nearest relative, or an unbiased concerned adult along with written letter of appeal from student.
- Disruptive internal family problems legal/court documentation from lawyer, statement from parents, minister, or an unbiased concerned adult along with written letter of appeal from student. However, the Financial Aid Director may choose to request additional documentation when a particular student circumstance warrants it and may decide to require more extensive documentation on an initial appeal and an update statement on a subsequent appeal. The Director also has the discretion to deny the appeal if the documentation received is not sufficient.

State Authorization of Distance Education

Students residing outside of North Carolina who take Distance Education courses through Methodist University are eligible for Federal financial aid programs if:

- Methodist University is authorized to operate within the state in which the student physically resides,
- Methodist University is not required to seek authorization from the state in which the student physically resides.

States that do not require Methodist University to seek authorization to operate do so because either:

- They do not require some or all post-secondary institutions to be authorized, or
- Methodist University does not meet the standards of operating a "physical presence" within states that require authorization only for institutions that have a "physical presence" in that state.

States in which Methodist University does not meet the state's "physical presence" standards for requiring state authorization for Distance Education courses: Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and West Virginia, Wisconsin, and Wyoming.

State authorization to operate is required in the following state: **California**. Until such time as it is published in a subsequent Academic Catalog or on the Methodist University Web site, students residing in this state are not eligible for Federal financial aid for Distance Education courses.

Please note: This Federal requirement does not pertain to any North Carolina resident, including out-of-state students who reside in North Carolina and take an online class while they are enrolled in traditional, in-person classes, or hybrid graduate programs (due to the requirement of physically attending classes within the state of North Carolina). This applies only to students who are physically located outside of North Carolina and are enrolled in Distance Education exclusively.

STUDENT FINANCIAL SERVICES

Tuition and fees are established annually by the Methodist University Board of Trustees. Consult your department's webpage for current charges.

Students must receive financial clearance from the Office of Student Financial Services before attending class. Each semester, students are required to complete the Bill Clearance Form, located on the myMU Experience. This informs the Office of Student Financial Services about how a student is planning to pay their tuition and fees for the upcoming semester. One or more of the following conditions must be met for the student to have financially settled their account with the Office of Student Financial Services each semester:

- Have sufficient Financial Aid to cover tuition and fees.
- Paid their account in full.
- Established a payment arrangement online through TouchNet.
- Provided documentation of a 3rd party responsible for payment (e.g. VA Benefits)

Payment Plans

The University offers several payment options and convenient payment plans to assist with financial needs. For additional information regarding payment plans, the student can log into their Self-Service.

Past Due Balances

Diplomas and other university work will not be released if money is owed to the University. It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges are as published by the University.

Student Billing

Methodist University uses e-mail as an official method of communication with students, and they are responsible for reading their emails on a timely basis.

Chapter 31 and Chapter 33 Education Benefit Recipients

Methodist University will bill the VA for net tuition costs. This is the tuition and required fees for your program less tuition specific institutional aid (for example: Opportunity, Presidential, Founders, A to B, and Wright Scholarship).

No student receiving chapter 31 or 33 benefits will face any punitive or financial penalty if a VA tuition payment is delayed due to no fault of the student.

Processing of Charges

Tuition – Charges for classes are assessed as the student is registered, once Student Financial Services has reviewed all information.

Books and Supplies Charged on a Book slip – Actual book charges are assessed against the student accounts weekly. Students have approximately nine (9) weeks to purchase all books and supplies. Book slips cannot exceed the authorized amount set by the Office of Student Financial Services, and any amount over the allotted book slip amount is the responsibility of the student to pay at time of purchase. Students using Federal Title IV funds must complete the Title IV Authorization Form to obtain an electronic book slip.

Other Charges – Charges for other fees are charged within one week of the start of classes.

Deduction of Financial Assistance

Students applying for financial aid are encouraged to apply early to maximize their opportunities for receiving financial assistance and to ensure their financial aid file is processed in a timely manner and approved prior to the established deadlines for bill clearance.

