

GRADUATE

MERCY
HEALTH SCIENCES UNIVERSITY

COLLEGE CATALOG

2026 - 2027





Mercy Health Sciences University
2026 - 2027
Graduate Catalog

<http://www.mchs.edu/catalog>

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Disclaimer

Mercy Health Sciences University (the University) for the remainder of this catalog reserves the right to change, at any time and without notice, their requirements, regulations, course and program offerings, fees, charges, and other matters addressed in this catalog. The University reserves the right to modify or terminate programs described herein. However, modification of program requirements will not adversely affect those students already enrolled in a program, nor will termination of a program affect anything other than the closure of admissions to the University.

The University Graduate Catalog for the 2026-2027 academic year is an informational document to help guide students through academic processes, procedures, and coursework. This document is not a contract. It is a planning tool and subject to change.

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MASTER OF SCIENCE IN NURSING EDUCATION

JOYCE E. LILLIS COLLEGE OF NURSING

LEADERSHIP DIRECTORY

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INTRODUCTION

The Graduate Catalog is applicable to students who are enrolled in graduate programs beginning Fall 2026 through Summer 2027.

The Graduate Catalog is the official listing of policies governing graduate education at the University. This catalog documents policies and procedures set by the Graduate Council and is updated each academic year to reflect policy revisions. While every effort has been made to make the catalog accurate as of the date of publication, the University reserves the right to change programs of study, academic policies, academic requirements, fees, course information, procedures for the confirmation of degrees, or the announced academic calendar and related deadlines without prior notice.

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THE UNIVERSITY

The University is the only private Catholic college in central Iowa and is accredited by the Higher Learning Commission (HLC), in addition to numerous programmatic accreditors. Currently, The University consists of three academic divisions: the College of Allied Health, the College of Liberal Arts and Sciences, and the Joyce E. Lillis College of Nursing (JELCON). The University offers one graduate degree, various bachelor's and associate degrees, certificate programs, and continuing education courses.

The University offers unique academic pathways, ranging from certificates to graduate degrees, designed to prepare students for meaningful healthcare careers. In fall 2025, 928 students were enrolled at the College. Of these, 91% are female, 53% received Pell Grant funding, 57% identified as Christian or Roman Catholic, 9.5% are first generation college students, and 70% identified as food insecure. Nearly 37% identified as non-white, reflecting the University's commitment to serving a diverse, high-need student population and advancing access to healthcare education for all. The University also offers non-credit continuing education courses through the University Training Center.

History of the Religious Sisters of Mercy

The core values of the University were born when Catherine McAuley founded the Religious Sisters of Mercy (RSM) in Dublin in 1831, in response to the desperate poverty of Ireland's Catholics under the British Penal laws. Catherine used her inheritance to open Baggot Street House of Mercy where she and like-minded women instructed children and taught young women the skills they needed to become independent. They visited the sick in hospitals and in their homes and became known in Dublin as "The Walking Nuns." The Vatican formally recognized the community in 1841, shortly before Catherine died.

Frances Warde, one of the first women to profess her vows as a RSM, came to the United States in 1843 in response to requests from U.S. Bishops to minister to Irish immigrants. By 1893, three sisters from Mercy Hospital in Davenport opened a new hospital in Des Moines. Under the leadership of Mother Mary Baptist Martin, they first cared for patients from rooms rented at Hoyt Sherman Place.

In 1899, the Mercy Hospital Training School was officially established to educate nurses. Seven students graduated in the first class in 1901.

The University evolved from Mercy School of Health Sciences, a certificate and diploma-granting institution established as a consolidation of the Mercy Schools of Nursing, Radiology and Emergency Medical Services in January 1994. Mercy College of Health Sciences was formed in July 1995 and is now recognized as Mercy Health Sciences University. The University is affiliated with MercyOne and Trinity Health.

The founding beliefs established by the RSM continue to guide the University as it educates nurses, allied health, and health science professionals in its third century of operation and as it begins its third decade as a private accredited institution of higher education. The University encourages an open mind, a desire to comprehend, and a sense of respect for ethnic and cultural diversity.

Catholic Identity Statement

The University is a Catholic institution of higher education whose purpose is to educate students for service and leadership roles in healthcare in fulfillment of the universal mission of the Roman Catholic Church and the particular charisms of the RSM.

As a Roman Catholic institution of higher education, the University strives to witness to and promote the Church's social teaching and moral principles in areas such as the respect for all human life, the fostering of peace and justice, the eradication of poverty and unjust discrimination, the development of all peoples, and the growth of human culture.

In response to the specific call of the RSM, the University fosters the pursuit of truth and knowledge and strives to nurture the growth and wellness of the whole person – physically, spiritually, intellectually, and morally.

The University manifests these beliefs by:

- Providing health sciences education rich in values and offering opportunities for spiritual, intellectual, cultural, and ethical growth;
- Demonstrating leadership in service to the community, especially those who are underserved;
- Building and sustaining a Catholic Christian community called by God to live together as a holy people bound by love, solidarity and self-giving, and faith. This Catholic Christian community thus becomes a sign of God's presence within and among us;
- Respecting the beliefs of those members of other religious and spiritual traditions and inviting them to share the gifts they bring to the community;
- Providing opportunities for prayer, reflection, and the study of Sacred Scripture;
- Celebrating liturgy and participating in the Sacraments; and
- Participating in the creation and development of societal structures that are humane, just, and respectful of the rights and dignity of the human person.

Vision

Mercy Health Sciences University will be a locally and regionally recognized leader, transforming students into healthcare professionals who live out and extend our ministry of healing.

Mission

Mercy Health Sciences University prepares graduates for service and leadership in the healthcare community by integrating its core values with a professional and liberal arts and science education.

Core Values

Mercy Health Sciences University is a Catholic institution of higher education, rooted in the heritage of the Sisters of Mercy, guided by our core values of knowledge, reverence, integrity, compassion, and excellence.

The University is guided by the five core values:

Knowledge: ability to instill in our University community a thirst to continually study, investigate, observe, and experience the world all-around for facts and ideas that can improve the health and well-being of humankind and create a love for learning.

Reverence: profound spirit of awe and respect for all creation; shaping relationships to self, to one another, and to God; and acknowledging that we hold in trust all that has been given to us.

Integrity: moral wholeness, soundness, uprightness, honesty, sincerity, as basis of trustworthiness.

Compassion: feeling with others, being one with others in their sorrows and joy, rooted in the sense of solidarity as members of the human community.

Excellence: outstanding achievement, merit, virtue; continually surpassing standards to achieve/maintain quality.

Institutional Memberships

The University holds institutional memberships with external organizations for a variety of strategic, academic, operational, and reputational reasons. These memberships are not symbolic—they are tools that help the institution advance its mission and operate more effectively.

A university holds institutional memberships to improve academic quality, support faculty and students, strengthen research and funding opportunities, maintain accreditation and compliance, enhance reputation and operational effectiveness, and advocate for our programs.

Institutional Accreditation

The University is accredited by the Higher Learning Commission. For more information regarding institutional accreditation please visit: [Mercy College of Health Sciences | The Higher Learning Commission](#).

Programmatic Accreditation

In addition to institutional accreditation, the University has approval and accreditation for its Master of Science in Nursing – Education (MSN) as follows:

Commission on Collegiate Nursing Education (CCNE)

655 K Street, NW, Suite 750

Washington, DC 20001

Phone: (202) 887-6791

www.ccneaccreditation.org

Iowa Board of Nursing (IBON)

400 SW 8th St, Suite B

Des Moines, IA 50309

Phone: (515) 281-3255

www.dial.iowa.gov/about-dial/boards/board-nursing

INSTITUTIONAL COMMITMENT & GRADUATE PROGRAM OUTCOMES

Institutional Commitments

Guided by its core values, the University supports the following institutional commitments for all students and employees:

Knowledge Acquisition, Construction, Integration, and Application:

Gains core knowledge and skills to build capacity for life-long learning.

Applies knowledge to a new situation or setting.

Demonstrates critical thinking.

Communication:

Writes effectively in a variety of forms and settings.

Speaks effectively in a variety of forms and settings.

Listens to comprehend.

Reads to comprehend.

Collaborates respectfully with others to accomplish a common goal.

Servant Leadership:

Exhibits personal accountability as a servant leader.

Exhibits social accountability as a servant leader.

Addresses community, national, and global needs through service.

Evidence-Based Continuous Improvement:

Gains insights through assessment data.

Makes data-informed decisions to improve outcomes.

Attains purposeful change to improve outcomes.

Monitors outcomes progress.

Graduate Outcomes

Graduates of the University will be expected to achieve the following outcomes:

1. **Ethical Responsibility:** Graduates will integrate ethical, legal, and professional standards while recognizing moral dimensions of decisions in degree specialization.
2. **Advanced Knowledge:** Graduates will demonstrate professional competencies with knowledge mastery in degree specialization.
3. **Communication:** Graduates will communicate effectively orally and in writing, demonstrating advanced academic and technical writing skills appropriate to the area of degree specialization.
4. **Research:** Graduates will conduct analyses of needs and problems and devise solutions using innovative practices.
5. **Servant Leadership:** Graduates will integrate principles of servant leadership and demonstrate cultural competence in working with diverse populations in interdisciplinary interactions as well as within the area of degree specialization.

GRADUATE ADMISSIONS & GRADUATION

Admission to the University

The University will consider any qualified person for admission to the University. Prospective students are invited to tour the campus and meet with an admissions representative, financial aid representative, and/or program representative. The University holds admission information sessions throughout the year for prospective students, their parents, and spouses. After receipt of an application and all official high school and college transcript(s), the prospective student's application and transcripts are reviewed for admission into the University.

Admission into the University is selective and does not guarantee admission into a professional program. Each degree and certificate program retains the right to set application deadlines and to limit enrollment. (*See sections for admission requirements to specific major.*)

Qualified applicants are admitted in compliance with federal and state non-discrimination statutes and the Americans with Disabilities Act. All students have equal access to the facilities. Financial aid is determined by federal guidelines.

The University's method of communication is through email and phone calls. It is the responsibility of prospective students to keep the University Admissions Department informed of their preferred email address and current phone number for all correspondence. Students who lack email access should communicate with University Admissions staff early in the process to establish an alternate communication method. All students are provided a University email address upon enrollment which will then be used for official University communications.

Graduate School Admission Requirements:

Students must meet the following requirements for Admissions:

1. U.S. bachelor's degree from an accredited university or an equivalent degree from another country (as determined by an approved NACES evaluator). **AND**
2. Undergraduate cumulative grade point average of 3.0 or higher **OR** Holistic Admission Review by the Office of Admissions & Enrollment Management and the JELCON, Chair of Graduate & Post-Licensure Programs.
3. For the purpose of applying to the University, English may be considered your primary language if you have been raised in an environment where English is an official language of your locality and nation, and English has been the primary language used in your home. Applicants whose primary language is not English must meet an English proficiency requirement in one of the ways listed below.
 - Internet-Based TOEFL (IBT): score of 71 with minimum scores of 17 in the Speaking and Writing sections.
 - Paper-Based TOEFL (PBT): score of 530.
 - International English Language Testing System (IELTS): an overall band score of 6.0 with no sub score below 5.5.
 - Pearson Test of English-Academic (PTE): score of 48.
 - American University Testing (ACT) English sub score of 18.

- Complete the equivalent of ENG 101 and ENG 102 with a C or better at an accredited US institution where the primary language of instruction is English.
- Official TOEFL and PTE scores should be reported directly to the University by the testing agency (scanned copies, photocopies, and Web results are not accepted).

For IELTS, results should be sent directly to the Office of Admissions by the testing center where you took the IELTS. Note for students transferring from United States postsecondary schools: The University does not automatically waive the English requirement for students who have taken English courses at United States postsecondary institutions.

For the purpose of applying to the University, English may be considered your primary language if you have been raised in an environment where English is an official language of your locality and nation, and English has been the primary language used in your home. Students are considered to be proficient in English if they have earned a U.S. bachelor's degree. (and then, after this, any other way in which you would determine English proficiency).

Considerations for Holistic Admission Review

1. Academic Trajectory: Does the applicant show an upward trajectory in their performance?
2. Major Course Work: How does their academic performance in major courses compare to non-major course work?
3. Higher Level Course Work: How did the student perform in 300-400 level courses?
4. Written Statement from Graduate Student: Why is now the time to seek a Graduate degree? How do you plan to be successful on this journey?
5. Professional Reference Letters: Does the student provide professional references?
6. Years Between Undergraduate Degree and Requested Start Date: Has it been a significant amount of time since last enrollment?
7. Professional Service: Has the applicant been working in the field?

Application Deadlines

For priority consideration, all application materials must be submitted by the dates listed below.

Semester	Application Deadline	Transcript/Test Scores Deadline
Fall	May 1	August 15

GRADUATE NURSING ADMISSIONS REQUIREMENTS

Students will submit admission requirements through the Office of Admissions.

1. RN Licensure: A current RN license in Iowa or [Compact Nursing State](#) with no restriction, encumbrance, or probationary limitations imposed by the applicable Board of Nursing or any judicial entity associated with yourself, your license or your practice. The RN license must be current upon application and throughout the program. RN licenses that expire before classes begin must be updated before starting the program. The Chair of Graduate and Post-Licensure Programs will monitor compliance with this each semester.
2. Bachelor of Science in Nursing (BSN) degree from a nationally accredited program (CCNE, ACEN, or CNEA).
3. A minimum undergraduate Cumulative Grade Point Average (CGPA) of 3.0 on a 4.0 scale for the BSN degree **OR** a minimum CGPA of 3.0 on a 4.0 scale based on 12 or more semester hours of graduate coursework. An unweighted GPA will be used to determine GPA.
4. National Certified Background Check and child and dependent adult abuse checks: This background check will be done at the applicant's expense through CastleBranch or Verified Credentials after acceptance has been granted. The information from this report is held in confidence by the school.*
5. For the purpose of applying to the University, English may be considered your primary language if you have been raised in an environment where English is an official language of your locality and nation, and English has been the primary language used in your home. Students are considered to be proficient in English if they have earned a U.S. bachelor's degree.
6. CV or current resume.
7. A personal statement (250 word minimum)

*Applicants may be denied entry based on their criminal background checks.