Loan disbursements (to include Federal and Alternative loans) are posted to student's accounts after receipt from the Department of Education and/or from the Lending Institutions and after the Office of Financial Aid has received the signed Financial Aid Confirmation Notice. Third party payments, such as Veterans' Benefits and Military Tuition Assistance (MTA) are not credited to the student's account until the funds are received by the Office of Student Financial Services.

Students who add or drop credit hours must inform the Office of Student Financial Services. The students' charges and financial aid can be affected by a change of status. Students will be charged for all classes not dropped by the end of the drop/add period.

Refund Processing

The Office of Student Financial Services processes refunds on a first-come, first-serve basis. No refunds can be issued until all charges are considered final by the University.

Refunds – Refunds are processed no earlier than two weeks after the start of classes and continue throughout the semester. Students who are receiving only Title IV funding will not have to submit a refund request as their refunds will be automatically processed within 14 business days from disbursement if all aid has been received and processed by the Office of Financial Aid.

Direct Deposit – Methodist University encourages students with a credit balance to enroll in the Student Refund program. Students can enroll in the program through TouchNet via their Self-Service. Any student who does not elect to enroll in the program (or there is a problem with the information provided) will have their refund mailed to the address on record. Enrolling in the Student Refund program does not automatically process a refund.

Refunds will be disbursed for scheduled students on Thursdays.

Return of Federal Title IV Funds

The Higher Education Amendments of 1998 established a formula for calculating the return of unearned Title IV funds. If a student withdraws from the University and is receiving federal Title IV funds. Methodist University administers this process in calculating refunds when students withdraw from the University. Title IV funds include Federal Direct Loans, Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and other federal programs. If no Title IV funds are involved, then only an Institutional calculation is performed. The date of withdrawal is considered as the formal date on the Withdrawal Form. Students may obtain the official form through the student portal via the Registration tab. If the student fails to withdraw formally from the University, then the date of withdrawal is the last documented date of attendance. Worksheets are used to calculate each student's refund.

Federal Refund Calculation

If a recipient of Title IV aid withdraws before completing 60 percent of the period of enrollment, the institution must calculate the amount of Title IV aid the student did not earn and return these funds to the appropriate sources. The amount of unearned aid equals the difference between Title IV aid that was dispersed or could have been dispersed, and the amount of Title IV aid that was earned. This earned aid calculation is based on a percentage of the calendar days completed divided by the total calendar

days in the enrollment period. Students withdrawing after 60 percent of the semester is completed are not eligible for a refund.

Institutional Calculation Unearned Tuition Assistance

If an active-duty service member using Military Tuition Assistance (MTA) withdraws from a course before completing 60 percent of the period of enrollment (8- or 16-week course), Methodist University will calculate the amount of MTA the service member did not earn and return unearned funds to the Military Service Branch.

The amount of earned MTA equals the difference between MTA dispersed and the amount of MTA that was unearned. This earned TA calculation is based on a percentage of the calendar days completed divided by the total calendar days in the enrollment period. Unearned TA will not be returned when a student withdraws from a class after 60 percent of the course is completed.

Official University Withdrawal/Refund Policy

Students withdrawing from the University during the first week of classes (during the drop/add period) will receive a refund of the refundable amount paid. Students withdrawing from the University will be refunded the following percentages of tuition and room expenses:

Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	20%
After Week 6	No Refund

Any student failing to officially withdraw from a course will be charged for the course regardless of attendance.

Students withdrawing from the University or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid moneys to the following sources, in order of priority: Unsubsidized Federal Stafford, Subsidized Federal Stafford, Perkins Loan, Federal Plus Loan, Pell Grant, FSEOG, Other Title IV Aid Programs. Students will be mailed communication once all calculations are complete.

Graduation

The graduation fee must be paid no later than one month before the graduation date. All financial obligations must be paid in full before a student can receive any official documents from the University, including their diploma.

Moving Off-Campus during a Semester

Students who have earned fewer than 93 credit hours, and whose permanent address is further than 60 miles away from campus, must reside in Methodist University Housing. If a student elects to move off campus during the first week of classes, the student will not be assessed for any charges for room. After this period, Students who elect to move on campus after the first week of classes of the fall and spring semesters will be charged with room on a prorated basis as listed above. Residence hall dues and Monarch Dollars will not be prorated.

Moving On-Campus during a Semester

Students who elect to move on campus after the first two weeks of classes of the fall and spring semesters will be charged with room on a prorated basis as listed above. Residential hall dues and Monarch Dollars are not prorated.

Graduate students are charged with the same housing rate for summer as they are for the fall and spring semesters.

MILITARY TUITION ASSISTANCE (Active-Duty Service Members)

Methodist University is a signatory of the Department of Defense (DOD) Voluntary Education Partnership Memorandum of Understanding (MOU) and participant in the DoD Tuition Assistance (TA) program.

Tuition Assistance

Eligible Active-Duty Army, Reserve, and National Guard using military TA must register for classes through both the MyMU Experience Portal and ArmyIgnitED or appropriate Service platforms. All military TA must be requested and approved not later than seven (7) days prior to the start date of the course(s). Contact the Military and Veterans Center for assistance regarding TA.

How to Request Tuition Assistance

All active-duty service members (including Guard and Reserve) must contact their Education Service Officer (ESO) or Education Counselor within their branch of service prior to enrolling in any courses at Methodist University.

The general process for requesting Tuition Assistance is the same for all branches of the military.

1. Speak with your local Education Office to ensure your eligibility for Tuition Assistance.
2. Follow their instructions for how to request Tuition Assistance for your course(s).
3. The military approves your Tuition Assistance Request (TAR).
4. The Office of Student Financial Services will review approved TARs in the Academic Institution Portal daily. In instances of technology failure, you must submit the approved TAR (pdf) to the Office of Student Financial Services for manual processing.
5. The Office of Student Financial Services posts the TAR credit to your account within 3-5 business days of receiving your Bill Clearance Form through the MU Portal. You must complete a Bill Clearance Form each semester after registration. The Bill Clearance Form is in the MU Portal under the Student Accounts Tab.

Each branch of the military handles Tuition Assistance a little differently:

- If you are in the Army, you will use ArmyIgnitED to request Tuition Assistance.
- If you are in the Air Force or Space Force, you will apply for Tuition Assistance through the Air Force Virtual Education Center.
- If you are in the Coast Guard, Navy, or Marine Corps, you must contact your Education Center to request a Tuition Assistance form; once you have the tuition assistance form signed by your education coordinator, submit it at the time of registration to the Office of Student Financial Services.
- Tuition Assistance forms not received within the allotted semester (fall, spring, or summer) will not be posted to student accounts.
- If you are using Tuition Assistance and withdraw from a course prior to completing 60 percent of the course, you must pay a portion of the tuition, in accordance with Department of Defense regulations.

Eligible Active-Duty Air Force, Navy, and Marine Corps service members should follow their respective Service-specific Tuition Assistance program regulations and instructions.

Military Tuition Assistance must be requested and approved through ArmyIgnitED, Academic Institution Portal, or Navy College Management Information System before the student can enter class.

The institutional policy and calculation for returning unearned Military Tuition Assistance can be found in the Student Financial Services section of the catalog.

Registration for Active-Duty Service Member Students

Active-Duty service member students can register for and/or add or drop classes once approved by their advisor. However, if dropping a class, students should notify the Military and Veteran Center office or Office of Student Financial Services to ensure appropriate Tuition Assistance procedures are completed correctly and in a timely manner.

Financial Aid

Active-Duty service members are entitled to consideration for all forms of financial aid that Methodist University makes available to students.

“Top Up” eligible Active-Duty DoD personnel may use the Montgomery or Post-9/11 G.I. Bill benefit in conjunction with TA funds from their Service to cover those course costs to the service member that exceed the amount of TA paid by his or her service.

VETERAN EDUCATION BENEFITS

Methodist University is proud to assist our veteran students in achieving their academic and career goals. This institution is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U. S. Department of Veterans Affairs (DVA).

Entitled veterans, active-duty military, drilling National Guard, drilling Reservists, and eligible family members; who have applied, met all admissions criteria, been fully accepted, and actively matriculated; may be certified to the DVA Regional Office as enrolled and in pursuit of an approved program of Education.