Residency Requirement and Time Limitation

Complete all the University requirements and procedures for graduation, including a minimum number of 30 credit hours of post-baccalaureate credits. Students may transfer up to 12 credit hours from an accredited institution. A minimum grade of “B” (not B-) is required for transfer credit. Transfer grades are not used to calculate the University Graduate School cumulative grade point average (GPA). The last 15 credits hours must be taken at the University Graduate School. Graduate degrees must be completed within 7 years from the student’s original start date for graduate study.

Time Limit Extensions

In cases where the student is nearing the residency time limitation, and needs more time to complete, the student may petition the Graduate Admissions and Progression Committee for an extension.

Graduation Requirements

Students must meet the following requirements for completion:

1. Completion of all required courses for the major with a letter grade of a “B” or higher
2. An overall grade point average of 3.0 or higher and 3.0 on required program courses, including all transfer courses.
3. Complete course Requirements as defined by the Program.
4. Meets required credit hours as defined by the program.
5. Completes all required courses for the major within 7 years.
6. Complete all the University requirements and procedures for graduation, including a minimum number of 30 credit hours of post-baccalaureate credits.
7. Students may transfer in up to 12 credit hours. The last 15 credit hours must be taken at the University in a graduate program.

Application for Graduation

Students must complete the Graduation Application found at [Mercy Health Sciences University/Graduation Eligibility and Application](#) one semester prior to graduation.

Graduation Survey

All students must complete the *Graduate Exit Survey* prior to graduation. Students will receive an email with information on completion.

Participating in Commencement

Students are encouraged to participate in the Commencement Ceremony. Information regarding this special event is found on the University website.

FINANCIAL AID INFORMATION

Federal and State Programs

Federal financial aid programs are available to qualifying students enrolled in any University associate or bachelor's degree and qualifying certificate programs. State funds may be available for degree-seeking students who qualify.

Many forms of financial aid (including, but not limited to those listed below) are tied directly to the Free Application for Federal Student Aid (FAFSA). Students and their spouses or parents must complete this application to qualify for financial aid at www.studentaid.gov. The University's Financial Aid Office will receive the FAFSA information electronically from the Federal Government provided the student uses the University's school code (006273) when completing the FAFSA.

Iowa Tuition Grant

Eligibility for the Iowa Tuition Grant is based on financial need. Recipients must be residents of Iowa as defined by the Iowa State Board of Regents, be pursuing an associate or bachelor's degree, submit their FAFSA by July 1, and meet the Expected Family Contribution (EFC) determined by the Iowa University Student Aid Commission. (*Subject to funding*)

Pell Grant

The Pell Grant is a federal grant awarded to students with high financial need. Pell grants are not awarded to individuals who have previously earned a bachelor's degree.

Stafford Loans

Eligibility for a Federal Stafford Loan is determined after grants and scholarships are awarded to the student. For current interest rates, origination fees, and other loan information, visit www.studentaid.gov.

The Stafford Loan program enables the student to borrow funds directly from the U.S. Department of Education. Maximum loan amounts vary based on grade level and dependency status as determined by the FAFSA. In order to comply with federal law, students are required to complete entrance counseling prior to borrowing a Stafford Loan.

Subsidized Stafford Loans are interest-free during the time the student is in University. Repayment begins six months after graduation, withdrawal, or if the student drops to less than half-time enrollment.

Unsubsidized Stafford Loans can be obtained by eligible students regardless of financial need. For unsubsidized loans, payment of both the principal and interest may be deferred until after graduation or withdrawal from the University, but interest begins to accrue at the time the loan

funds are disbursed. Repayment obligations are the same as the federal subsidized loan. Students are able to view the entirety of their federal loan history and lender information through the [Department of Education's website](#).

Supplemental Educational Opportunity Grants

A Supplemental Educational Opportunity Grant (SEOG) is for students with exceptional need and gives priority to students who receive Pell grants and file the FAFSA by July 1. (*Subject to funding*)

Work-Study Program

The Federal Work-Study Program provides financial assistance to students demonstrating financial need. Work-study positions are limited and subject to availability and financial need. Refer to FinancialAid@mchs.edu for details.

Veteran Educational Benefits

THE UNIVERSITY degrees and certificates are approved by the Iowa Department of Education for education benefits administered by the U.S. Department of Veterans Affairs (VA). Veterans or eligible dependents planning to enroll at the University should apply for VA benefits at the time of admission to the University. Please contact the Registrar's Office at Registrar@mchs.edu with questions or for necessary forms. A Benefit Application can also be completed online at www.va.gov. The application process for new claims takes a minimum of eight weeks to complete by the VA.

The University participates in both the Yellow Ribbon Program and the Military Spouse Career Advancement Accounts (MyCAA) Program.

Packaging for Federal and State Financial Aid

- Priority consideration will be given to admitted students who have submitted their FAFSA by July 1.
- Pell Grants, Iowa Tuition Grants, and external scholarships and grants will be applied first. Institutional funds and loans are applied next according to need.
- In the event that a student receives additional funds from outside sources, it is the student's responsibility to notify the Financial Aid Office. Reductions or adjustments in previously packaged assistance may result.

Withdrawal from the University or dropping of a course may result in the adjustment of a student's financial assistance package. This may result in a balance owed to either the University or the U.S. Department of Education. The student should discuss the potential impact of such a decision with the Financial Aid Office prior to making schedule changes.

To receive financial aid, a student must be admitted to the University and be pursuing a qualified academic degree or certificate.

- Financial Aid is initially awarded based on projected enrollment status, which is typically full-time. This may vary based upon program of study or course availability, so please contact the Financial Aid Office with questions.

If a student is taking academic credits at another institution while attending the University, the student is responsible for providing appropriate documentation.

Employer Tuition Assistance Programs

Many employers provide tuition support to encourage employees to pursue additional education. The University encourages all students to contact their human resources department to learn what options are available to support their education goals.

Trinity Health Tuition Reimbursement

Employees eligible for Trinity Health benefits may be eligible for Trinity Health tuition reimbursement and/or tuition assistance. These are Trinity Health programs, and you must refer to the Trinity Health Human Resource Ministry-Wide policies and procedures published and maintained on SharePoint for all details.

Satisfactory Academic Progress (SAP) Standards for Financial Aid

Students receiving federal and/or state funded aid at the University are required to maintain satisfactory academic progress (SAP) towards a degree during their enrollment. SAP measures both a qualitative and quantitative component and is achieved when a student maintains both the required grade point average and completion rate.

Please note: This is a different policy than the University Academic Performance Policy.

Qualitative Measure:

- Cumulative Grade Point Average (GPA)
 - Undergraduate students are required to maintain a 2.00 cumulative grade point average (GPA).
 - Graduate students are required to maintain a 3.0 cumulative grade point average (GPA).

Quantitative Measure:

- Completion Rate/Pace of Completion

Students must complete (with a D- or above) 67% of cumulative attempted credit hours applied to their degree or certificate including all courses taken at the University. [This policy applies only to financial aid considerations. Students must earn a C or higher to pass a course at the University.]

- Attempted Hours Include the credit hours for:

All courses taken at the University with an awarded grade of D- or better.

All courses taken at the University with a grade of F, W, or I

- All Repeated courses

All Transfer courses accepted and applied toward a the University degree

Incomplete Grades (“I”):

Qualitative Measure Impact: Incompletes are treated as a failing grade in the cumulative GPA. If a different letter grade is later given for the course, it is the student’s responsibility to notify the Office of Financial Aid so the academic progress may be reassessed.

Quantitative Measure Impact: Incomplete courses are treated as attempted courses.

Withdrawals (“W”):

Qualitative Measure Impact: Withdrawals are treated as a failing grade in the cumulative GPA.

Quantitative Measure Impact: Withdrawals are treated as attempted courses.

Repeated Coursework:

Qualitative Measure Impact: the most recent grade received (not the highest grade received) will be used in the calculation of the cumulative GPA.

Quantitative Measure Impact: Each time a course is taken, the credits will count as attempted credits.

Transfer Credits:

Qualitative Measure Impact:

We do not include transfer credit grades in our GPA calculation.

Quantitative Measure Impact: Transfer credits that are accepted and applied toward a THE UNIVERSITY degree plan are treated as an attempted credit.

Maximum Timeframes:

The federal government defined the maximum timeframe as 150% of your program's published length, as measured in credit hours. For example, a degree that requires 63 credit hours would result in a maximum timeframe of 94.5 credit hours (63 x 150%).

- Students must complete their program of study within a maximum timeframe as measured in attempted credit hours.
 - Please see "Attempted Hours Included" above for list of what hours are counted in this calculation.
- Students cannot receive financial aid for any coursework beyond 150% of the credits required for their specific program.
- If it is deemed mathematically impossible to complete the degree within the maximum timeframe, federal financial aid will end at that time.
- If a student changes majors, all attempted credits will count towards the 150% maximum timeframe policy.
 - Appeals for the 150% period will be allowed on a case-by-case basis. Please contact the Financial Aid Office for details.

Evaluation Period:

- The SAP policy will be evaluated at the end of each academic term (semester or quarter) to determine a student's eligibility for financial aid for the subsequent term. The evaluation will be completed within 7 business days of the end of the academic period.

Notification:

- Students will be notified of their SAP status within 7 business days after the end of the evaluation period. Notifications will be sent via student email or other designated communication channels as requested.

Financial Aid Warning & Suspension:

- **Financial Aid Warning:**
 - Students who do not meet the GPA and/or the 67% completion rate requirements will be placed on Financial Aid Warning for one semester.
 - Students will continue their financial aid eligibility during the warning semester.
- **Financial Aid Suspension:**

- After the warning semester, students who do not meet SAP policy requirements will be placed on Financial Aid Suspension.
- Students on Financial Aid Suspension lose their financial aid eligibility until the SAP requirements are met.

Appeal Process:

A student may appeal the Financial Aid Suspension through the Office of Financial Aid.

- **Submitted an Appeal:**
 - Student must complete the SAP Appeal Form and include:
 - Student narrative in writing, noting extenuating circumstances, such as the death of a family member or an illness or injury to the student if applicable. Includes supporting documentation.
 - Information regarding why the student failed to make SAP, and what has changed in the student's situation that will allow the student to demonstrate SAP after the next academic term of enrollment.
 - Academic Plan of Study signed by their Academic Advisor
- **Financial Aid Appeals Committee:**
 - The Financial Aid Appeals Committee will review the appeals and make a determination based on merits of each individual case.
 - All decisions by the Financial Aid Appeals Committee are FINAL.

Regaining Aid Eligibility:

- Students who have lost eligibility for financial aid may regain it by meeting SAP requirements during subsequent evaluation periods.

Once the requirements are met, the student will regain financial aid eligibility for the following term.

Scholarship Programs

The University and donor designated scholarships are available for students to apply for twice per year. Scholarship information, the application form, and the scholarship application dates are available on the University Scholarship webpage. Applications must be submitted utilizing the application form and within the specified scholarship application dates.

Applicants are able to submit a single application for multiple scholarships. A list of available scholarships as well as the forms to be used in the scholarship application process can be found online at www.mchs.edu/scholarships.

In many cases, documentation of financial need is required and will be validated using data authorized for release from the applicant's Free Application for Federal Student Aid (FAFSA). Failure to file a timely FAFSA for scholarship application deadlines that require such documentation will result in limited opportunities. Students receiving scholarships will be recognized in the community through publicity generated by the University. Students concerned about their confidentiality should contact the Financial Aid Office at the time of the award to discuss planned announcements.

Return of Title IV Funds

If a student withdraws from all classes or is dismissed from the University prior to completing 60% of the term, federal law requires a portion of federal Title IV financial aid received by an institution of higher learning to be returned to the government. A proration calculated by using the student's date of withdrawal is used to determine the amount of aid a student has earned prior to the 60% mark of the term. A student who earns a 0.0 term GPA (receives all F and/or W grades) in all classes for the term would have the proration calculation based on the last day of attendance if they do not attend the entirety of the term.

Calculation of aid earned and return of financial assistance (federal and state aid) is prorated following regulations. Contact the Financial Aid Office for more information.

Students will be notified if they are required to repay federal or state funds (grants and/or loans) within 30 days from the day that the University is made aware of the withdrawal or dismissal. Failure to repay or make satisfactory payment arrangements will result in the student becoming ineligible to receive Federal Title IV funds at any institution.

In addition, if the University is required to return any unearned portion of Title IV funds that have been used to pay tuition, any outstanding balances due the University resulting from such a return of Title IV funds will be the personal responsibility of the student. Repayment arrangements must be made with the University Business Office.

Payment and Refund Policies

Payment of Tuition and Fees

Full Payment of all tuition and fees must be made by the first day of each term for all for-credit classes. The University utilizes MyMercy (which can be accessed via our website) to provide an electronic bill. The University strives to generate an electronic bill for each student approximately one month prior to the start of the term. Paper bills may be sent at the discretion of the University or upon the Business Office receiving a request from the student. The student

has the obligation to contact the Business Office if an electronic bill is not available in MyMercy or if a paper bill is not received after the student has made a request. Failure to receive a bill does not exempt any student from the obligation to make Full Payment by the due date.

Full Payment occurs when: (i) the University has received an approved method of payment (set forth below) equal to the amount due or (ii) a Completed Financial Arrangement (applicable only to student enrolled in for-credit courses) has been made by the student. Full Payment must occur before a student may attend class.

In order for an arrangement to be considered a Completed Financial Arrangement: (i) it must be sufficient to pay the entire amount due, (ii) each requirement that must be met to receive a loan, scholarship and other aid must be satisfied, (iii) the entity issuing or awarding the loan, scholarship or other aid must have issued its final approval and (iv) the University must have received the funds or receive confirmation from the issuing entity that the funds will be paid to the University.

Pursuant to the Veterans Benefits and Transition Act of 2018, codified at **38 USC §3679(e)(1)**, the University shall not impose upon any student who is a covered individual (as the term is defined in 38 USC §3679(e)(2)) any penalty including: (i) late fees or (ii) the denial of access to classes, libraries, or other institutional facilities or require a covered individual to borrow additional funds, because of the individual's inability to meet a financial obligation to the institution due to the delayed disbursement of a payment by the Secretary of Veterans Affairs under chapter 31 or 33 of Title 38 of the U.S. Code. When delayed disbursement of a payment occurs, a student who is a covered individual shall be allowed to attend and participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of Title 38 of the U.S. Code and ending on the earlier of: (i) the date on which the Secretary of Veterans Affairs provides payment for such course of education to such institution, or (ii) the date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

Failure to make *Full Payment* by the due date will result in a late payment charge being assessed. Also, students who have not fulfilled their financial obligation may be dropped from all classes. At the University's discretion a student may be reinstated, if the financial obligation is fully satisfied and the reinstatement and late fees are paid by the student within the time specified by the Vice President, Business and Regulatory Affairs.