Methodist University complies with all Federal, State and DVA requirements in the administration and execution of the Service-members’ Readjustment Act. Students utilizing DVA education benefits must have their course schedules approved for certification by the Director of Veteran Services housed in the Military and Veterans Center located on the lower level of the Berns Student Center.

Courses cannot be certified unless they are a part of the student’s declared program. Courses cannot be certified that are taken on a pass-fail basis or for audit. Students who fail to maintain the Standards of Academic Progress listed in the financial aid section of this catalog or whose cumulative GPA is below 2.00 for two consecutive terms will not be able to receive VA Education Benefits through MU unless a one-time probationary term has been applied for and approved. Student files in the Veteran Services Office will be maintained for a minimum of three years after the student’s last semester or term.

Yellow Ribbon Program

The Yellow Ribbon G.I. Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post9/11 G.I. Bill®. Eligibility for the Yellow Ribbon Program must be determined by the Department of Veteran Affairs, Education Division. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses

that exceed the highest public in-state undergraduate tuition rate. Under this agreement MU will provide tuition assistance to veterans beyond what they are provided from their base GI Bill® rate of compensation. The Department of Veterans Affairs (VA) will match MU's contribution dollar-for-dollar up to MU's annual Yellow Ribbon cap or 50 percent of the difference between VA's annual tuition cap for chapter 33 and the net cost of tuition and fees after the application of all scholarships, aid and assistance (other than that provided under section 401(b) of the Higher Education Act of 1965).

For information concerning monetary benefits, contact the U.S. Department of Veterans Affairs Regional Processing Office in Muskogee, Okla., (888)442-4551 or their website www.va.gov. For information about the available programs at Methodist University contact the Director of Veteran Services at 910.630.7174.

STUDENT RIGHTS

Family Educational Rights and Privacy Act

Access to student records is regulated by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g), which protects the privacy of student education records. Methodist University complies fully with FERPA and designates the following as directory information that may be released unless a student files a request for nondisclosure: name, address, telephone number, date and place of birth, parents' names, major field of study, participation in officially recognized activities and sports, most recent previous educational institution attended, weight and height of members of athletic teams, dates of attendance at Methodist University, and degrees and awards received. Students may withhold disclosure of any or all directory information by filing an annual request with the Office of the Registrar. In the absence of such a request, the University assumes approval for disclosure of directory information.

Students currently or previously enrolled at Methodist University have the right to inspect and review their education records and to request amendment or correction of records they believe to be inaccurate, misleading, or in violation of their privacy rights. Students also have the right to provide written consent before the University discloses personally identifiable information from their education records, except where FERPA authorizes disclosure without consent.

Students retain the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. The University catalog serves as the annual notification to students and parents of dependent students of their rights under FERPA.

Students requesting changes to their legal name, Social Security number, or date of birth must submit the request in writing to the Office of the Registrar and provide the required supporting documentation. Address changes may be submitted directly through the myMU Experience portal.

Student Right to Know Act

The Student Right-to-Know Act was enacted in 1990 by federal law and amended with the Higher Education Technical Amendments of 1991. The law requires institutions that receive Title IV HEA student financial aid to collect, report and/or disclose graduation rates for full-time, first-time, degree-seeking undergraduate students and students receiving athletically related student aid. The Student Right to Know information can be found at: [College Navigator - Methodist University \(ed.gov\)](http://College Navigator - Methodist University (ed.gov))

Crime Awareness and Campus Security Act (Clery Act)

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965. Amendments in 1998 renamed the law the Jeanne Clery Disclosure of

Campus Security Policy and Campus Crime Statistics Act (the Clery Act). In 2013, the Violence Against Women Reauthorization Act (VAWA) introduced additional amendments. In 2024, Congress enacted the Stop Campus Hazing Act, further amending the Clery Act to require institutions to report hazing incidents, publish hazing statistics, and provide additional transparency and prevention information.

The Clery Act requires all postsecondary institutions participating in Title IV federal student aid programs to disclose campus crime statistics and other security information to students and the public. Methodist University is committed to full compliance with the Clery Act and to providing a safe and secure environment for its students and employees. The annual report can be found at: [Clery Act | Public Safety & Security | Methodist University](#)

STUDENT COMPLAINTS

Methodist University takes student complaints seriously and endeavors to resolve concerns in a timely and effective manner. Any student who feels that he/she/they have been unduly wronged or unfairly treated by a member of the University faculty, administration, or staff may file a formal grievance through the following processes and work with university faculty and staff to find a successful resolution. This procedure does not apply in situations involving grade appeals or [student code of conduct](#) issues.

Students should report concerns promptly. Timely reporting helps ensure a well-informed resolution and is the best opportunity to improve the student's experience at MU.

Harassment and Discrimination Complaints

Methodist University is committed to maintaining an environment that respects the dignity of all individuals. Accordingly, Methodist University does not tolerate harassment or discrimination by its faculty, staff, or students based on age, gender, race, color, ethnicity, religion, national origin, disability, sexual orientation, or gender identity or expression. Students with complaints of harassment or discrimination should follow the procedures detailed in the [MU Title IX and Non-discrimination policy](#).

The Department of Education's Office of Civil Rights (OCR) ensures institutions receiving federal funding comply with Title IX regulations. Additional inquiries regarding Methodist University's application of Title IX may be referred to:

The Office of Civil Rights
District of Columbia Office
U.S. Department of Education
400 Maryland Ave SW
Washington, DC 20202-1475
Telephone: [202.453.6020](tel:202.453.6020)
Fax: 202.453.6021
OCR.DC@ed.gov

Bias Incident Reporting

Students can also bring concerns to the Office of Diversity, Equity, and Inclusion by contacting Dr. Quincy Malloy, Chief Diversity Officer, at qmalloy@methodist.edu or by using the [Anonymous Bias-Incident Report](#) system.

Course and Academic Department Complaints

Students should first direct complaints about an academic department or division, including instruction and classroom and department/division services, to the attention of the head of the division, department, or program with which they have a concern. If a student believes that he/she/they are not able to resolve a complaint within the department/division or program, the student should take the complaint to the college dean. Complaints should be submitted via email to the appropriate chair, division head, or dean with a copy to complaints@methodist.edu.

Listings of divisions and departments in each college are on the [University web site](#) (scroll down to colleges section).

Non-Academic and Student Experience Complaints

Students should first direct complaints about all other offices and aspects of the student experience outside of the classroom to the head of the office associated with the complaint. If a student believes that he/she/they are not able to resolve a complaint within office, the student should take the complaint to the head of the unit.

Complaints should be submitted via email to the appropriate office. Concerns and complaints can also be submitted on [Non-Academic Student Grievance Form](#). The form will be routed to the appropriate office.

Non-Academic and Student Experience Complaints

Students should first direct complaints about all other offices and aspects of the student experience outside of the classroom to the head of the office associated with the complaint. If a student believes that he/she/they are not able to resolve a complaint within office, the student should take the complaint to the head of the unit.

Complaints should be submitted via email to the appropriate office. Concerns and complaints can also be submitted on [Non-Academic Student Grievance Form](#). The form will be routed to the appropriate office.

Access and Reasonable Accommodation Grievances

Students with disabilities are responsible for contacting Student Access & Accommodation Services if reasonable accommodations are not implemented in an effective or timely manner. Student Access & Accommodation Services works with faculty, staff, and students with disabilities to resolve disagreements regarding recommended accommodations.

This grievance process will facilitate an internal, informal basis for filing a complaint or appealing a denial of accommodations and for instances of inappropriate discrimination in violation of the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Any student with a disability, who believes he or she has been discriminated against on the basis of that disability, may use this [process](#) to file a grievance with the Coordinator of Student Access & Accommodation Services located in Davis Memorial Library Room 203 or with the Office for Civil Rights.

Student Grievance and Complaint Resolution Process

A student must begin the department/division/unit-based resolution process during the term in which the concern arises.

Complaints should not be directed to multiple offices as that will delay the University response. If a student is unsure of the office or unit for complaint submission, they should use either the [Academic Grievance form](#) or the [Non-Academic Student Grievance Form](#).