Full Payment of all tuition and fees for non-credit classes is due at the time of registration. Registration must occur before the first day of class. Because payment is due at the time of registration, students will not have an electronic bill in MyMercy. The student should contact the Business Office with any questions regarding Full Payment. The student should contact the Director of Continuing Education with any questions regarding registration.

Approved Methods of Payment

The University has the following approved methods of payment: cash, check, money order, electronic fund transfer and VISA, MasterCard and Discover credit and debit cards. Payment by credit and debit card may be made in person, by telephone, online or by mail. When paying by check, students are encouraged to remit payment the week before each term in order to avoid lines and delays. It is the student's responsibility to request a receipt.

NOTE: Any student who elects to pay tuition and/or fees with a credit or debit card either in person, over the phone or online will incur a service fee equal to the greater of 2.55% of the transaction amount or \$1.00. As an example, a VISA card transaction in which a tuition payment of \$1000 is made will incur a service fee of \$25.50, causing the total VISA card transaction to be equal to \$1025.50. The service fee is charged by the e-commerce service provider, not THE UNIVERSITY. All service fee charges are retained by the e-commerce service provider and no portion of the fee is shared with or paid to the University. The University encourages all students to pay with a check (electronically, by mail, or in person) to avoid paying a service fee. Any questions regarding credit card and debit card payments should be directed to the University Business Office.

Tuition Adjustment Policies

If a student drops a class or classes or withdraws from the University, it is possible under certain circumstances, that the tuition and fees charged by the University to the student will be adjusted. In some circumstances a student may be entitled to a direct refund. In other circumstances, the proceeds from a loan, scholarship or other aid will be sent back to the issuing entity by the University. Tuition adjustments are dependent upon many factors, including but not limited to the date of the change, course load, enrollment status, credit hours, method of payment, and type of class (i.e., For-credit Classes or Non-credit Classes). For-credit Classes include only those courses identified as Special Departmental Courses and General and Professional Education Courses in the Course Descriptions Section of the Catalog and which follow the Regular Tuition section of Appendix A to the Catalog. Non-credit Classes are all classes not meeting the definition of For-credit Classes. A student should not assume a tuition adjustment will be necessary and proper. Questions concerning tuition adjustments should be brought to the attention of the Business Office.

Dropping Classes

Dropping is defined as ending enrollment in one or more classes during a term, but continuing enrollment in other classes during that same term.

The University allows students to drop classes within the following time frames and to receive a tuition adjustment for an amount equal to the full cost of the class or classes that have been dropped. The Session Start Date is set forth each term in the Course Schedule published on the University website (unless otherwise identified, for most classes this date is the first day of the

term). To meet the deadline, the student must submit all paperwork to the Registrar's Office before the end of the day specified below.

Classes running 12 weeks or longer	7 calendar days from the Term Start Date
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Classes running less than 12 weeks	3 calendar days from Session Start Date
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Non-credit Classes	On or before the first day of class
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Tuition is considered fully earned by the University after the above time frames have passed, and therefore tuition will not be adjusted for any class dropped after the respective time frame set forth above.

Dropping Non-credit Classes

Tuition is non-refundable if the drop occurs after the first day of class. Therefore, a student who wishes to drop a non-credit class and be eligible to receive a tuition adjustment must submit all completed paperwork to the Registrar's Office on or before the first day of class.

Withdrawal from the University

Full Adjustments

Withdrawing from the University is defined as ending enrollment in all classes during a term. A student officially withdraws from the University on the date the Registrar's Office receives formal written notice of the withdrawal from the student. Please refer to the Academic Policies Section of this Catalog or consult the University Registrar to answer questions related to academic credit. Please refer to the Admissions Section of this Catalog or consult the University Admissions Department to answer questions related to readmission.

The University allows students to withdraw from the University within the time frames identified below and to receive a tuition adjustment for an amount equal to the full cost of tuition. The Session Start Date is set forth each term in the Course Schedule published on the University website (unless otherwise identified, for most classes this date is the first day of the term). In order to meet the deadline, the student must submit all paperwork to the Registrar's Office before the end of the day specified below.

Classes running 12 weeks or longer	7 calendar days from the Term Start Date
------------------------------------	--

Classes running less than 12 weeks	3 calendar days from Session Start Date
------------------------------------	---

Non-credit Classes	On or before the first day of class
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Students who withdraw from the University must complete a University Exit form and submit it to the Registrar's Office.

Students wishing to withdraw will be considered for readmission according to the readmission policies.

Prorated Adjustments

Any student taking classes for credit (excluding Paramedic classes) who withdraws from the University after the above deadlines and up to the 60% mark of the term will have a tuition adjustment calculated on a prorated basis. The date the Registrar's Office receives formal written notice of the withdrawal will be the date proration is based upon. Tuition is considered fully earned after 60% of the term has elapsed and therefore tuition is non-refundable for all withdrawals after that date.

Non-credit courses are not eligible for prorated tuition refunds. All tuition is considered fully earned at the end of the first day of class.

Additional information related to the Federal guidelines for refunding disbursed Title IV Funds are found in the section entitled "Return of Title IV Funds."

Iowa National Guard and Reserve Forces of the United States

Consistent with Iowa Code 261.9(1)g, any student who is a member of the Iowa National Guard or Reserve Forces of the United States who is ordered to national-guard duty or federal active duty may during the term in which the student is ordered to duty select one of the following three options:

The student may withdraw from the University and receive a full refund of tuition and mandatory fees for that term.

The student may make arrangements with the University to complete all courses at a later date. The student will receive an incomplete grade for each course. If the student elects this option, no adjustment to tuition and fees will occur.

The student may make arrangements with the University to complete some courses at a later date. If the student elects this option, the student must withdraw from all courses that will not be completed at a later date. The student will receive an incomplete grade for each course in which the student remains enrolled. The tuition and mandatory fees associated with each course that will not be completed at a later date will be refunded to the student.

If a member of the Iowa National Guard or Reserve Forces of the United States who is ordered to national-guard duty or federal active duty and has a dependent child and a spouse who is a student at the University, then the spouse may also take advantage of the above options during the term the member is first ordered to duty. In order to take advantage of any of the options, the student must provide the University with a copy of: (i) the Internal Revenue Service tax filing for the previous tax year showing the member claimed a child as a dependent, (ii) the marriage license or certificate identifying the names of the member and the student and (iii) the official military document ordering the student's spouse to national guard duty or federal active duty.

Non-completion due to Unavoidable Circumstances

Non-Credit Classes

No refunds or tuition adjustments will be made. However, if the student is unable to complete the course due to unavoidable circumstances a written application should be submitted to the Vice President, Business and Regulatory Affairs within 15 days of the last date of attendance which clearly describes the circumstances and why the circumstances were unavoidable and why those unavoidable circumstances make it impossible for the student to complete the course(s). The application will be reviewed by the Vice President, Business and Regulatory Affairs, the Dean of Liberal Arts and Sciences and the instructor of the class or classes. If the application is approved, the student will be allowed to re-enroll in the class or classes from which the student was unable to complete at 50% of the then current cost if the student re-enrolls in the class within 6 months of the date the application is submitted. After 6 months, the benefit is lost. This benefit is only available one time per student. For students whose application is approved, a grade of “W” will be recorded. For students whose application is not approved, the student will receive the grade earned as determined by the instructor(s).

Unpaid Tuition Due to the Return of Federal, State or Private Aid

When a student withdraws from the University or is dismissed from the University prior to completing 60% of the term and all or a portion of the student’s aid must be returned to the agency or organization issuing the aid, this may create a situation in which the student has unpaid tuition owed to the University. Students will be required to pay all unpaid tuition and fees in full in order to enroll in classes which start after the withdrawal or dismissal date or to receive their transcripts, degree, or diploma. Failure to pay may result in the student being sent to a collection agency. Students should seek input from a representative of the Financial Aid Office or Business Office prior to withdrawing.

Non-Credit Class Information

Payment of all tuition and fees for non-credit classes is due at the time of registration. Registration must occur before the first day of class. Tuition is non-refundable after the first day of class. Installment payment plans are not offered by the University for these classes. Students are not considered registered until payment is received. If a student is unable to attend any class, the student has a duty to contact the instructor prior to the class to discuss the matter. If a student fails to attend the first class and has not contacted the instructor prior to the class to obtain permission, the student will be administratively dropped from the class by the University and the amount paid by the student will be refunded.

Collection

Any time a student develops a past-due balance, the account will be placed on Business Office hold and the student will be unable to obtain grades, transcripts, or register for other classes until

the past due balance is paid in full. Any time an amount is past due, the University may elect at its full and complete discretion to send the student's account to a collection agency. Any collection costs incurred by the University may be charged to the student's account.

Due Dates for Tuition and Fees

Full Payment (as the term is defined above) of tuition and fees for all for-credit degrees, certificates, and courses offered by the University is due on or before the first day of each term. Please consult the University calendar to determine the first day of the relevant term.

Excess Payments

If a student account has a credit balance, a refund will be issued to the student unless the student requests that the credit be applied towards future obligations. Refund checks will be made available for students the later of, 14 days after the funds are received by the University or 14 days after the first day of the term. A student who has received federal or state aid has agreed through the application process that funds will be used solely for education-related expenses.

STUDENT AFFAIRS

Norkaitis Student Success Center

The Josephine Norkaitis Student Success Center (SSC) provides students with opportunities to enhance their education through academic advising, career development, personal counseling, tutoring services, and testing accommodations for students with a disability, and other academic support services. The SSC is designed to provide free services to help students who may need additional support during their academic experience.

MyMercy

MyMercy is the University's online tool for viewing academic and administrative records. This student information website allows students to access their accounts, schedules, grades, unofficial transcripts, course and degree planning tools, financial aid information, registration, and other tools that facilitate their enrollment and progression.

Online Learning Management System

Canvas is the University's learning management system for courses that utilize technology and may also be offered in blended and online formats.

Student Email Account

All students are provided a university email account. This email account is the official method for the University to communicate with students. Students are expected to check their university email accounts on a regular basis.

Library Resources

The University Library provides the University community instructional consultation, research support, and access to information to promote lifelong learning and infuse opportunities to develop information literacy throughout the University experience. The library provides reference assistance, research help, and information literacy instruction to individuals and groups. Email library@mchs.edu or connect with library staff via text or chat to consult with a librarian. The Library provides a collection of print, audiovisual, and electronic resources to support the coursework and research of students, faculty, and the wider community. Access to online resources is available through the library website (<https://www.mchs.edu/Students/Library>) and through each course's online classroom. Interlibrary loans offer access to millions of articles held by libraries worldwide. Students also have access to materials at more than 600 libraries across the state through the University's participation in Iowa's Open Access Program.

Campus Ministry

Campus Ministry provides opportunities where students and faculty/staff are offered a variety of ways to explore, challenge, develop and live out their faith. Rooted in the heritage of the Sisters of Mercy, Campus Ministry promotes the institution's Catholic Christian values unifying the community with retreats, service, friendship, and prayer. Located in Brennan Hall, Campus Ministry offers a warm and welcoming place where members of the community gather to share stories, reflect on their spirituality, and seek support and pastoral guidance.

Campus Ministry's programs are inclusive of all faith backgrounds and designed to make every student, faculty and staff member feel comfortable and welcome in the University community. Whether experiencing a retreat activity, a community-building event, participating in one of the community service projects or praying together in the chapel, Campus Ministry offers opportunities to explore one's spirituality and develop one's faith.

Rooted in the heritage of the Sisters of Mercy, Campus Ministry aims to offer programming that reflects the diversity of our campus community, while maintaining the institution's Catholic Christian values. Campus Ministry provides opportunities where students and faculty/staff can connect, share faith, and seek support and pastoral guidance. Campus Ministry offers a weekly Mass and interfaith prayer service. Additional programs are promoted on digital kiosks around campus. To connect with our Campus Minister, email mission@mchs.edu.

Student Organizations

For more specific information, please refer to the Student Organization link on the University's website: <https://mchs.edu/Experience/Student-Clubs-Organizations> or see the University Student Handbook: at www.mchs.edu/students

Housing Options

Students in need of housing may find housing wherever they desire. Students may wish to consider the following options which are not owned or operated by the University.

College Hill

This student apartment option is located at 921 6th Ave, Des Moines Iowa. College Hill offers multiple apartment options. Contact Newbury Living at: <http://www.newburyliving.com/> for more information on student apartment options across from campus.

Drake West Village

Students interested in a more traditional student housing option may wish to consider Drake West Village, 1315 31st Street, Des Moines, IA 50311. This facility is adjacent to Drake University and offers apartment-style housing to students from Drake University, Des Moines

University and THE UNIVERSITY. Contact Drake West Village by visiting the web at www.drakewestvillage.com.

Child Care Resources

Students in need of childcare resources should consult the Community Resource Guide by visiting <https://mchs.edu/Students>.