Students must submit complaints themselves as indicated above and include accurate contact information. The University will not respond to anonymous complaints.

The appropriate department/division/unit head will notify the student when they receive the complaint and will provide a written response to the student after they have investigated the complaint. Responses will be provided in a timely manner.

Unresolved Complaints

Students should make full use of Methodist University's established processes to resolve complaints. On occasion, a student may believe that he/she/they cannot resolve their concern through these processes. If the complaint alleges violations of applicable state laws, including laws and regulations related to state authorization of higher education (postsecondary institutions), the student has the option to submit complaints to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the University's regional accrediting body.

In most cases, SACSCOC complaint procedures require that the complainant exhaust all other avenues to address the complaint. Prior to filing a complaint, please carefully review the SACSCOC Complaint Procedures Policy Statement. The links below provide information on the SACSCOC complaint policy and process.

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: 404.679.4500
sacscoc.org
[SACSCOC Complaint Procedures](#)
[SACSCOC Complaint Form](#)

Additionally, if you are not satisfied with the outcome of the complaint, you may choose to file a complaint by filling out the North Carolina Post-secondary Education Student Complaint document. Please review the [Student Complaint Policy](#) and access the [Student Complaint Form](#).

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina System Office
223 S. West Street, Suite 1800; Raleigh, NC 27603
Phone: 919.962.4550
Website: [State of North Carolina Post-Secondary Education Complaints](#)

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at ncdoj.gov/complaint. and/or access the online consumer complaint form. North Carolina residents may call 877.566.7226. Outside of North Carolina, please call 919.716.6000. En Español 919.716.0058.

If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

Out-of-State Online Students

Methodist University participates in the State Authorization Reciprocity Agreements.

If you are an out-of-state student taking online courses and you are unable to resolve a complaint with Methodist or feel that not all issues were resolved with the final disposition, you may appeal to the portal agency for SARA in North Carolina (saranc.org):

North Carolina State Education Assistance Authority (NCSEEA)
ATTN: SARA North Carolina
P.O. Box 41349
Raleigh, NC 27629
Phone: 919.248.4667
Email: terrence@saranc.org

Links to access the complaint process and form are listed below:

[SARA North Carolina Student Complaint Process](#)

[SARA North Carolina Student Complaint Form](#)

To find out whether the state you reside in is a SARA state, please visit the [National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](#).

Most states require that you begin the complaint process at your university before taking further action.

If a student wishes to contact the state portal agency for his or her home state, contact information for the liaison personnel in each SARA state can be found on the NC-SARA website. State-by-state contact information for agencies responsible for receiving student consumer complaints is available online.

Institutional Effectiveness

Methodist University strives to maintain excellence in its academic programs and services. As part of the University's Institutional Effectiveness program, students may be asked to respond to various surveys such as the Entering Student Survey, Thriving Quotient, Advising Surveys, Campus Climate Surveys, Graduating Student Surveys, and Alumni Surveys. These surveys help us to assess the quality of the University's programs and services. The University will use a sample of students whenever possible to try to mitigate the number of surveys students have to complete.

This catalog is supplemented by other official documents and publications, such as the Computer Use Policy, [Student Handbook](#), the Faculty Manual, and the official minutes of academic committees.

ADMINISTRATORS AND SCHOOL OFFICIALS

Office of the President

President	Stanley T. Wearden, Ph.D.
Executive Vice President & Provost	Suzanne Blum Malley, Ph.D.
Vice President, Business Affairs; Chief Financial Officer	Dawn Ausborn, M.S.A., CPA
Vice President, Institutional Advancement & Senior Counsel	Greg Swanson, J.D.
Vice President for Legal Affairs & General Counsel	Kelvin Jacobs, J.D.
Vice President, Student Affairs	William H. Walker, Ed.D.
Vice President, Planning and Administration; Chief of Staff	Sheila Kinsey, B.A.
Executive Administrative Assistant to the President & Chief of Staff	Jeanie Eidem, B.A.S.
Events Coordinator	Daryl Smithling