Table 1 provides more information about services housed under the Student Success Center, visit: <https://www.mchs.edu/Academics/Campus-Services/Student-Success-Center>

Table 1. Overview of Student Academic Support Services

Academic Support Area	Services Provided	Weblink
Financial Aid	Explains and supports the financial aid process.	https://www.MercyCollege.edu/students/
Accessibility/Disability Services	Supports students with physical and learning disabilities; and emotional/mental challenges.	https://www.MercyCollege.edu/students/josephine-norkaitis-student-success-center/disability-services/
Counseling/Health & Wellness Services	Promotes the mental health and well-being of students by offering free and confidential counseling by experienced.	https://www.MercyCollege.edu/students/student-health-services/
Norkaitis Student Success Center (NSSC)	Provides students with academic counseling, teletherapy, tutoring, and related support services; study skills, tutoring, writing proficiency, stress, emotional crisis, and even domestic violence issues are provided through the SSC.	https://www.MercyCollege.edu/students/josephine-norkaitis-student-success-center/

Academic Advising	Support educational pathways, discuss academic and career goals, and get connected to university resources that will impact their academic success.	https://www.MercyCollege.edu/students/josephine-norkaitis-student-success-center/academic-advising/
Library Services	Provides traditional print and quality electronic resources to support the needs of students and faculty.	https://www.MercyCollege.edu/students/library/
Technical Support	Supports Outlook, Canvas, MyMercy and other student accounts, troubleshoots hardware and software issues, etc.	https://www.MercyCollege.edu/students/technology-and-support/
Career Services	Helps students prepare resumes, interview for jobs, conduct job searches, and hosts a job board.	https://www.MercyCollege.edu/experience/student-support/career-resources/
Campus Ministry	Provides opportunities for students, faculty, and staff to explore, challenge, develop, and live out their faith.	https://www.MercyCollege.edu/experience/campus-ministry/

ACADEMIC POLICIES & PROCEDURES

Academic Calendar 2026-2027

Fall Semester 2026

August 31	First Day of Class
August 31	Fall Tuition Payment Deadline or Installment Payment Plan Established
September 6	Last Day to Add a Course
September 6	Last Day to Drop Courses with Refund
September 7	Labor Day – No Classes
October 2	Fall Recess - No Classes
October 21	Midterm
October 31*	Last Day to Drop Courses
November 26-29	Thanksgiving Break (No Classes after 4 pm, Wed.)
December 12	Last Day of Semester
December 13 – Jan. 3	Winter Break

Spring Semester 2027

January 4	First Day of Class
January 4	Spring Tuition Payment Deadline or Installment Payment Plan Initiated
January 10	Last Day to Add a Course
January 10	Last Day to Drop Courses with Refund
January 18	Martin Luther King Jr. Day, No Classes
February 27	Midterm
March 6*	Last Day to Drop Courses
March 15-21	Spring Break (No Class)
March 26	Good Friday (No Classes, Campus Offices Closed)
April 23	Commencement Day
April 24	Last Day of Semester

Summer Semester 2027

May 10	First Day of Class
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May 10	Summer Tuition Payment Deadline or Installment Payment Plan Initiated
May 16	Last Day to Drop Courses with Refund
May 31	Memorial Day, No Classes
June 26	Midterm
July 5	Independence Day (Observance), No Classes
July 6*	Last Day to Drop Classes
August 14	Last Day of Semester

Dates are subject to change.

* Dropping a course before this date will result in a grade of “W.” Dropping a course after this date will result in a grade of “F.” The last day to drop courses, less than 15 weeks long, will be at the 60% point.

Academic Advising

Each student is personally responsible for assuring that all academic requirements for graduation are met. To assist with this task, an advisor is assigned to each student. Students need to meet with their academic advisors each semester to plan their program of study and semester schedules. The name of the student’s academic advisor is listed in MyMercy.

Registration

Registration dates are listed in the Academic Calendar and students need to register during the assigned registration period. Students should meet with their academic advisor prior to registration to plan their course of study, select courses, verify prerequisites, and obtain registration approval. The academic advisor will provide students with their assigned online registration date and time. Students register for classes using MyMercy (the mobile application). Changes to their registration may be made through MyMercy until the start of the term or prior to the start date for courses that begin after the first week of the term.

Priority Registration for Student Veterans

The University offers priority registration to students receiving veteran’s educational benefits and to veterans and military members who submit appropriate documentation. This allows veterans to be among the first students to register each semester.

Veterans and dependents using veteran’s educational benefits will automatically be assigned priority registration.

Students not using veteran's educational benefits, can receive priority registration by submitting proof of veteran status (i.e., DD-214, US Armed Forces Active Duty Orders, and Military I.D. Card) to the Registrar's Office.

Once a student's military status is verified, they will remain eligible for priority registration.

Distance Education

Distance education occurs when instructional content is delivered as an online blended/hybrid course via technologies such as the Internet and audio-conferencing to communicate with students synchronously or asynchronously. Synchronous interactions may take place using live chat sessions and videoconferencing while asynchronous communications may involve E-mail, discussion boards, and feedback on submissions.

An online course is when all instruction occurs synchronously or asynchronously online through substantive and regular engagement between the student and the instructor. A blended/hybrid course is when a significant portion of instruction is delivered online while a portion of the course occurs in didactic or clinical formats. The online portion is approximately 25 - 75% of the total course. Online and blended/hybrid courses may provide increased flexibility and independence for students, but it also means that online students must learn to manage their time well, balance competing demands, and have sufficient technological skills and resources to ensure their success in this learning environment. Successful online students are self-directed, motivated, and comfortable working with technology.

Students can take online courses from any location in which the University is authorized to conduct educational activities (see State Authorization Reciprocity). Online and blended/hybrid courses will meet the same learning outcomes as face-to-face courses.

Technology Proficiency

Students in asynchronous courses must be proficient in the following basic computer skills:

- sending/receiving email
- sending and receiving attachments via email
- using a web browser
- finding web resources through search engines
- downloading and installing software and/or viewing electronic files
- familiarity with using browser plug-ins (e.g., PDF reader, video, audio)
- using a word processing, presentation software, or other productivity applications

- experience/familiarity with a variety of file formats such as: .rtf "Rich Text Format", .doc or .docx "Microsoft Word Document", and .txt "Text document"
- the ability to be self-directed in learning new technology skills (e.g., following a handout, a step-by-step tutorial, online video help, or access to support to learn necessary skills)

Students need to check with their instructors about additional required skills for a specific course.

Portable and Laptop Computer Recommendation

Many courses at the University require the use of computers either for online testing or other applications within the learning management system. The University provides some computer resources, but students are encouraged to have a laptop computer to complete in-and-out of class assignments. To be successful we strongly recommend students own or purchase a Windows or Mac OS portable computer.

Note: iPads and Chromebooks are not supported by the University. While they will work to access most resources, they will not work with all online and classroom electronic exam software required for exams in most courses.

RECOMMENDED STANDARD SPECIFICATIONS

- **Specification:** Processor: Intel Core i5, i3, 4115Y or similar | Memory: 8GB | Storage: 128GB | Weight: Less than 3 Pounds | Battery Life: 10 - 14 hours | Screen: 13" or larger | Keyboard: Full QWERTY physical keyboard
- **Examples:** Apple Macbook Air, Dell XPS and Microsoft Surface Go Series (with added keyboard) portable computers.

RECOMMENDED MINIMUM SPECIFICATIONS

- **Specification:** Processor: Intel Processor | Memory: 4GB | Storage: 64GB | Weight: Varies | Battery Life: 6 hours or greater | Screen: 11" or larger | Keyboard: Full QWERTY physical keyboard
- **Examples:** HP Stream, HP Envy and Dell Inspiron Series laptops.
 - Due to memory limitations, you may need to shut down extra browser windows or fully exit programs like the Microsoft Teams application THE UNIVERSITY uses when not in use.

Username and Passwords

Students use the same username and password for all University services, including MyMercy, student email, printing, and Canvas. Contact IT for assistance with username and passwords.

Learning Management System

The University provides end-user support for instructors and students using a learning management system. Students should contact their instructor first when having a technical problem within a particular online or blended/hybrid course.

Students may leave a message with the Information Technology Support helpdesk, and the support personnel will respond during the next business period. The Information Support phone number, web-form and support hours are listed on the University webpage.

State Authorization Reciprocity

If a student is located outside the state of Iowa while enrolled in online classes at the University, the University must be authorized to deliver the education within the state where the student will be located. The University complies with the authorization requirement as a participant under the State Authorization Reciprocity Agreement (SARA), an agreement among member states that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. SARA is intended to make it easier for students to take online courses offered by postsecondary institutions located in another member state. SARA is overseen by a National Council and administered by regional education compacts. The state of Iowa is a member of the Midwest Higher Education Compact. The state of Iowa became a member of NC-SARA on June 1, 2015, and assigned administrative responsibility for the program to the Iowa University Student Aid Commission.

The University attempts to work directly with states that do not participate in NC-SARA to secure any required approvals to enable residents of those states to enroll in online degree programs. While the University endeavors to comply with the requirements established in each state, various state conditions and fees may prohibit the University from achieving authorization in every state.

Programs offered through the University are designed to meet the state of Iowa's requirements for licensure or certification. Unless noted, the University has not reviewed its outcomes as related to specific licensure or certification requirements necessary for a respective occupation or profession. It is the students' responsibility to understand the requirements of their respective state and certification exams, which may change during the duration of their program. The University cannot guarantee a student's eligibility to qualify for exams or certifications.

The University Distance Education Student Location Determination Policy

In accordance with the State Authorization Reciprocity Agreement (SARA) and the Department of Education, students participating in a distance education program will have their location determined at the time of initial enrollment through their address provided and verified on their application. A student who permanently relocates with the intent of living in a new state for

greater than one year, should notify the University through the change of address form that can be found on the University website: <https://mchs.edu/Students/Change-of-Address>

Add/Drop Courses

Schedule Change

Students may change their course schedule through MyMercy until the term begins. Once the term starts schedule changes are not official until a completed Schedule Change Form is received by the Registrar's Office. Guidelines for schedule changes are as follows:

- Students may only enroll in a course during the first full week of the term (or equivalent period for shorter courses) without instructor permission.
- Students may withdraw from a course with a refund before the end of the add/drop date without having the course appear on their academic record.
- All changes in course schedules should be approved by the student's advisor.
- Students who withdraw from a course after the last day to add/drop a course with a refund date and before the end of the ninth week of the semester will receive a grade of "W." Withdrawals after this time period will result in a grade of "F." Students may withdraw from a course that is shorter than 15 weeks with a "W" after 7% of the course is completed and before 60% of the course is completed. Refer to registration information provided by the Registrar.
- Students receiving financial assistance should consult with the Financial Aid Office regarding financial consequences before changing schedules.

Auditing a Course

A student may audit a course if there is sufficient space available. Students may not audit any portion of a course that includes a clinical component. Although auditing students need not complete class assignments, take tests, or participate in class activities, they may do so with the permission of the instructor.

A student may not change from or to audit status after the first week of the course. Neither a grade nor credit will be granted for an audited course. Audited courses do not serve as prerequisites for other courses. The student's transcript will reflect "AU" for the audited class.

Directed Study

Designed to fulfill the need to have an existing course that is required by a student's major of study but currently is not being scheduled. The material covered in such courses is the same that is covered in the traditional course but is more self-directed with moderate oversight and direction by faculty. Credit assigned for a Directed Study course will be set equal to the credit

value of the regular course. Students may complete a maximum of two courses of directed study work while at the University. A student must have completed fifteen credit hours at the University and have a cumulative GPA of 2.5 or higher before taking a Directed Studies course. Course offering requires consent of the Program Chair and the Dean of Liberal Arts and Sciences.

Course Cancellation

The University reserves the right to cancel a course. Students will receive a full refund for the course.

Attendance

Students are expected to attend, be punctual, and actively participate in all classes, laboratory, clinical sessions, preceptorships, and internships for which they are registered. Instructors may provide additional attendance requirements on the course syllabus. Students must verify their course enrollment by attending class(es) the first week of each term. Students enrolled in online courses must have meaningful academic interaction in their online course(s) the first week of the term to verify their enrollment. Failure to verify enrollment may result in students being dropped from class(es) for non-attendance.

Administrative Withdrawal

The Vice President of Academic Affairs/Provost, Dean of Liberal Arts and Sciences or the Dean of Students may administratively withdraw a student in situations when the student has never attended class, has established attendance but has current prolonged absences, or has exceptional circumstances preventing the student from attending class or coming to the University to complete a withdrawal form. Exceptional circumstances may include, but not be limited to:

- Extreme medical situation in which the student is unable to initiate the withdrawal process. In such cases, the Dean of Students initiates the withdrawal process.

Behavioral situations, including where it is deemed the student may be a danger to themselves or others, may result in the student being withdrawn, suspended, dismissed, or expelled from the University. In such cases the Dean of Students, with the approval of the Vice President of Academic Affairs, initiates the withdrawal process.

Medical Withdrawals

Credit Bearing Classes – The Full-Adjustment and Prorated-Adjustment policies set forth above will be followed for students taking classes for credit. The student must follow the medical withdrawal policy set forth in the Academic Policies and Procedures section of the Student Handbook. If a medical withdrawal is granted, a grade of “W” will be awarded for each course from which the student withdraws.

Non-credit Classes – No refunds or tuition adjustments will be made. However, if a medical withdrawal is necessary, the student must follow the medical withdrawal policy set forth in the Academic Policies and Procedures section of the Student Handbook. If the student follows the medical withdrawal policy and a medical withdrawal is granted, the student will be allowed to re-enroll in the same class from which the student withdrew at 50% of the then-current cost if the student re-enrolls in the class or classes from which the student withdrew within 12 months of the date the medical withdrawal is approved. After 12 months, the benefit is lost. This benefit is only available once per student. If a medical withdrawal is granted, a grade of “W” will be awarded for each course from which the student withdraws.

Active-Duty Military Withdrawals

For-Credit Classes – The Full-Adjustment and Prorated-Adjustment policies set forth above will be followed for students taking classes for-credit who are called to active duty. Military withdrawals are not available for purposes of completing the required two-week annual training. The student must follow the military withdrawal policy set forth in the Academic Policies and Procedures section of the Catalog. If a military withdrawal is granted, a grade of “W” will be awarded for each course from which the student withdraws.

Non-Credit Classes - No refunds or tuition adjustments will be made. However, if a military withdrawal is necessary, the student must follow the military withdrawal policy set forth in the Academic Policies and Procedures section of the Catalog. If the student follows the military withdrawal policy and a military withdrawal is granted, the student will be allowed to re-enroll in classes from which the student withdrew within six months of returning from active duty. After six months, the benefit is lost. This benefit is only available once per student. If a military withdrawal is granted, a grade of “W” will be awarded for each course from which the student withdraws.

Grading

The University uses the following grading system to monitor student’s academic progress and computed grade point averages:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Quality Points	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

Special Grades	Quality Points	Description
AU	* 0.0	Audit (no credit)
E	*0.0	Credit by Examination/Validation - Course credit given for successful examination completion or documented equivalency.
I	*0.0	Incomplete - Given as a course grade to students whose work is satisfactory but, for reasons acceptable to the instructor, are unable to complete the course. At the discretion of the instructor, deadlines for satisfying an Incomplete can be from a few days to 30 calendar days after the end of the semester in which the incomplete occurred unless prior approval from the Dean of Liberal Arts and Sciences is received. If no change is reported, the "I" becomes an "F" and is calculated in the student's GPA. It is the student's responsibility to make sure the deadlines for satisfying "I" are met.
P	*0.0	Pass - Met course requirements successfully as determined by the instructor. Is not calculated in GPA.
W	*0.0	Withdrawal from a course before the end of the week following the University mid-term.
Repeated Course	*0.0	Repeated Course is indicated on the transcript with the notation that it is the same as the department and number of the repeat.

*not calculated in GPA

Determination of Course Grade

Faculty members determine the grading standards for each course they teach and identify these standards in the course syllabus. The course syllabus is not to be considered a contract with the student. The instructor can revise, modify, add to, or eliminate terms and requirements contained in the course syllabus at any time with proper notice to the students.

Grade Disputes

Students who dispute a course grade are required to follow the [Grade Appeal Policy](#) found in the Academic Policies and Procedures section of the Catalog.

Failed Course Policy

Students failing ("**C-**" or lower) one course in the major (a course within the major curriculum) may be dismissed from the major or delayed promotion based on major/curriculum structure.

Incomplete Grade Policy

A student may need an extension of time to complete course requirements due to unanticipated circumstances arising near the end of the term. Extenuating circumstances occur that prevent students from completing coursework during a given semester and make it impossible to meet course requirements on time. *Incompletes are not issued in cases in which students simply do not complete their work within the specified term and there were no extenuating circumstances.* A student may request an Incomplete (“I”) Grade, or a course instructor may initiate an *Incomplete Grade*. The student must have completed at least half of the coursework to be eligible. Assigning an *Incomplete Grade* is at the discretion of the course instructor. Additional time granted to complete coursework will normally not exceed the amount of time lost due to the extenuating circumstances (*generally within a few days; up to 30 calendar days after semester ends*). Final approval or denial of the request is made by the Program Chair, or by the Dean of Liberal Arts and Sciences as needed. The Chair will determine if the student is able to be promoted to the next semester with an outstanding “I” *Incomplete Grade*. Students may be required to pay a clinical make-up fee.

Contract for Incomplete Grade

A contract for an incomplete grade is initiated in collaboration with the course instructor. The contract must be made prior to the end of the term in which the course was offered. The student must provide any requested documentation to be reviewed and completed by the course instructor prior to the end of the term. The instructor must indicate, on the contract, the work to be completed, due date, and grade to be assigned if the work is not completed by the due date. If the course is not completed by the date indicated, the grade assigned on the incomplete application will be the final course grade.

Extenuating Circumstance Criteria

Extenuating circumstances for the purpose of granting additional time to complete coursework include death in the family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances surrounding the birth of a child, severe acts of nature, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond the student’s control.

Grade Point Average

Semester GPA

A student’s semester Grade Point Average (GPA) is determined by dividing the number of quality points earned during the semester by the number of graded credit hours attempted during the semester. Only course grades earned at the University are used to calculate a student’s semester GPA.

Cumulative GPA

A student's cumulative GPA is determined by dividing the total number of quality points earned by the total number of graded credit hours attempted. Only course grades earned at the University are used to calculate a student's cumulative GPA. GPA is calculated to the thousandths decimal place.

Passing/Failing Courses

Courses required for majors, minors, or applied to the core curriculum are considered failed courses unless a grade of **“C” or higher**, (not C-), is earned. Courses not required for majors, minors, or applied to the core curriculum are considered failed courses if a grade of “F” is earned.

Repeated Courses

A student may repeat a course in order to obtain a better grade. A student is not required to repeat a failed course or a course in which the student earns a “C-“ or below unless it is a required course for the major, minor or core curriculum. However, lower grades significantly impact a semester and cumulative GPA. Students choosing to repeat a course should contact the Financial Aid Office to determine if financial aid is available to pay for the course.

Repeated courses are designated on the student's transcripts. The last grade earned is the grade calculated in the student's GPA. Both the original course and the repeated course(s) appear on the student's official transcript. Students cannot remove unsatisfactory grades earned at the University by repeating the course at another institution, nor will the GPA calculations be changed as a result of transferring a course to the University.

Academic Renewal Policy

The University students who have experienced a lapse in enrollment for a period of 2 years or more may petition in writing to be considered for Academic Renewal. Academic Renewal is an opportunity for students to have specific the University grades not calculated in their grade point averages (GPA). Students must complete at least 12 credits within 2 consecutive semesters at the University with a minimum GPA of 2.0 prior to receiving grade forgiveness. No withdrawal, “W,” grades may be received during these two semesters. Students who have earned a certificate or degree (excluding short term certificates) from the University are not eligible for academic renewal.

Students transferring to another University should contact that institution to determine the impact of academic renewal on transfer credits.

Courses completed before and after the academic renewal remain on the transcript and may be considered when students apply for other undergraduate or graduate degrees. A notation on the transcript will signify that academic renewal has been applied.

The adjusted GPA calculations are not used in determining eligibility for student financial aid. It is the responsibility of the student to consult financial aid to determine eligibility.

Notation of unsatisfactory progress will not be removed from students' academic records.

Students may be granted Academic Renewal only once.

If the student is granted Academic Renewal, the forgiven grades will not be included in the student's cumulative GPA but will remain on the transcript.

The decision on whether or not to grant Academic Renewal is final.

Academic Renewal Petition Procedure

Students requesting academic renewal must complete a Petition for Academic Renewal that is available from the Registrar's Office.

Students may not submit the Petition for Academic Renewal until they have been readmitted to the University. The petition must be submitted to the Registrar's Office prior to completion of the first term after readmission to the University.

Only grades of C- or lower, from a maximum of two terms in which the student enrolled at the University, may be forgiven.

Upon completion of 12 credits, the petitioner will be notified by the Registrar's Office within 60 days if Academic Renewal was granted or not.

Academic Performance

The academic records of all students are reviewed at the end of each semester to determine if students are making satisfactory academic progress. Academic progress and performance will be evaluated based on the number of credit hours attempted at the University. To be considered in "good standing" with the University, students are expected to maintain a cumulative grade point average (GPA) and semester GPA of at least a 2.0.

Students are encouraged to maintain ongoing contact with the Student Affairs Office if they have questions about their academic major, academic record, or eligibility for financial aid. Financial aid standards of progress can differ from those for Academic Performance. See the Financial Aid Satisfactory Academic Progress Standards found in the Financial Aid section of the Catalog.

Academic Warning

Students will receive a written academic warning at the end of any semester in which their term GPA falls below a 2.0 and their cumulative GPA remains at or above 2.0. While students may be in good standing with the University, they may not be making satisfactory progress in their academic program. This may lead to delayed academic progression or program dismissal.

Probation Status 1

Students are placed on Probation Status 1 when their cumulative GPA falls below 2.0. Students should develop an Academic Support Action Plan with the Norkaitis Student Success Center by the end of the third week of this probationary term. Failure to develop the plan or failure to comply with the terms agreed upon in the plan may result in the loss of financial assistance.

Students who improve their cumulative GPA to a 2.0 or above at the end of the probationary term will be removed from probationary status.

Students enrolled in 7 credits or more who improve their cumulative GPA by earning a term GPA of 1.8 or above but fail to raise their cumulative GPA to the minimum standard will be placed on Probation Status 2.

Students enrolled in 6 credits or fewer will have two terms to earn a term GPA of 1.8 or above. Students who fail to raise their cumulative GPA to the minimum standard within two terms will be placed on Probation Status 2. Students remain on Probation Status 1 for their second term if they fail to raise their cumulative GPA to 1.8 or higher after the first term.

Students who earn a term GPA below 1.8 at the end of this probationary term will be dismissed from the University.

Probation Status 2

Students who are not dismissed from the University after Probation Status 1 but fail to improve their performance to be removed from probation are placed on Probation Status 2. These students should develop an Academic Support Action Plan with the Norkaitis Student Success Center by the end of the third week of this probationary term. Failure to develop the plan or failure to comply with the terms agreed upon in the plan may result in the loss of financial assistance.

Students who improve their cumulative GPA to a 2.0 or above at the end of the probationary term will be removed from probationary status.

Students enrolled in 7 credits or more who improve their cumulative GPA by earning a term GPA of 1.9 or above but fail to raise their cumulative GPA to the minimum standard will be placed on Probation Status 3.

Students enrolled in 6 credits or fewer will have two terms to earn a term GPA of 1.9 or above. Students who fail to raise their cumulative GPA to the minimum standard within two terms will be placed on Probation Status 3. Students remain on Probation Status 2 for their second term if they fail to raise their cumulative GPA to 1.9 or higher after the first term.

Students who earn a term GPA below 1.9 at the end of this probationary term will be dismissed from the University.

Probation Status 3

Students who are not dismissed from the University after Probation Status 2 but fail to improve their performance to be removed from probation are placed on Probation Status 3. Students can remain on Probation Status 3 for one term. Students should develop an Academic Support Action Plan with the Norkaitis Student Success Center by the end of the third week of this probationary term. Failure to develop the plan or failure to comply with the terms agreed upon in the plan may result in the dismissal from the University.

Students who improve their cumulative GPA to a 2.0 or above at the end of the probationary term will be removed from probationary status.

Students who earn a cumulative GPA below 2.0 at the end of this probationary term will be dismissed from the University.

Nursing Program Dismissal

- For Nursing-specific dismissal criteria, please see the relevant content in the Nursing program section.

Note: Students will not receive their diploma until all graduation requirements and financial obligations are successfully completed.

Services for Students with Disabilities

The University is committed to equality of educational opportunity for all students. The Norkaitis Student Success Center facilitates academic accommodations and services for students with disabilities so that those students have equal access to University programs and activities. It is the responsibility of the qualified individual with a disability to disclose information regarding the nature and extent of the disability to the Dean of Student Affairs.

Student Disability Services administered by the Norkaitis Student Success Center include:

Establish and communicate criteria for disability services at the University.

- Review documentation to verify eligibility for disability services.
- Facilitate academic accommodations for qualified students with disabilities.
- Support disability-related services and opportunities for students with disabilities.

Academic Accommodations

Academic accommodations are provided on a case-by-case basis. The Dean of Student Affairs reviews the recommendations in the professional report submitted on the student's behalf and then meets with the student to discuss how the functional impact of the disability may relate to

course requirements. Together, they develop an accommodation plan which the student shares with the instructor.

Students are required to meet with the Dean of Student Affairs to initiate the interactive process to provide reasonable academic accommodations.

Clinical/Practicum Work Policy

Students in clinical or practicum experiences may not use paid employment to satisfy educational outcomes.

1. Employment hours and clinical/practicum hours must be clearly separated. Students may not receive compensation during clinical/practicum hours.
2. Students must wear student identification name badge while in the clinical/practicum setting. Students may not wear student identification name badge while working as an employee.

Grade Appeal Policy

The purpose of the Grade Appeal Policy is to establish a consistent procedure by which students may seek review of final grades assigned in courses at the University. Only final course grades may be appealed. The policy recognizes the right and responsibility of faculty members to exercise their professional judgment in evaluating academic performance and the right of students to have their academic performance judged in a fair and impartial manner.

Grounds for Grade Appeal

A student may appeal a final course grade only on the grounds that:

1. The grade was assigned based on a miscalculation or clerical error;
2. The grading standards for the course were not clearly articulated by the instructor in the syllabus, or the grade was assigned in a manner inconsistent with articulated standards.

A student who wishes to appeal a final grade should follow the procedures outlined in the Academic Grievance Policy (below).

Academic Grievance Policy

Purpose

Students of the University may initiate the academic grievance procedure if they believe a policy has not been followed with respect to academic matters. Academic matters are instructional activities, grading procedures, or other incidents related to academic affairs. This policy does not address issues regarding student employment or sexual harassment. It deals with academic grievances only. Students should be aware that clear evidence is needed to contest a grade. Belief that a subject or text was too difficult is not grounds for a complaint.

A student must have evidence that a specific policy was violated or that the student was treated in a prejudicial or capricious manner. This policy does not limit the University's right to change rules, policies, or practices.

Process:

Step 1. Students must first contact the faculty member who allegedly violated their rights to determine if there can be a resolution. The contact should be made by the student within 2 business days of the event, excluding observed holidays.* The student must provide a written document to the faculty member which includes:

- a. A statement concerning the nature of the complaint,
- b. Any evidence on which the complaint is based, and
- c. The outcome that the student seeks.

The student and faculty member will then meet within 2 business days to determine if a resolution can be reached. If a resolution cannot be reached, the student should submit their concern using the following [form](#), so that a record is made of the nature and time frame of the incident. The student has the right to appeal the decision to the next step.

* The mention of "2 business days" (here and below) is *not* intended as a statute of limitations but as a general guideline for ensuring that grievances are addressed in a timely manner. Apart from extenuating circumstances, grievances must be addressed during the same semester in which the incident occurred.

Step 2. Following the outcome of Step 1, the student may file a written appeal to the *Program Chair within 2 business days. The Program Chair will meet with the student and the faculty member within 2 business days to determine if a resolution can be reached. The student has the right to appeal the decision to the next step.

**If the faculty member is a Nursing Program Chair, the student may file a written appeal to the Dean of Nursing.*

Step 3. Following the outcome of Step 2, the student may file a written appeal to the Dean of Liberal Arts and Sciences within 2 business days. The Dean of Liberal Arts and Sciences will **engage members of the Student Admission & Progression committee (SAPC) comprised** of qualified employees, made up of both faculty and staff, and individuals with disciplinary knowledge related to the program in which the student appeals. The Dean of Liberal Arts and Sciences will seek diverse representation from across programs, and the Team will normally include one of the Nursing Deans as well as a staff member from within the Office of Academic Affairs. The **SAPC** will meet with the student and faculty member within 2-3 business days. The team will investigate, as appropriate, and may seek assistance or information from other personnel. All discussions and submitted written documents will be treated as strictly

confidential. After this review, the **SAPC** will issue a decision to the student, the faculty member, and the Program Chair. The student has the right to appeal the decision to the next step.

Step 4. Following the outcome of Step 3, the student may file a written appeal to the Provost/Vice President for Academic Affairs within 2 business days of the decision from the Academic Response Team. The Provost will provide a written response within 2 business days. The Provost's decision is final.

SARA Student Complaint Policy⁺

The University is a participant in the State Authorization Reciprocity Agreements (SARA), which facilitates the delivery of distance education across state lines. In accordance with NC-SARA Policy 4.4, effective January 1, 2026, students should be aware of the following guidelines regarding student complaints as they pertain to distance education:

Institutional Complaint Process

Students are encouraged to first resolve complaints through the University's internal grievance procedures. These procedures are outlined in the Student Handbook and available through the Office of Student Affairs.

SARA Complaint Process

Students residing in other SARA member states who are enrolled in the University's distance education programs and who have exhausted institutional complaint procedures may submit a complaint through the SARA Student Complaint Form.