Office of the Provost

Executive Vice President & Provost	Suzanne Blum Malley, Ph.D.
Vice President, Engagement, Community, and Belonging	Quincy Malloy, Ed.D.
Vice President, Strategic Enrollment	Andre Richburg, Ed.D.
Associate Provost, Academic Operations; SACSCOC Liaison	Patricia Fecher, Ed.D.
Associate Provost, Student Success	Keri Walters, M.S.
Dean, College of Arts, Humanities, and Sciences	J.R. Hustwit, Ph.D.
Dean, College of Business, Technology, and Professional Studies	Tat W. Chan, Ph.D.
Dean, College of Health Sciences and Human Services	Meredith Gronski, OTD, OTR/L, CLA, FAOTA
Dean, College of Medicine	Hershey Bell, MD
University Registrar	Kasi Turner, M.S.
Director, Institutional Research & Business Intelligence	Xian Peng, M.S.I.T.M., M.I.S., M.P.A.
Director, Global Education	Minnu Paul, MBA
Director, Library Services	Tracey Sherrod, M.L.I.S.

ACADEMIC CALENDAR (MU ONLINE GRADUATE PROGRAMS)

Fall 2026

DATE	TERM	EVENT
8/24	1st 8-week	First day of classes
8/24-8/28	1st 8-week	Add/Drop period
10/9	1st 8-week	Last day to withdraw from a class
10/14-10/16	1st 8-week	Final exam period
10/19	1st 8-week	Final grades due (5pm)
10/19	2nd 8-week	First day of classes
10/19-10/23	2nd 8-week	Add/Drop period
11/2		Spring/Summer 2027 early registration opens
12/4	2nd 8-week	Last day to withdraw from a class
12/9-12/11	2nd 8-week	Final exam period
12/14	2nd 8-week	Final grades due (5pm)

Spring 2027

DATE	TERM	EVENT
1/11	1st 8-week	First day of classes
1/11-1/15	1st 8-week	Add/Drop period
2/26	1st 8-week	Last day to withdraw from a class
3/3-3/5	1st 8-week	Final exam period
3/8	1st 8-week	Final grades due
3/8	2nd 8-week	First day of classes
3/8-3/12	2nd 8-week	Add/Drop period
3/29		Fall 2027 early registration opens
4/23	2nd 8-week	Last day to withdraw from a class
4/28-4/30	2nd 8-week	Final exam period
5/1		Commencement Ceremony
5/3	2nd 8-week	Final grades due (5pm)

Summer 2027

DATE	TERM	EVENT
5/3	1st 8-week	First day of classes
5/3-5/7	1st 8-week	Add/Drop period
6/18	1st 8-week	Last day to withdraw from a class
6/23-6/25	1st 8-week	Final exam period
6/28	1st 8-week	Final grades due
6/28	2nd 8-week	First day of classes
6/28-7/2	2nd 8-week	Add/Drop period
8/13	2nd 8-week	Last day to withdraw from a class
8/18-8/20	2nd 8-week	Final exam period
8/23	2nd 8-week	Final grades due (5pm)

ACADEMIC CALENDAR (CAMPUS GRADUATE PROGRAMS - DPT, OTD, PHA)