Important Notes:

- SARA applies only to interstate distance education.
- Complaints about grades or student conduct are not eligible under SARA.
- Complaints must be submitted within two years of the incident.
- Anonymous complaints will not be reviewed.

Contact for SARA Complaints in Iowa:

Iowa University Aid
475 SW 5th St, Suite D
Des Moines, IA 50309

Student Complaints Webpage – <https://educate.iowa.gov/higher-ed/student-complaints>

The SARA Student Complaint Form is available [online](#).

+ Revised 12/10/2026.

Credit Hour Explanation

The University supports the Carnegie Foundation philosophy and definition of the credit hour and credit hour calculations are highlighted in Table 2.

One credit hour is associated with a 50-minute clock hour or the equivalent and is to be calculated as follows: $1 \text{ credit hour} / 60 \text{ min.} \times 50 \text{ minutes/hour} \times 1 \text{ hour/week} \times 15 \text{ weeks/term} = 12.5 \text{ hours/term} = 1 \text{ credit hour of didactic class time.}$

A three-credit didactic course would be calculated as follows: $1 \text{ hour}/60 \text{ min.} \times 50 \text{ minutes/hour} \times 3 \text{ hours/week} \times 15 \text{ weeks/term} = 37.5 \text{ clock hours/term.}$

This definition is consistent with the U.S. Department of Education's accepted definition and indicates a 1:1 ratio of one contact hour (50 - 60 minutes) to one credit hour of didactic education or the equivalent. Laboratory courses are calculated as an average of 25 hours per term constituting two contact hours to one credit hour equaling a 2:1 ratio or the equivalent. Clinicals, practicums, internships, and similar type courses that follow the clock hour definition are calculated on a 3:1 ratio or the equivalent.

Table 2. The University Credit Hour Definitions

THE UNIVERSITY CREDIT HOUR DEFINITIONS		
Instructional Activity	Calculation	Definition of Credit
Didactic	1: 1	1 credit equals the equivalent to 1 hour of scheduled class time. Organized instruction in a University classroom setting and the presentation of course material is led by the instructor. Examples include lecture, cases, small group work, facilitated discussions, and team-based learning.
Lab	1: 2 - 3	1 credit equals the equivalent of 2 - 3 hours of scheduled laboratory time.
Clinical and Practicum: Direct supervision	1: 3	1 credit equals the equivalent of 3 hours of training or experiential participation.
Clinical and Practicum: Indirect supervision; Preceptor	1: 1	1 credit equals the equivalent of 1 hour of training or experiential learning assuming a student will be in another setting with a preceptor or guided experience.
Blended/Hybrid Course	1: 1 or 2	1 credit equals the equivalent of 1 hour of direct faculty instruction or 2 hours of self-study. A significant portion of instruction is delivered online while a portion of the course occurs in didactic or clinical formats. The online portion is approximately 25 - 75% of the total course.

Online Course	1: 1	1 credit equals the equivalent of 1 hour of documented instructional time. All instruction occurs synchronously or asynchronously online through substantive and regular engagement between the student and the instructor.
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Notices

Campus Safety Statement

The University has information available regarding campus crime statistics. This information may be obtained from the University website at <http://www.mchs.edu/Academics/Campus-Services/Campus-Safety-and-Security>.

University Information

The University reserves the right to make changes as necessary, including changes in academic requirements, policies, and fees. Changes shall go into effect whenever appropriate with such notice as is reasonable under the circumstances.

Completion Rates

The University publishes information concerning student completion rates and performance on professional licensure/certification exams on its Consumer Information webpage found at <https://www.mchs.edu/about/accreditation/consumer-information/>.

Student Records and the University FERPA Policy

Introduction and Purpose: To inform students of their rights and responsibilities pertaining to their University records, in compliance with federal notification requirements. To protect the privacy of student records. To articulate definitions relating to student records, how they may be accessed and disclosed, the complaint procedure and other information relevant to the student record.

Scope and Applicability: University employees (faculty, staff, and student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their accessing and handling of student records, data, or information in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting University business (administrative, financial, teaching, research, or service). This policy shall apply to all offices and divisions of the University and to all current or former students.

Policy Statement: The following constitutes University policy concerning student rights of access to personal educational records in compliance with the FERPA. Certain definitions and principles contained in the law and guidelines are as follows:

- A student is defined as one who has attended, or is attending, the University and whose records are in the files of the University. Attendance is defined as the date of first enrollment at the University or participation in a University-sponsored program or activity, whichever occurs earlier.
- Educational records do not include files retained by individuals that are not accessible to any other person except a designee or replacement.
- Directory (public) information is limited to name, local and home address and telephone, email address, school or University, class, major field of study, dates of attendance, enrollment status, anticipated graduation date, degrees and awards received, the most recent educational institution attended, and a photograph of a student taken for University purposes. Directory (public) information also includes class rosters listing students in University academic courses (Canvas); such rosters may only be used for the purpose of conducting that course.
- Record means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, computer files, microfilm, or microfiche.

Release of Directory Information: Directory information may be released unless the student files the appropriate form in the Registrar's Office requesting that directory information not be released. Directory information that cannot be restricted includes whether the individual was ever enrolled, and degrees awarded.

Release of Grades: Reports of a student's grades are not routinely mailed. Students may access their grades electronically on the MyMercy website. The posting of a student's grades must be done in a manner designed to maintain confidentiality. Grades or evaluations linked to personal identifiers (names, University ID numbers, or social security numbers) may not be publicly disclosed without specific permission from the student. Grades or evaluations may only be posted on office doors or on websites by using randomly generated codes or numbers.

Record Storage: Students have records in one or more of the following offices:

- Registrar's Office
- Financial Aid
- Student Accounts
- Division of Student Affairs
- Division of Enrollment Management
- Human Resources (Federal Work Study)

Record Access and Exceptions: A student's record is open to the student, except as listed below. Any reference to student records or to access to student records in this document is subject to these exceptions:

- Confidential letters of recommendation placed in files before January 1, 1975.
- Financial records of the student's parents or any information contained therein.
- Employment records, except for those cases in which the employment is required as part of the student's program.
- Medical and psychological records.
- Letters of recommendation or other documents that carry a waiver of the student's right to access.
- Records compiled by campus security solely for the purposes of law enforcement.
- Student education records are open to University officials who have a legitimate educational interest in the information contained in the records.
- A University official is an employee or other agent of the University. A University official may also be a person or company with whom the University has contracted to carry out a function on the University's behalf.
- The determination of a legitimate educational interest will be made by the person responsible for the maintenance of the record. This determination will be made scrupulously and with respect for the individual whose records are involved. A legitimate educational interest requires that the individual seeking access must have the requested information to perform a job function.

Conditions of Access Waivers for Student References: To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:

Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition and candidacy for employment.

- Waivers cannot be required.
- The student shall be told, upon request, the names of those supplying references.
- All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file.

Third-Party Access: Normally, records can be released, or access given, to third parties (i.e., anyone not a member of the faculty or staff), only with the written consent of the student.

Without the consent of the student, releases to third parties may be given only as follows:

- To federal officers as prescribed by law
- As required by state law
- To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students
- To accrediting agencies carrying out their functions
- In response to a judicial order or lawfully issued subpoena
- By Campus Security to other law enforcement agencies in the investigation of a specific criminal case
- To parents of students who are dependents as defined and verified by IRS standards
- A student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the University that the student's use or possession of alcohol or a controlled substance constitutes a violation of a University rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s)
- A student's parent(s) or legal guardian(s) in connection with an emergency
- To appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons

Continued Record Maintenance: Nothing in this University FERPA policy requires the continued maintenance of any student record. However, if under the terms of this policy a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student.

Records of Deceased Students: FERPA rights cease upon death. However, it is the policy of University that no records of deceased students be released after the date of death, unless specifically authorized by the executor of the deceased's estate, by the next of kin or as stipulated in the Record Access and Exceptions section of this policy.

Record Correction Requests: Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. The procedures are as follows:

- The student must ask the custodian of the record to amend the record. The student should identify the part of the record that the student wants changed and the reasons.
- The University may comply or may decide not to comply with the request. If not, the University will inform the student of the decision and advise the student of the right to a

hearing. Requests for a hearing are to be sent to the Vice President for Academic Affairs. Upon request, the University will arrange for a hearing and so notify the student.

- The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution. The student may be assisted by one or more individuals.
- The University will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
- If the University decides that the challenged information is not inaccurate, misleading or in violation of the student's right to privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information or set forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's record as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.
- If the University decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

Consent to Disclosures of Personally Identifiable Information

The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to the University school officials with legitimate educational interests. A University school official includes a person employed by the University as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the board. A University school official may also include a volunteer, contractor, or consultant who, while not employed by the University, performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing tasks. A University school official must have a legitimate educational interest to review an education record for the purpose of fulfilling any professional responsibilities.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: The University will provide records upon request under this paragraph and when the disclosure is initiated by the eligible student.

Creation, Permanence and Disposal of Student Records: The following is a general guideline regarding the disposal of student records:

- Only such records as are demonstrably and substantially relevant to the educational purposes of the University shall be generated or maintained;
- Permanent retention of student records is limited to those records which are of long-range value to the individual or the University;
- All duplicate copies of permanent records, other than those maintained by the custodian of the permanent records shall be maintained only for the minimum period of time required to serve the basic official function of the individual or department generating or maintaining them. Such records shall be destroyed as soon as they are no longer needed (i.e., within one year following graduation or two years after the last date of attendance).

A student will be granted access to their records prior to their destruction when the student has an unsatisfied request outstanding.

Directory Information: In compliance with the federally enacted regulations and University policies, directory information regarding students attending the University shall be the:

- Student's name
- Local address
- Permanent address
- Email Address
- Telephone listings
- Date and place of birth
- Year at the University
- Dates of attendance
- Academic University and major field of study
- Enrollment status
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Most recent educational agency or institution attended
- Photographic or electronic pictures or images

Public information pertaining to any individual student may be released by the Registrar upon inquiry unless the student has not agreed to release directory information. Partial or whole lists of students by name and address will not be released for commercial purposes.

Each major administrative unit shall define the kinds of reports and information that may be released to the public.

Information contained in personal files of the student is considered confidential information. With the exception of the information noted above, all student records are considered to be confidential and are open only to University personnel (individuals under contract) who need the information to carry out their official responsibilities (assigned duties and functions).

Although University personnel are authorized access to this information on a “need-to-know” basis (to perform specific duties and functions), they are not permitted to release information to persons outside the University unless authorized in writing by the student, by a court order or according to the exceptions listed in the Record Access and Exceptions section.

Only the official or designated person responsible for the records has the authority to release them. Records may be disclosed to a third party only on condition that the recipient will not permit others to have access to the information without the written consent of the student.

Rights of Access and Review of Records: Students have the right to inspect, review or receive an interpretation of copies of their educational records, except as excluded below. Eligible students who wish to inspect their education records should submit to the University Registrar (hereinafter “school official”) at 921 6th Avenue, Des Moines, Iowa 50309 a written request that identifies the records they wish to inspect. The school official will make arrangement for access and notify the eligible student of the time and place where the records may be inspected. Such requests should be honored as quickly as possible and reasonable, normally within 48 hours; if detailed documentation and/or interpretation are required, the request should be honored within ten days. In all cases, requests for such information must be honored within 45 days.

If a copy of a portion or all of the records in a student’s file is requested, the custodian of the records may charge a fee for copies made, provided the fee does not effectively prevent students from exercising their right to inspect and review (under supervision of a University employee) their records. No fee will be charged to the student to search for or to retrieve records. Each custodian of records is responsible for requiring proper identification of the individual making the request about their records.

Custodians of Student Records: The Office of the Registrar shall be responsible for the proposal, interpretation, enforcement and publication of general policies and procedures consistent with state and federal laws and guidelines as they relate to the creation, maintenance, use, dissemination, and destruction of records of students who are attending or have attended the University.

Each type of student record is the responsibility of a designated the University official, and only that professional staff member or designee has authority to release records. Please note that some student records listed below are outside the scope of the Office of the Registrar. The responsible officials are:

- Academic and Admissions Records (after matriculation)
- Official: Registrar
- Location: Office of the Registrar
- Admissions Records (prior to matriculation)
- Official: Director of Admissions
- Location: Division of Enrollment Management
- Alumni Records
- Official: Vice President of Institutional Advancement and Philanthropy
- Location: Office of Alumni Affairs
- Disciplinary Records
- Official: Dean of Student Affairs
- Location: Division of Student Affairs
- Employment (Work-Study and Student Employment)
- Official: Director of Human Resources
- Location: Human Resources
- Security Records
- Official: Vice President of Business and Regulatory Affairs
- Location: Office of the Department of Business and Regulatory Affairs
- Student Activities
- Official: Director of Student Engagement
- Location: Office of Student Affairs
- Student Financial Aid
- Official: Senior Director of External Engagement
- Location: Office of Student Financial Aid
- Veterans Records
- Official: Registrar
- Location: Registrar's Office

Special Considerations for Faculty for Protecting Student Information in the Online Course Environment A FERPA policy for online and blended courses typically includes areas of focus and details regarding the protection of student information and also the information that is shared between an instructor and student as part of the online course.

- Faculty teaching online courses for the University will use the institutional Learning Management System (LMS) for delivery of the course to ensure the security of student work and grades.
- Faculty teaching online courses for the University will use the University's secure online system for electronically submitting grades to the Registrar.
- All emails between the instructor and students in an online course need to occur through the LMS or via the University email system so that communications between the instructor and student, e.g., grades, feedback on student work, etc., remain confidential and protected by the University.

- LMS account information must be kept secure by faculty and students enrolled in online courses. Students in a course cannot access other students' work or grades. Faculty and students cannot share their personal LMS login information with anyone or give access to the course in the LMS to others who are not officially enrolled in the course. Exceptions are allowed for other University faculty and administration to access a course when the appropriate justification is provided and approved.
- Faculty teaching in the online environment will follow all University FERPA guidelines for sharing educational record information with other University faculty and staff and others outside the University.
- During the online course and once it is archived, all student information is protected including course data and participation.

Complaint Procedure: If a student believes the University is not in compliance with the Family Educational Rights and Privacy Act (FERPA), they should check first with the office involved and/or the Office of Academic Affairs.

If a student wishes to file a complaint with the federal government concerning the University's failure to comply with FERPA, they must submit the complaint, in writing, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920: <https://studentprivacy.ed.gov/file-a-complaint>. The Family Policy Compliance Office will notify the student and the University when the complaint has been received. They will investigate the complaint and may require further information. Following its investigation, they will provide written notification of its findings and basis for such findings. In the event the University is found not to comply, it will be afforded the necessary time to comply. If it does not comply, additional action may be taken by the Family Policy Compliance Office. For guidelines concerning this complaint procedure, see 34 CFR Paragraph and the subsequent regulations of the Family Educational Rights and Privacy Act.

Exclusions or Special Circumstances: Faculty, staff and/or student employees who violate this University policy may be subject to disciplinary action for misconduct and/or performance based on the administrative process appropriate to their employment.

Students who violate this University policy may be subject to proceedings for non-academic misconduct based upon their student status. Faculty, staff, student employees and/or students may also be subject to the discontinuance of specified information technology services based on the policy violation.

Contact:

Office of the Registrar
The University
515-643-6744

Title IX Policy Statement

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. and 34C.F.R. Part 106 notes: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This policy is designed and intended to comply with the requirements of Title IX and 110 ILCS 155. Acts amounting to discrimination based on sex are sometimes termed “sexual misconduct or sexual violence.”

This policy applies to all Title IX/sexual misconduct complaints occurring at the University or within the educational programs and activities the University offers. This policy therefore applies to all University faculty, staff, and students, and the behavior addressed in this policy includes that which might be exhibited by other parties. Should the University become aware that any contractor, vendor, partner, or other affiliate engages in sexual misconduct, it will take appropriate action.

Non-Discrimination Statement: the University does not engage in or tolerate discrimination on the basis of sex or gender and/or sexual misconduct (which includes sexual harassment and sexual violence) in its educational or employment programs and activities. Such misconduct are forms of unlawful sex discrimination under Title IX and other federal and state laws. Through a thorough and impartial investigation, the University is committed to responding to any instance of such discrimination by taking prompt and effective steps to end the discrimination and address its effects.

Pregnancy/ Parenting Statement: the University prohibits discrimination against students, faculty and staff based on pregnancy, false pregnancy, termination of pregnancy, childbirth, or recovery from any of these conditions.

Retaliation Statement: the University prohibits retaliation against any individual who, in good faith, reports or discloses an alleged violation of this policy, files a complaint, or otherwise participates in the complaint resolution procedure. Any person who is found to have retaliated in violation of this policy, will be subject to said sanctions up to and including termination of employment or dismissal from the education program, as applicable.

The institutional official responsible for coordinating and overseeing university efforts to comply with the requirements of Title IX and this policy is called the Title IX Coordinator. This policy serves as the governing document for the Title IX Coordinator to conduct investigations of sex or gender discrimination involving employees and students. Questions or concerns regarding Title IX, this policy, or other aspects of the University’s commitment to sex or gender non-discrimination may be directed to the University Title IX Coordinator for Students.

Graduate Student Handbook

The *Graduate Student Handbook* is an official guide published by the University that explains the policies, procedures, expectations, and resources for students enrolled in graduate-level programs. Students are responsible for reading and adhering to the information in the *Graduate Student Handbook* and must abide by the policies and procedures within it.

For general university questions regarding admission, progression, academic policies, student rights, responsibilities, and support, please contact Lyneene Richardson, Dean of Students, at Lyneene.richardson@mchs.edu.

For program-specific questions related to clinical requirements, preceptors and practicum, role expectations, professional standards, and licensure and certification, please contact Dr. Jane DeGooyer, Chair of Post-Licensure and Graduate Programs, at jane.degooyer@mchs.edu. Please refer to subsequent sections in this handbook for additional program-specific information.

MASTER OF SCIENCE IN NURSING EDUCATION

The Joyce E. Lillis College of Nursing

In 2025, Mercy College launched the public phase of the most ambitious fundraising effort the College has ever undertaken in its 125-year history: a \$15 million Legacy of Faith Campaign to build an innovative facility dedicated to state-of-the-art nursing simulation and teaching-learning spaces. Additional information about the Legacy of Faith Campaign and Joyce E. Lillis College Of Nursing (JELCON) can be found at [Joyce E. Lillis School of Nursing Capital Campaign - Mercy College](#).

Through purposeful dialogue, a new organizational structure for JELCON was approved and implemented in September 2025. As the JELCON continues to evolve, a Strategic Plan Steering Committee (SPSC) was formed to guide the development of a new mission, vision and core values and set the strategic direction of the JELCON for the next five years. Figure 1. provides a schematic of the new organizational structure.

JELCON Organizational Structure

The JELCON offers an Associate of Science in Nursing (ASN) prelicensure pathway, two Bachelor of Science prelicensure pathways (BSN-Traditional and ABSN), an RN to BSN post-licensure pathway, and a Master of Science in Nursing degree in nursing education. Through 3 + 1 partnerships, cohorts of students may concurrently earn their BSN through our ABSN pathway while completing a non-nursing bachelor's degree at their respective campuses or sites.

JELCON LEADERSHIP

Dr. Vincent Salyers, Dean

Dr. Ashley Hoff, Associate Dean

Dr. Jane DeGooyer, Chair of Post-Licensure/Graduate Programs

Dr. Jennifer Wieland, Chair of Prelicensure Programs

Ms. Alyssa Hildebrand, Manager of Clinical Coordination

Ms. Zinnia Miller, JELCON Administrative Assistant

Master of Science in Nursing (MSN) - Education

The MSN program and courses build from a foundation of baccalaureate knowledge and skills with an aim to deepen understanding, strengthen critical thinking and leadership skills to move from a primary patient focus to a broader awareness of systems and leadership knowledge and skill. By the conclusion of the program, the graduate will be prepared for professional advancement to a nurse educator role having advanced knowledge and skills relevant to patient

care, an understanding of healthcare systems and analytical ability to assess outcome data in order to collaborate in interprofessional teams to seek improvement solutions.

Further, the program is designed to incorporate concepts on the ANCC Nurse Executive Board Certification examination. Graduates of the MSN program are not required to obtain certification by examination, however, are academically prepared for the certification exam following graduation, should they desire professional certification and meet the qualifications for certification.

Program Outcomes:

The student in the MSN in Nursing Education track will:

1. Integrate knowledge from liberal education, theory, and nursing science to support the delivery of nursing practice to diverse populations.
2. Demonstrate mastery of advanced nursing theory, evidence-based practice, and clinical judgment to effectively design and deliver nursing education in clinical and academic settings.
3. Develop, implement, and evaluate nursing curricula that integrate current educational theories, health care trends, and professional standards to promote excellence in nursing education.
4. Exhibit leadership in academic and clinical settings by fostering a collaborative learning environment, guiding curriculum development, and mentoring nursing students and staff to improve educational outcomes.
5. Promote interprofessional collaboration by effectively communicating and working with healthcare teams, educators, and stakeholders to foster a holistic, patient-centered approach to nursing education.
6. Integrate ethical principles, cultural competence, and legal standards into the practice of nursing education, ensuring equity and inclusivity in both academic and clinical learning environments)

MSN: Education Track Courses

Core Course	Credit Hours
MAT 500 Statistical Methods	3
NUR 504 Translating Research into Evidence Based Practice	3
NUR 512 Advanced Pharmacology	3
NUR 516 Advanced Pathophysiology	3
NUR 514 Advanced Physical Assessment	3
NUR 524: Quality Improvement and Patient Safety	2

NUR 644 Clinical Prevention and Population Health	3
Specialization Courses	
NUR 540: Theories of Nursing Education	2
NUR 630: Curriculum Design in Nursing Education	3
NUR 650: Innovative Teaching-Learning Strategies	3
NUR 670: Assessment and Evaluation Strategies	3
NUR 680: Role of the Nurse Educator in Clinical and Academic Education	4
NUR 690: Nurse Educator Immersion	2
Total	37 Credit Hours

Graduate Course Descriptions

MAT 500 Statistical Methods (3cr)

Designed to familiarize graduate students with research design and data analysis including scientific methodology, data collection, and statistical analyses. Includes an introduction to computerized data manipulation, analysis, interpretation, and presentation. Pre-requisites: Undergraduate Statistics Course

NUR 504 Translating Research into Evidence Based Practice (3cr)

Examination of evidence using qualitative and quantitative methods from primary research employed to answer questions in nursing practice for system-wide practice improvements. Concepts include patient safety and quality principles, quality/process improvement, and evidence-based practice processes. Emphasis is on problem identification, including a specific area of interest to build upon throughout the program; design principles; and accessing, analyzing, disseminating, and applying research for evidence-based practice. Pre-requisites/Co-requisites: Graduate Statistics or Statistical Methods.

NUR 512 Advanced Pharmacology (3cr)

This course provides the knowledge and skills to pharmacologically manage a client's common health problems in a safe, high quality, cost-effective manner. Emphasis is on the development of therapeutic decision-making in drug selection for the client based on health problems, individual variations, and economic considerations. The focus is on prescriptive practices, client education, and monitoring of the therapeutic response to pharmacologic agents in diverse clients across the lifespan. Prerequisite: Admission to program.

NUR 514 Advanced Physical Assessment (3cr)

Development of advanced clinical skills in assessing and maintaining the health of individuals across the life span through history taking, physical examinations, and diagnostic/therapeutic procedures. Prerequisite: Admission to program. Mode of delivery: Online. 2 lecture hours, 1 lab hour.

NUR 516 Advanced Pathophysiology (3cr)

This course provides an advanced understanding of concepts in human physiology and pathophysiology as a foundation for the advanced nursing practice role. Concepts related to biological sciences including cell biology, tumor biology, immunology, genetics, and pathology will be presented. The focus of this course is on principles and theories, and current research related to physiological and pathophysiological system alterations across the lifespan. Prerequisites/Co-requisites: Admission to Program.

NUR 524 Quality Improvement and Patient Safety (2cr)

This course prepares students to design, implement and evaluate evidence-based quality health care practices for patient populations (individuals and aggregates) in acute, home or community settings. Working as partners in interdisciplinary teams, students will assess organizational

culture, gather safety information, analyze data, and translate findings that could be used to promote system changes within an organization. Prerequisites: NUR 502 and NUR 504.

NUR 540 Theories of Nursing Education (2cr)

This course provides an in-depth exploration of foundational and contemporary theories and frameworks that inform nursing education. The course emphasizes how these theories guide the development of teaching strategies, curriculum design, and student assessment in both academic and clinical settings. This course prepares nurse educators to use theoretical foundations to enhance their teaching effectiveness and contribute to educational excellence in nursing programs.

NUR 630 Curriculum Design in Nursing Education (3cr)

This course explores foundational and contemporary theories of curriculum development and design within the context of nursing education. Students will critically examine educational philosophies, learning theories, and evidence-based practices that guide curriculum creation in both academic and clinical settings. Emphasis is placed on designing curricula that integrate healthcare trends, accreditation standards, and professional competencies to meet the evolving needs of nursing students and the healthcare workforce. The course prepares nurse educators to lead curriculum design initiatives and contribute to educational excellence in diverse learning environments. Practicum hours: 5 hours

NUR 644 Clinical Prevention and Population Health (3cr)

This course enables the MSN student to integrate, synthesize, and apply key concepts in clinical prevention and health promotion recommendations. This student will explore the core components of the Clinical Prevention and Population Health Framework: evidence-based practice, and health promotion, health systems and policy, and population health and community aspects of practice.

NUR 650 Innovative Teaching-Learning Strategies (3cr)

This course focuses on the exploration and application of innovative teaching-learning strategies in nursing education. Students will examine a variety of evidence-based approaches to engage diverse learners. Emphasis is placed on integrating these strategies into both academic and clinical settings to enhance critical thinking, clinical reasoning, and professional skills. The course prepares nurse educators to lead educational innovation and foster excellence in nursing education programs. Practicum Hours: 10 hours

NUR 670 Assessment and Evaluation Strategies (3cr)

This course provides an in-depth exploration of assessment and evaluation methods used in nursing education to measure student learning, clinical performance, and program outcomes. Students will examine both formative and summative assessment strategies, including test construction, performance-based assessments, and clinical evaluations. Emphasis is placed on aligning assessment methods with course objectives, accreditation standards, and professional competencies. Through practical application, students will learn to design reliable and valid assessments, analyze evaluation data, and use the results to improve curriculum and instruction. The course prepares nurse educators to utilize evidence-based evaluation strategies that promote

student success, continuous quality improvement, and accountability in nursing education programs. Practicum Hours: 5 hours

NUR 680 Role of the Nurse Educator in Clinical and Academic Education (4cr)

This course explores the unique perspectives of clinical and academic learning environments integrating ethical principles, regulatory standards, and cultural competencies essential for creating equitable and inclusive nursing education. The course emphasizes strategies for fostering cultural competence, promoting diversity, and addressing health disparities in academic and clinical settings. Practicum Hours: 120 hours

NUR 690 Nurse Educator Immersion (2cr)

The Nursing Education Immersion course is a hands-on experience designed to provide students with an in-depth understanding of the multifaceted roles and responsibilities of nurse educators in diverse educational settings. This immersive experience allows students to engage in real-world teaching, mentoring, and assessment activities within academic and clinical environments. This course prepares students to confidently transition into nursing education roles and contribute to the advancement of nursing practice and education. Practicum Hours: 120 hours

Electronic Data Management & Required Tracking

An electronic data management system used by the graduate program to manage and monitor data associated with graduate student clinical experiences and ensure compliance with accreditation standards. It is the student's responsibility to comply with the established orientation process, which will enable him or her to understand, navigate, and maintain documents within the system. Information stored includes up to date:

- Required health records including student immunizations and background checks
- Affiliation agreement with clinical sites
- Site requests for clinical placement
- Preceptor eligibility verification for clinical rotations
- Clinical site information as identified on appropriate forms
- Schedule of clinical rotation hours
- Tracking of clinical rotation hours
- Evaluations for clinical rotations

Mercy Health Sciences University 2026-2027 Academic Year Tuition and Fee List

University Catalog Appendix A

Tuition and fees listed below are for the **2026-2027** academic year and will apply to each academic period with a start date between **July 1, 2026** and **June 30, 2027**. Tuition for any academic period with a start date outside of this date range will not be governed by this Appendix.