DPT	Dates	Dates	Dates
Fall 2026	8/24/2026-12/18/2026 (c/o 2028 & c/o 2029) add/drop period: 8/24/2026 - 8/28/2026 last day to withdraw from a class: 11/20/2026	10/26/2026-1/15/2027 (c/o 2027) add/drop period: 10/26/2026 - 10/30/2026 last day to withdraw from a class: 1/8/2027	8/17/2026-10/16/2026 (c/o 2027) add/drop period: 8/17/2026 - 8/21/2026 last day to withdraw from a class: 10/9/2026
Spring 2027	1/11/2027-4/30/2027 (c/o 2028 & c/o 2029) add/drop period: 1/11/2027 - 1/15/2027 last day to withdraw from a class: 4/9/2027	1/25/2027-4/16/2027 (c/o 2027) add/drop period: 1/25/2027 - 1/29/2027 last day to withdraw from a class: 4/9/2027	
OTD	Dates	Dates	Dates
Fall 2026	8/17/2026-12/18/2026 (c/o 2028 & c/o 2029) add/drop period: 8/17/2026 - 8/21/2026 last day to withdraw from a class: 11/20/2026	8/31/2026-11/20/2026 (c/o 2027) add/drop period: 8/31/2026 - 9/4/2026 last day to withdraw from a class: 11/13/2026	
Spring 2027	1/11/2027-4/30/2027 (all students) add/drop period: 1/11/2027 - 1/15/2027 last day to withdraw from a class: 4/9/2027		
PHA	Dates	Dates	Dates
Fall 2026	8/17/2026-12/11/2026 (c/o 2027 & c/o 2028) add/drop period: 8/17/2026 - 8/21/2026 last day to withdraw from a class: 11/20/2026	08/17/2026-11/30/2026* (c/o 2026) add/drop period: 8/17/2026 - 8/21/2026 last day to withdraw from a class: 11/20/2026	
Spring 2027	1/4/2027-4/23/2027 (c/o 2027) add/drop period: 1/4/2027 - 1/8/2027 last day to withdraw from a class: 4/9/2027	1/11/2027-4/30/2027 (c/o 2028) add/drop period: 1/11/2027 - 1/15/2027 last day to withdraw from a class: 4/9/2027	
DPT	Dates	Dates	Dates
Summer 2027	5/17/2027-7/28/2027 (c/o 2029) add/drop period: 5/17/2027 - 5/21/2027 last day to withdraw from a class: 7/16/2027	5/10/2027-7/16/2027 (c/o 2028) add/drop period: 5/10/2027 - 5/14/2027 last day to withdraw from a class: 7/9/2027	
OTD	Dates	Dates	Dates
Summer 2027	5/10/2027-7/2/2027 (8 weeks - c/o 2029) add/drop period: 5/10/2027 - 5/14/2027 last day to withdraw from a class: 6/25/2027	5/17/2027-8/6/2027 (12 weeks - c/o 2028) add/drop period: 5/17/2027 - 5/21/2027 last day to withdraw from a class: 7/30/2027	5/3/2027-8/6/2027 (14 weeks - c/o 2027) add/drop period: 5/3/2027 - 5/7/2027 last day to withdraw from a class: 7/30/2027
PHA	Dates	Dates	Dates
Summer 2027	5/3/2027-8/20/2027 (16 weeks - all students) add/drop period: 5/3/2027 - 5/7/2027 last day to withdraw from a class: 8/13/2027		
	*Students should reference their respective program handbooks for term holiday observances and term break days.	*Students should follow the holiday observance schedule of their clinical practicum or fieldwork site where applicable.	

ACADEMIC CALENDAR (COLLEGE OF MEDICINE)

	<u>Start Date</u>	<u>End Date</u>
M1 Year - Fall Semester 2026	July 20, 2026	December 18, 2026
Prematriculation	July 13, 2026	July 17, 2026
Orientation	July 20, 2026	July 24, 2026
Empowering the 910 Course- Week 1	July 27, 2026	July 31, 2026
Principles & Foundations of Medicine Course	August 3, 2026	September 4, 2026
Labor Day Holiday - no classes	September 7, 2026	
Dermatology/MSK System Course	September 8, 2026	October 30, 2026
White Coat Ceremony	September 11, 2026	
Empowering the 910 Course- Week 2	November 2, 2026	November 6, 2026
Hematology Course	November 9, 2026	December 18, 2026
Veterans Day Holiday - no classes	November 11, 2026	
Thanksgiving Holiday - no classes	November 25-27, 2026	
 Winter Break	 December 21, 2026	 January 1, 2027
 M1 Year - Spring Semester 2027	 January 4, 2027	 May 28, 2027
Application & Assimilation Course- Week 1	January 11, 2027	January 15, 2027
MLK Jr. Holiday - no classes	January 18, 2027	
Cardiopulmonary Systems Course	January 19, 2027	March 25, 2027
Good Friday Holiday - no classes	March 26, 2027	
Empowering the 910 Course- Week 3	March 29, 2027	April 2, 2027
Spring Break	April 5, 2027	April 9, 2027
Renal/GI Systems Course	April 12, 2027	May 28, 2027