Tuition and fees are subject to change. Changes impacting the current academic year will be reflected in a separate appendix with the effective date prominently disclosed. An Appendix A for each prior and future academic year will be included in each catalog. **Each student will incur and be responsible for paying the tuition and fees disclosed in the Tuition and Fee Appendix A for each respective academic term in which the student is enrolled.**

Regular Tuition

Undergraduate Tuition (amount per credit hour attempted): **\$770.00**

Undergraduate tuition is calculated on a per-credit-hour basis and covers all undergraduate programs and all undergraduate course enrollments **EXCEPT**, courses required to earn the Accelerated Bachelor of Science in Nursing degree, RN-to-BSN Degree, Paramedic certificate and Medical Assistant certificate. The tuition is charged on a per credit hour basis for all hours attempted.

Undergraduate **Audit Tuition (amount per credit hour attempted):** **\$193.00**

Tuition charged when neither a letter grade nor academic credit is awarded by the University and when enrollment in the course is reflected on the student's transcript. This rate applies to all undergraduate courses except the Accelerated Bachelor of Science in Nursing Degree. See the Academic Policies and Procedures Section of the Catalog for more information.

Accelerated Bachelor of Science in Nursing Tuition (rate per credit hour attempted): **\$810.00**

The Accelerated Bachelor of Science in Nursing (ABSN) program tuition is calculated on a per-credit-hour basis and covers nursing courses which have the naming format NUA-###.

Accelerated Bachelor of Science in Nursing **Audit Tuition (amount per credit hour attempted):** **\$203.00**

Tuition charged when neither a letter grade nor academic credit is awarded by the University and when enrollment in the course is reflected on the student's transcript. This rate applies to all courses which have the naming format NUA-###. See the Academic Policies and Procedures Section of the Catalog for more information.

Graduate Tuition (amount per credit hour attempted): **\$441.00**

Tuition for all graduate degrees is calculated on a per-credit-hour basis for each graduate level course attempted.

Graduate **Audit Tuition (amount per credit hour attempted):** **\$111.00**

Tuition charged when neither a letter grade nor academic credit is awarded by the University and when enrollment in the course is reflected on the student's transcript. This rate applies to all graduate courses. See the Academic Policies and Procedures Section of the Catalog for more information.

RN-to-BSN Tuition (amount per credit hour attempted):

\$436.00

The RN to BSN program tuition is calculated on a per credit hour basis and covers nursing courses which use the **NSG-4##** course number format.

Paramedic Tuition (amount per credit hour attempted):

\$420.00

The Paramedic tuition only applies to and covers professional courses required to earn the Paramedic certificate which use the **EMS-###** course number format.

Medical Assistant (MA) Tuition (amount per credit hour attempted):

\$420.00

The MA Program tuition only applies to and covers professional courses required to earn the MA certificate which use the **MA-###** course number format.

NOTE: Any student who is required to or elects to repeat any course will incur tuition charges equal to the number of credit hours repeated at the applicable per-credit-hour rate. Repeating a course is not free.

Certificate Tuition

Emergency Medical Technician Certificate

\$1,250.00

Tuition rate applied when a student enrolls in the Emergency Medical Technician (EMT) course offered on the Mercy Health Sciences University Campus. A student may elect to take this course for academic credit. If a student elects to take the course for credit, the business-office policies which normally govern short-term certificates are not applicable, but instead, all for-credit policies, including tuition and fee amounts will apply.

Critical Care Paramedic Certificate

\$1,200.00

Tuition rate applied for the course leading to the endorsement as a Critical Care Paramedic (CCP). A student may elect to take this course for academic credit. If a student elects to take the course for credit, the business-office policies which normally govern short-term certificates are not applicable, but instead, all for-credit policies, including tuition and fee amounts will apply.

Advanced Emergency Medical Technician Certificate

\$1,600.00

Tuition rate applied when a student enrolls in the Advanced Emergency Medical Technician (AEMT) course. The AEMT certificate is a course where an existing EMT will expand their knowledge, skills, and abilities. The course focuses on emergency care but has content covering medical and traumatic emergencies, adult and pediatric patients, acute and chronic medical conditions, intravenous therapy, and pharmacology. A student may elect to take this course for academic credit. If a student elects to take the course for credit, the business-office policies which normally govern short-term certificates are not applicable, but instead, all for-credit policies, including tuition and fee amounts will apply.

Certified Nurse Assistant Certificate

\$1,500.00

Tuition rate applied when a student enrolls in the Certified Nurse Assistant (CNA) course. Our three-week Certified Nursing Assistant (CNA) program will lay the foundation for your future career in healthcare. Typical responsibilities include bathing, grooming, transferring or rooming patients, and advocating for their concerns to their healthcare providers. A student may elect to take this course for academic credit. If a student elects to take the course for credit, the business-office policies which normally govern short-term certificates are not applicable, but instead, all for-credit policies, including tuition and fee amounts will apply.

Certificate Tuition Notice

Full Payment for all certificate courses is due at the time of registration and is **non-refundable** after the first day of class. Deferred payment plans are not offered by the University for certificate programs. Students are not considered registered until Full Payment is received.

If a student is unable to attend any class, the student has a duty to contact the instructor prior to the class to discuss the matter. If a student fails to attend the first class and has not contacted the instructor prior to the class to obtain permission, the student will be administratively dropped from the class by the University and the amount paid by the student will be refunded. If a student wishes to drop a course and receive a tuition adjustment, the student must submit all completed paperwork to the Registrar on or before the first day of class.

The election to take a certificate course for credit must be made by the student at the time of registration. After the class has started this choice is irrevocable.

Academic Fees

Challenge Examination:

Fee set by & paid to third-party exam administrator

Students, who believe they are knowledgeable in certain subject areas and wish to receive University credit for this knowledge, may challenge the course by sitting for the Challenge Examination. Not all courses at Mercy Health Sciences University are available for students to challenge. If a CLEP exam is available for a course, the student may only take the CLEP exam. Mercy Health Sciences University will award credit hours through Challenge Examinations provided that the student achieves at least 80 percent on the test in question. The student must pay the Challenge Examination fee to the third-party examination administrator prior to taking the Challenge Examination.

Placement Examination:

Fee set by & paid to third-party exam administrator

After admission to the University, some professional programs may require the successful completion of a placement exam. The placement examination will be administered for the purpose of appropriately placing the student in the professional program. Placement exams cover various topics, but the most common topics include reading, math, science, and English & language usage. Names of third party exams include ATI TEAS, Accuplacer and Compass. A fee will be assessed by and paid to the third-party exam administrator when registering for the exam and scores will be provided by the exam administrator to the University.

Screening Services Subscription

Fee set by & paid to third-party exam administrator

To ensure the safety of all students and patients and to meet regulations of our clinical partners regarding student participation in clinical site experiences every student seeking admission to an academic major that includes a clinical, preceptorship, internship, or similar experience with the potential for patient interaction must establish an account with our screening services provider. The screening services provider will initiate a national criminal background check, a dependent adult abuse check, a child abuse check, a 10-panel drug screen and will provide a repository for all documents showing proof all personal health screens, vaccinations and training (e.g. CPR) have been completed by the student. A fee will be assessed by and paid to the third-party administrator and the University will have access to each student's account.

ASN Material Fee (charged terms 1 & 2):

\$1,720.00

Each ASN student will be charged a fee to cover supplies and materials issued or made available to the student to help prepare for successful completion of the NCLEX-RN licensure exam. This fee will cover but is not limited to NCLEX review materials provided online or on paper, supplemental education aids provided online or on paper and any disposable supplies issued to or used by students as part of a nursing course with a lab component. The fee will be charged to each student two times in the amount shown.

BSN Material Fee (charged in terms 1 & 2):

\$1,720.00

Each BSN student (excluding RN to BSN and Accelerated BSN students) will be charged a fee to cover supplies and materials issued or made available to the student to help prepare for successful completion of the NCLEX-RN licensure exam. This fee will cover but is not limited to NCLEX review materials provided online or on paper, supplemental education aids provided online or on paper and any disposable supplies issued to or used by students as part of a nursing course with a lab component. The fee will be charged to each student two times in the amount shown.

Accelerated BSN Material Fee (charged in term 1, module A & term 2, module A): **\$1,378.00**
Each Accelerated BSN student will be charged a fee to cover supplies and materials issued or made available to the student to help prepare for successful completion of the NCLEX-RN licensure exam. This fee will cover but is not limited to NCLEX review materials provided online or on paper, supplemental education aids provided online or on paper and any disposable supplies issued to or used by students as part of a nursing course with a lab component. The fee will be charged to each student two times in the amount shown.

Nursing Program Clinical and Lab Make-up: **\$150.00**
Nursing students who miss a clinical or lab experience and must make it up at a later date will be assessed this fee. The fee must be paid prior to attending the make-up session. If the fee is not paid, the student will be precluded from attending that session.

Allied Health and Liberal Arts and Sciences Clinical and Lab Make-up: **\$50.00**
Students who miss a clinical or lab experience and must make it up at a later date will be assessed this fee. The fee must be paid prior to attending the make-up session. If the fee is not paid, the student will be precluded from attending that session.

Diagnostic Medical Sonography Fee (each term): **\$250.00**
Students enrolled in Diagnostic Medical Sonography major will be assessed a fee each term due to additional costs associated with the major that are not captured in the normal tuition rate.

Paramedic Field Experience Licensing Fee (charged in term 1): **\$200.00**
A fee will be assessed on each paramedic student during the first term of enrollment. The fee covers the additional cost of student licensing fees for testing, scheduling, and competency tracking software.

Radiologic Technology Clover Learning Fee (charged in term 2; see note): **\$252.00**
Students enrolled in the Radiologic Technology major will be charged a fee to cover the cost of review materials and registration to help increase the likelihood of passing the ARRT Exam. **NOTE:** Starting with the cohort starting the Radiologic Technology program in Summer 2027, the fee will be charged in term 1 instead of term 2.

Administrative Fees

Installment Payment Plan Participation Fee: **\$40.00**
A student may elect to participate in an installment payment plan with the University. In order to enter into an installment payment plan, the student must complete the following on or before the first day of each term: (i) pay 25% of the total tuition and fees due, (ii) pay the participation fee and (iii) execute an installment payment plan agreement. The University will allow the student to pay the remaining balance due in no more than three equal installment payments over the term.

All terms and conditions of the installment payment plan will be stated in the plan document. Students who fail to comply with the terms of an installment payment plan, or who have made a late payment to the University or who have issued a check to the University that has been returned for insufficient funds may be prohibited from entering into an installment payment plan for subsequent terms. Installment payment plans are not available to students enrolled in non-credit certificate courses.

Diploma Replacement: **\$25.00**
A fee is charged for a replacement diploma.

Graduation:	\$110.00
This fee is charged in the final semester of a student's academic certificate, diploma or degree program. If a student will be awarded more than one academic credential during the same commencement ceremony the student will incur only one fee. If a student earns more than one academic credential, but the credentials will be awarded in separate commencement ceremonies, the student will incur a fee for each applicable commencement ceremony. The fee is incurred regardless of whether the student attends the ceremony or not.	
Late Fee:	\$80.00
In any term in which Full Payment of all tuition and fees is not received by the due date a late payment will be assessed. See Financial Information section of the University Catalog for more information.	
ID Badge Replacement:	\$15.00
A fee is charged to replace a lost or stolen ID badge.	
Parking Violations:	\$45.00
A fee may be imposed upon any student who parks in any area on the University main campus or the Mercy Medical Center campus, which is not expressly identified and designated for student use, this includes but is not limited to spots designated as "Employee" and "Guest" spots. In addition, a fee may be imposed upon any student who fails to properly place a valid University parking sticker in his or her car. The University reserves the right to tow any vehicle parked in a manner inconsistent with the provisions of this section.	
NOTE 1: Mercy Health Sciences University Students are not permitted to park at 921 6 th Avenue, also known as ACE and/or University Hill. If you park at 921 6 th , Newbury Living (the building owner) will have your vehicle towed. The vehicle owner will be solely responsible for all towing and impound fees.	
NOTE 2: Parking in a spot marked for handicapped persons without the proper state-issued permit is a violation of state law. The University will contact the Des Moines Police Department when violations come to our attention. The vehicle owner will be solely responsible for all towing and impound fees.	
Impression Fee for Printing and Copying – Black Ink:	5 cents per single-side page
Students who exceed the allocated quantity of free impressions for copying and printing each term will incur an impression fee. A copy or print request that has content on both sides of the sheet of paper will be charged two impressions.	
Impression Fee for Printing and Copying – Color Ink:	15 cents per single-side page
Students who exceed the allocated quantity of free impressions for copying and printing each term will incur an impression fee. A copy or print request that has content on both sides of the sheet of paper will be charged two impressions. Any copy or printed page that utilizes a colored-ink output device will be charged the colored copy fee for each impression generated by the device regardless of the amount of colored ink used to generate the impression.	
Plotter Printer Poster:	\$10.00 per poster
Any member of the campus community who wishes to print a single-sided, 3-foot x 4-foot poster will incur this fee regardless of the ink colors or quantity of ink used.	
Returned Check:	\$30.00
A fee is charged each time a student's check is returned, whether for non-sufficient funds (NSF) or any other reason. In the event a check is not honored by the drafter's financial institution and if a subsequent attempt to pay tuition and or fees occurs after the payment deadline, a late payment fee may also be imposed. A student who issues a subsequent check to the University that is not honored by the drafter's financial institution (e.g. a second NSF) may not participate in an Installment Payment Plan.	
Transcript:	\$10.00
A fee is charged for each official transcript provided. This fee is charged via a third party.	
Application Fee:	\$25.00
A fee is charged to each person submitting an application for admission to the University	

Mercy Training Center Courses and Fees

The Training Center offers healthcare continuing education which in general have a duration of 8 hours or less. The Training Center is located on the garden level of the ACE building, 921 6th Avenue, Des Moines, Iowa 50309. A list of current courses, their duration and the associated cost is available at:

<https://mchs.enrollware.com/schedule>. Course offerings may change from time-to-time without notice.

Full Payment for all Training Center courses is due at the time of registration. Mercy Health Sciences University **does not** issue refunds for Training Center courses, **except** EMT, AEMT, CCP and CNA courses. Instead of issuing refunds, the University allows each student to schedule a same-class registration for a later date at no additional cost, as long as the student submits a cancellation request at least **one business day** before the first day of class. Refunds are offered for EMT, AEMT, CCP and CNA courses as identified in the Certificate Tuition Section above.

At the time of registration you will be provided with a refund notice mirroring the above and you will check a box stating you read and agree to these terms.